

Prog:	860-S											
Title:	Chart Supplements U.S., Alaska, and Pacific											
Agency:	Department of Transportation/Federal Aviation Administration (FAA)											
Term:	Beginning 02.01.18 and ending 02.28.19											
		GRAY GRAPHICS Capitol Heights, MD			LSC COMMUNICATIONS Owensville, MO		NPC, INC. Claysburg, PA		FRY COMMUNICATIONS Mechanicsburg, PA		CURRENT CONTRACTOR Fry Communications	
		BASIS OF										
ITEM NC	DESCRIPTION	AWARD	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST
I.	PRINTING AND BINDING:											
(a)	Complete cover, including binding.....per complete cover.....											
(1)	Makeready and/or Setup	63	275.00	17,325.00	110.00	6,930.00	149.28	9,404.64	240.00	15,120.00	240.00	15,120.00
(2)	Running Per 1,000 Copies	188	15.00	2,820.00	2.00	376.00	10.98	2,064.24	12.00	2,256.00	12.00	2,256.00
(b)	Text: Printing in black ink, including binding.....per page.....											
(1)	Makeready and/or Setup	36040	3.75	135,150.00	6.03	217,321.20	9.63	347,065.20	3.90	140,556.00	3.30	118,932.00
(2)	Running Per 1,000 Copies	113638	0.75	85,228.50	0.05	5,681.90	2.21	251,139.98	0.33	37,500.54	0.33	37,500.54
(c)	Additional Color: Printing text in additional ink color other than black.....per color/per page.....											
(1)	Makeready and/or Setup	2366	15.00	35,490.00	N/C	0.00	3.12	7,381.92	21.55	50,987.30	20.35	48,148.10
(2)	Running Per 1,000 Copies	6456	1.00	6,456.00	N/C	0.00	0.47	3,034.32	1.93	12,460.08	1.93	12,460.08
II.	PAPER:											
	<i>Computation of the net number of leaves will be based on the following:</i>											
	<i>Text - Each page-size leaf.</i>											
	<i>Covers - Two page-size leaves will be allowed for each complete cover. Prices offered must include the cost of paper for backstrip, when required.</i>											
	Per 1,000 Leaves											
(a)	Cover: White Index (110-lb.).....	376	16.00	6,016.00	13.00	4,888.00	45.53	17,119.28	14.51	5,455.76	14.51	5,455.76
(b)	Text: White Light-weight Offset Book (Bible Paper) (30-lb.).....	56819	3.20	181,820.80	2.79	158,525.01	3.53	200,571.07	2.63	149,433.97	2.22	126,138.18
III.	ADDITIONAL OPERATIONS:											
(a)	Gathering/combining/consolidating multiple titles, going to the same addressee.....per package/per address.....	8930	1.00	8,930.00	0.25	2,232.50	1.39	12,412.70	2.18	19,467.40	2.18	19,467.40
IV.	PACKING AND DISTRIBUTION:											
1.	Bulk Shipments (other than by USPS and UPS):											
(a)	Packing and sealing shipping containers.....per container.....	357	2.00	714.00	1.00	357.00	1.81	646.17	1.00	357.00	0.25	89.25
2.	Mailed Shipments:											
(a)	Single or multiple copies in kraft envelope (up to 200 leaves).....per envelope.....	961	0.65	624.65	0.51	490.11	0.64	615.04	1.10	1,057.10	0.58	557.38
(b)	Single or multiple copies over 200 leaves, up to 12 pounds, in cushioned bags, or wrapped in bundles (maximum gross weight 14lbs.).....per bundles/or bag.....	1805	1.00	1,805.00	0.51	920.55	0.64	1,155.20	1.76	3,176.80	1.76	3,176.80
(c)	Quantities over 12 pounds, up to 24 pounds, wrapped in bundles, or packed in shipping containers, at contractor's option (maximum gross weight 27 pounds).....per bundle/or container.....	4176	1.50	6,264.00	0.74	3,090.24	1.06	4,426.56	2.10	8,769.60	2.10	8,769.60
(d)	Quantities over 24 pounds, up to 36 pounds, packed in shipping containers (maximum gross weight 40 pounds).....per container.....	3214	2.00	6,428.00	1.30	4,178.20	1.64	5,270.96	2.20	7,070.80	2.20	7,070.80
	CONTRACTOR TOTALS			495,071.95		404,990.71		862,307.28		453,668.35		405,141.89
	DISCOUNT		2.00%	9,901.44	0.00%		0.25%	2,155.77	2.00%	9,073.37	2.00%	8,102.84
	DISCOUNTED TOTALS			485,170.51		404,990.71		860,151.51		444,594.98		397,039.05
							Page 1 of 1					
							AWARDED					

U.S. GOVERNMENT PUBLISHING OFFICE

Washington, DC

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

Chart Supplements U.S., Alaska, and Pacific

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

Department of Transportation/Federal Aviation Administration (FAA)

Single Award

TERM OF CONTRACT: The term of this contract is for the period beginning February 1, 2018 and ending February 28, 2019, plus up to four (4) optional 12-month extension periods that may be added in accordance with the "OPTION TO EXTEND THE TERM OF THE CONTRACT" clause in SECTION 1 of this contract.

NOTE: The period from February 1, 2018 to February 28, 2018, will be used by the contractor for electronic transmission of files from FAA to the production facility to prevent interruption of the required contract specifications. Production of the first cycle (print orders) will begin on or about March 1, 2018.

BID OPENING: Bids shall be publicly opened at 11:00 a.m., prevailing Washington, DC time, on November 30, 2017.

BID SUBMISSION: Submit bid in pre-addressed envelope furnished with solicitation or send to: U.S. Government Publishing Office, Bid Section, Room C-848, Stop: CSPS, 732 North Capitol Street, NW, Washington, DC 20401. Facsimile bids in response to this solicitation are permitted. Facsimile bids may be submitted directly to the GPO Bid Section, Fax No. (202) 512-1782. The program number and bid opening date must be specified with the bid. Refer to Facsimile Bids in Solicitation Provisions of GPO Contract Terms, GPO Publication 310.2, as revised June 2001. Hand delivered bids are to be taken to: GPO Bookstore, 710 North Capitol Street, NW, Washington, DC, between the hours of 8:00 a.m. and 4:00 p.m., prevailing Washington, DC time, Monday through Friday. Contractor is to follow the instructions in the bid submission/opening area. If further instruction or assistance is required, call (202) 512-0526.

NOTE: Failure to meet rigid effective dates for all of the publications could jeopardize not only the safety of aircraft, but could be the primary factor in loss of life. These publications are considered critical to air navigation and must be in the hands of their user(s) by the effective dates.

BIDDERS, PLEASE NOTE: These specifications have been extensively revised; therefore, all bidders are cautioned to familiarize themselves with all provisions of these specifications before bidding.

Abstracts of contract prices are available at <https://www.gpo.gov/how-to-work-with-us/vendors/contract-pricing>.

For information of a technical nature, contact Rebecca Swan at rswan@gpo.gov or (202) 512-1239.

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 Publication 310.2, effective December 1, 1987 (Rev. 6-01)) and GPO Contract Terms, Quality Assurance through Attributes Program for Printing and Binding (GPO Publication 310.1, effective May 1979 (Rev. 8-02)).

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

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

DISPUTES:

GPO Publication 310.2, GPO Contract Terms, Contract Clause 5. Disputes, is hereby replaced with the June 2008 clause found at <https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/contractdisputes.pdf>.

SUBCONTRACTING: Subcontracting is **NOT** allowed.

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

Product Quality Levels:

- (a) Printing (page related) Attributes – Level II.
- (b) Finishing (item related) Attributes – Level II.
- (c) Exceptions:
 - (1) F-5. Perfect-Bound Book Durability -- Page flex test -- Minimum of 300 flexes.
 - (2) F-7. Excess Glue -- 1/16" Maximum glue penetration.

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	O.K. Proofs / Average Type Dimension in Publication / Electronic Media
P-8. Halftone Match (Single and Double Impression)	O.K. Proofs / Electronic Media
P-9. Pantone Color Match	Pantone Matching System
P-10. Process Color Match	O.K. Proofs / Electronic Media

DISTRIBUTION: PACKING, INSERTING, AND DISTRIBUTION/SHIPPING, MANIFEST MAILING

Packing, Inserting: Count and Content -

The number of packages and copies per individual package. Customer field reports, as noted in the Customer Service Team Discrepancy Report, will be used to determine the error rate. Contractor will be deemed defective in this area if the proper order filling error rate > .5% (greater than one half of one percent).

Method of Packing and Postal Regulations -

The containers should not be overweight by mailing mode regulations. Contractor will be deemed defective if it does not follow postal regulations.

Packaging Materials -

Envelopes, bags, and shipping containers must adhere to Government specifications. Contractor will be deemed defective if any of the following occur:

1. Materials not conforming to specification.
2. Use of unauthorized materials.
3. Filler inadequate to avoid damage.

Method of Labeling -

Placement, legibility, and placement on correct package. Contractor will be deemed defective if label is placed improperly, the label is missing, and/or the label is illegible or mislabeled.

Method of Sealing -

Reinforced tape, in addition to, plastic strapping must be used where appropriate.

Binding -

Contractor must meet minimum of 300 flex test and excess glue requirements.

Distribution/Shipping -

The primary objective of distribution control is to place the volumes in the hands of the users, prior to the effective date of the product. Contractor will be deemed defective if shipped by wrong carrier or failure to make distribution. If the contractor fails to release into carrier system by specified deadline with no action to ship by more rapid means, the contractor will be deemed defective. If the contractor fails to follow carrier regulations it is also deemed defective.

Manifest Mailing -

All packages designated for manifest mailing must be filled in accordance with packing slip instructions and UPS, USPS, or other shipping regulations, as applicable. UPS or USPS personnel may choose to select random samples from the packages identified in the UPS computer manifest. They will check for incorrect postage or weight. The contractor will be deemed defective if any of the following occur(s):

1. Put into wrong mail system.
2. Wrong container (according to label instructions).
3. Order filled with wrong product or incorrect number of right product.
4. Failure to follow UPS regulations.
5. Failure to follow USPS regulations.

RECLAIMED, RECOVERED, AND RECYCLED MATERIALS: In performance of any contract resulting from this solicitation, the use of reclaimed, recovered, and recycled materials in any percentage is not only permitted, but encouraged, provided that all specification requirements are met.

OPTION TO EXTEND THE TERM OF THE CONTRACT: The Government has the option to extend the term of this contract for a period of 12 months by written notice to the contractor not later than 30 days before the contract expires. If the Government exercises this option, the extended contract shall be considered to include this clause, except, the total duration of the contract may not exceed five (5) years as a result of, and including, any extension(s) added under this clause. Further extension may be negotiated under the “EXTENSION OF CONTRACT TERM” clause. See also “ECONOMIC PRICE ADJUSTMENT” for authorized pricing adjustment(s).

EXTENSION OF CONTRACT TERM: At the request of the Government, the term of any contract resulting from this solicitation may be extended for such period of time as may be mutually agreeable to the GPO and the contractor.

ECONOMIC PRICE ADJUSTMENT: The pricing under this contract shall be adjusted in accordance with this clause, provided that in no event will any pricing adjustment be made that would exceed the maximum permissible under any law in effect at the time of the adjustment. There will be no adjustment for orders placed during the first period specified below. Pricing will thereafter be eligible for adjustment during the second and any succeeding performance period(s). For each performance period after the first, a percentage figure will be calculated as described below and that figure will be the economic price adjustment for that entire next period. Pricing adjustments under this clause are not applicable to reimbursable postage or transportation costs, or to paper, if paper prices are subject to adjustment by separate clause elsewhere in this contract.

For the purpose of this clause, performance under this contract will be divided into successive periods. The first period will extend from February 1, 2018 to February 28, 2019, and the second and any succeeding period(s) will extend for 12 months from the end of the last preceding period, except that the length of the final period may vary. The first day of the second and any succeeding period(s) will be the effective date of the economic price adjustment for that period.

NOTE: The term of the first contract year (base year) is expected to be approximately 13 months; however, the Economic Price Adjustment will be based on the date of actual production. Actual production begins March 1, 2018.

Pricing adjustments in accordance with this clause will be based on changes in the seasonally adjusted “Consumer Price Index For All Urban Consumers – Commodities less Food” (Index) published monthly in the CPI Detailed Report by the U.S. Department of Labor, Bureau of Labor Statistics.

The economic price adjustment will be the percentage difference between Index averages as specified in this paragraph. An index called the variable index will be calculated by averaging the monthly Indexes from the 12-month interval ending three (3) months prior to the beginning of the period being considered for adjustment. This average is then compared to the average of the monthly Indexes for the 12-month interval ending November 30, 2017, called the base index. The percentage change (plus or minus) of the variable index from the base index will be the economic price adjustment for the period being considered for adjustment.

The Government will notify the contractor by contract modification specifying the percentage increase or decrease to be applied to invoices for orders placed during the period indicated. The contractor shall apply the percentage increase or decrease against the total price of the invoice less reimbursable postage or transportation costs and separately adjusted paper prices. Payment discounts shall be applied after the invoice price is adjusted.

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 Producer Price Indexes report, published by the Bureau of Labor Statistics (BLS), as follows:

NOTE: For the purpose of this contract, the Paper Price Adjustment will be based on the date of actual production. Actual production begins on or about March 1, 2018.

1. BLS code 0913 for All Paper will apply to all paper required under this contract.
2. The applicable index figures for the month of February 2018, will establish the base index.

3. There shall be no price adjustment for the first three production 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. (a) and (b) 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 contractor, the Government reserves the right to conduct an on-site preaward survey at the contractor's facility and/or to require other evidence of technical, production, managerial, financial, and similar abilities to perform, prior to the award of a contract.

Examples of the areas that may be investigated are listed below –

- Technical equipment/capability
- Quality assurance
- Electronic Data Interface/capability
- Financial capability and Accounting systems
- Other, as appropriate

QUALITY ASSURANCE: THE CONTRACTOR IS CAUTIONED THAT THE ACCURACY OF THE INFORMATION IN THESE PRODUCTS IS OF PARAMOUNT IMPORTANCE. ERRORS SUCH AS MISSING OR WRONG PAGES COULD JEOPARDIZE NOT ONLY THE SAFETY OF AIRCRAFT, BUT COULD BE THE PRIMARY FACTOR IN LOSS OF LIFE OR PROPERTY, AND COULD ALSO JEOPARDIZE THE NATION'S MILITARY READINESS AND SAFETY. TO ACHIEVE MAXIMUM ACCURACY IN THESE PRODUCTS, THE CONTRACTOR'S QUALITY CONTROL PROGRAM MUST BE ORGANIZED TOWARD THE OBJECTIVE OF REACHING A GOAL OF ZERO DEFECTS IN EACH AND EVERY PRODUCT.

PREAWARD TEST: Prior to the issuance of a purchase order, the prospective contractor shall be required to successfully demonstrate their ability to create digital color content proofs and PDF soft proofs, reprint, and perfect-bind publications as set forth below. The Government reserves the right to waive the preaward test if there is other evidence that, in the opinion of the Contracting Officer, indicates that the contractor being considered for award has the capability to successfully produce the items required.

For the preaward test, electronic files representative of the files to be furnished under these specifications will be provided on the same media stipulated in these specifications (see “GOVERNMENT TO FURNISH” specified herein). The electronic file samples of three (3) books (Chart Supplement Alaska, Chart Supplement Pacific, and Chart Supplement Northwest U.S. Volume), will be provided as PDF files. These sample book PDF files must be picked up from the Government Publishing Office, Washington, DC. (NOTE: At the Government’s option, these files may be sent via FTP or the Internet.)

- Contractor will be required to create one (1) complete set of digital color content proofs for each volume and one (1) PDF soft proof for each volume. The digital color content proofs must be sent to: Federal Aviation Administration, Station 3424 SSMC4, 1305 East West Highway, Silver Spring, MD 20910, Attn: Jeffrey Lamphier/Bob Carlson, and the PDF soft proofs must be submitted via FTP within five (5) workdays of receipt of test files. These proofs must conform to the paragraph entitled “PROOFS” in “SECTION 2. – SPECIFICATIONS.”
- The contractor must also submit 10 samples of paper stock with the proofs which must conform to the paragraph entitled “STOCK/PAPER” in “SECTION 2. – SPECIFICATIONS.”
- Contractor will be required to reprint and perfect-bind eight (8) copies of the Chart Supplement Alaska, eight (8) copies of the Chart Supplement Pacific, and eight (8) copies of the Chart Supplement Northwest U.S. volume in accordance with the printing and binding requirements as specified herein. These 24 perfect-bound test samples must be furnished within 10 workdays of receipt of “O.K. to print” on proofs.
- Approval of the preaward proofs, paper, and printed, bound copies will be based upon fulfilling all of the requirements of the specification within the time specified.
- The Government shall approve or disapprove the preaward proofs, paper, and printed, bound copies within three (3) workdays from receipt thereof.

In the event the preaward proofs, paper, and/or the printed, bound copies are disapproved by the Government, the contractor may by written notice be required, at the option of the Government, to submit additional preaward proofs, paper, and/or printed, bound copies, as applicable. In such event, the contractor shall, at no cost to the Government, make any necessary changes. Such additional preaward proofs, paper, and/or printed, bound copies shall be furnished under the terms and conditions of this contract and within the time specified.

If the contractor fails to successfully complete these requirements in the time specified, the contractor shall be deemed nonresponsible.

No charges will be allowed for costs incurred in the performance of this preaward test.

ACTUAL DAMAGES: Unless otherwise prescribed, the contractor is, upon failure to provide services, materials, supplies, and equipment within the time specified for delivery, chargeable with all expenses caused the Government by reason of such delays in delivery for which no extension of time is provided, as actual damages to the Government on account of such delays. Also, the contractor will be charged, as actual damages, for all expenses caused the Government occasioned by delivery of materials, supplies, and equipment not conforming to specifications.

POSTAWARD CONFERENCE: Unless waived by the Contracting Officer, the total requirements of the job as indicated in these specifications will be reviewed by Government representatives with the contractor’s representatives

at the U.S. Government Publishing Office, Washington, DC, immediately after award. At the option of the Government, the postaward conference may be held via teleconference.

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 the contract shall be ordered by the issuance of print orders by the Government. Orders may be issued under the contract from February 1, 2018 through February 28, 2019, plus for such additional period(s) as the contract is extended. All print orders issued hereunder are subject to the terms and conditions of the contract. The contract shall control in the event of conflict with any print order. A print order shall be "issued" upon notification by the Government for purposes of the contract when it is electronically transmitted or otherwise physically 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 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, 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 within the time specified in the order, and the rights and obligations of the contractor 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 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.

WARNING: All materials produced in accordance with these specifications shall become the property of the Government. All materials shall be maintained under reasonable security to prevent their release to any unauthorized persons. Materials may not be duplicated in whole or part for any purpose other than the performance of this contract.

BILLING: Upon completion of a print order, an itemized statement for billing with all shipping receipts must be submitted to: Department of Transportation/Federal Aviation Administration, Contracting and Acquisition Team, Attn: Trina Brown, 6500 South MacArthur Boulevard, ANF-1, Building 5, Room 210, Oklahoma City, OK 73169 for examination and certification for payment purposes only. The GPO Contracting Officer shall make conditional acceptance at the time of completion of distribution. Conditional acceptance shall in no way affect any rights or remedies of the Government, provided by law or provision of this contract, with respect to defective or nonconforming supplies or services. Acceptance of all invoice items shall be made in writing, by the ordering agency within 10 calendar days of receipt. For the purpose of the Government eligibility for any discount for prompt payment, the time at which conditional acceptance occurs (i.e., the completion of distribution) shall constitute delivery of the supplies/services to the Government. Similarly, for the purpose of any interest that may become due to the contractor for late payments, conditional acceptance shall be construed to be acceptance. The Department of Transportation will return a signed copy of the invoice and an accompanying print order to submit with contractor's billing invoice.

After verification by the ordering agency, contractor to submit billing to the GPO.

Submitting all 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 getting paid. The information for using this method can be found of the following web address: <https://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/agency/billing-and-payment>.

Contractor's billing invoice must be itemized in accordance with the line items in the "SCHEDULE OF PRICES."

SECTION 2. - SPECIFICATIONS

SCOPE: These specifications cover the production of separate-covered perfect-bound books requiring such operations as electronic prepress, printing, binding, packing, and distribution.

TITLE: Chart Supplements U.S., Alaska, and Pacific.

FREQUENCY OF ORDERS: Three publication titles (total of nine volumes—the Chart Supplement Alaska, the Chart Supplement Pacific, and the seven (7) Chart Supplement U.S. volumes (equal to one (1) set) every 56 calendar days (equal to one (1) cycle). One large print order will be issued each 56-day cycle for printing.

Each print order consists of the following volumes: Chart Supplements East Central, North Central, Northeast, Northwest, South Central, Southeast, and Southwest; Supplement Alaska; and Chart Supplement Pacific.

NUMBER OF PAGES: Approximately 5,000 to 6,000 pages per cycle.

QUANTITY: Approximately 20,000 to 30,000 books per cycle.

ANTICIPATED CYCLE AVERAGES FOR PRINT QUANTITY AND NUMBER OF PAGES:

<u>Volume</u>	<u>Print Quantity</u>	<u>Pages</u>
East Central	2,385	568
North Central	2,603	552
Northeast	3,109	752
Northwest	3,008	392
South Central	3,510	624
Southeast	3,730	728
Southwest	3,887	672
Supp Alaska	4,061	560
Supp Pacific	8	368
Totals	26,301	5,216

During the term of the contract, the number of volumes may increase due to adding additional volumes and/or splitting the current volumes due to number of pages.

TRIM SIZE: 5-3/8 x 8-1/4”.

GOVERNMENT TO FURNISH: At the start of the contract, the Government will furnish the following files:

- Nine (9) PDF files covering the entirety of each of the Chart Supplement volumes via FTP.
- Shipping documents authorizing commercial carrier ground or air freight shipments.
- Postage/carrier account numbers for FAA and NGA for mailing/shipping.
- NGA will provide data files containing NGA customers and product information via email.

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.

The contractor must be able to accept files electronically via a contractor-hosted FTP server. Appropriate log-on instructions and protocol must be provided at the time of award. The contractor must provide necessary security for the FTP, which at a minimum, must have a unique user ID and password.

ELECTRONIC PREPRESS: Prior to image processing, the contractor shall perform a basic check (preflight) of the furnished media and publishing files to assure accurate 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 FAA Aeronautical Information Services, Airport Survey and Mapping team. Contractor must notify the Government as soon as necessary in order to comply with the shipping schedule.

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.

The contractor is responsible for outputting the electronic files, regardless of the production process, at high resolution. High resolution on this contract is defined as being a minimum of 150-line screen or finer or at a minimum of 20 micron for stochastic screening. The contractor is responsible for determining the appropriate output resolution to achieve optimal results for such design elements as blends, gradients, halftones (single and multi-color), 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 contractor's production environment.

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, 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 the same type of storage media as was originally furnished. 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. (The Government will accept PDF files as digital deliverables when furnished by the Government.)

PROOFS:

One (1) "Press Quality" PDF soft proof (for content only) of entire publication (each volume) using the same Raster Image Processor (RIP) that will be used to produce the final printed product. PDF soft proofs will be evaluated for text, image position, and color breaks. Proofs will not be used for color match. PDF soft proof will be transferred to the FAA, Aeronautical Information Services, Airport Survey and Mapping Team via e-mail or FTP.

One (1) set of digital color content proofs of entire publication (each volume). Direct to plate must be used to produce the final product with a minimum 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.

NOTE: Any errors or deviations from the specifications due to processing of the digital files by the contractor will be corrected and will be at no cost to the Government. Proofs of pages that require corrections will be marked up by the Government and returned to the contractor. Corrections shall be accomplished by revising the process and generating new proofs.

If any contractor's errors are serious enough in the opinion of the FAA, Aeronautical Information Services, Airport Survey and Mapping Team to require revised proofs, the revised proofs are to be provided at no expense to the Government. No extra time can be allowed for this reproofing; such operations must be accomplished within the original production schedule allotted in the specifications.

Contractor must not print prior to the receipt of an "O.K. to Print."

ADVANCE COPIES: Prior to binding of the total production quantity, the contractor must submit three (3) complete bound advance sample copies of all nine (9) volumes, for final approval.

The contractor is cautioned that in the event of rejection or alteration of the advance samples, the GPO will consider production costs only up to and including presswork. If the contractor continues production beyond presswork without approval of the FAA, Aeronautical Information Services, Airport Survey and Mapping Team, he does so at his own risk.

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. 12" dated March 2011.

Government Paper Specification Standards No. 12 – https://www.gpo.gov/docs/default-source/forms-standards-pdf-files/vol_12.pdf.

JCP paper specifications are revised from time to time. In the event that the specifications change during the term of this contract, the Government will allow the contractor to substitute comparable paper of equal quality after samples are inspected and specifications are approved by the ordering agency.

All text paper used in each copy must be of a uniform shade. All cover paper must have the grain parallel to the spine.

Cover: White Index, basis weight: 110 lbs. per 500 sheets, 25-1/2 x 30-1/2", equal to JCP Code K10.

Text: White Light-weight Offset Book (Bible Paper), basis weight: 30 lbs. per 500 sheets, 25 x 38", equal to JCP Code A75.

PRINTING:

Cover: Print Covers 1, 4, and spine in four-color process and Covers 2 and 3 in black ink only.

Text: Print text head-to-head in black ink and one additional Pantone ink color.

The text pages print mainly in black ink only, except for some 2-color pages distributed in the back of the books. Various pages in each volume will have graphic elements specified in a Pantone ink color to be printed as a second color. Text Pages will show the topographic features in addition to the standard text shown in black. The contractor must be able to print these color pages from the files sent to them by the ordering agency.

MARGINS: Head 3/16"; even pages 3/8" from bind; odd pages 1/8" from outside edge.

BINDING: Perfect-bind text and wraparound cover; trim three sides.

PACKING:

Bulk Shipments (other than USPS and UPS) –

Packing in shipping containers not to exceed 45 pounds when fully packed. Pallets are required.

Mailed Shipments –

Insert single or multiple copies (up to 200 leaves) into kraft envelopes.

Quantities over 200 leaves, up to 12 pounds, must be inserted into cushioned shipping bags or wrapped in bundles (maximum gross weight 14 pounds).

Quantities over 12 pounds, up to 24 pounds, must be wrapped in bundles or packed in 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).

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 or split during the delivery/shipping/ mailing process.

LABELING AND MARKING (Package and/or Container label):

The contractor shall be required to neatly label and mark packages and shipments and provide, prepare, and affix labels, stickers, or forms, for all packages and shipments. Pressure sensitive, self-adhering labels shall be utilized where available.

Shipping labels shall be firmly affixed to the widest surface of all packages. No part of the shipping label shall be placed over a seam or on top of sealing tape and no part may obstruct or be obstructed by other labels, stickers, markings, or banding.

When there are multiple packages in an order, the packing slip shall be placed in the first package and it shall have the words “Packing Slip Enclosed” on either the label or stamped on the label-side of the package.

In shipments that contain more than one package, each carton shall be marked “(1 of ____, 2 of ____)”, etc., to indicate the total number of cartons in the shipment.

The contractor shall format and print shipping labels for all customer orders. The contractor may use his own format for the shipping labels, but must be approved by the Government. ***(NOTE: The contractor’s label format shall be submitted to the Government for approval prior to performance of the contract.)***

The Government will specify print formats for all contractor-printed materials other than shipping labels from carriers.

The contractor shall be responsible for obtaining carrier approval for the use of shipping labels and bar codes.

USPS stickers (i.e., Priority Mail, Par Avion, etc.) must be applied to all USPS shipments. Stickers shall be placed directly above and to the center of the shipping label to designate USPS delivery service and to ensure proper handling by the USPS. In lieu of the stickers, priority packages must be identified by incorporating the word “Priority” on the label or on the package.

All envelopes, bags, bundles, and cartons shall be preprinted or labeled with the message shown below. This message shall be 15-point Bold Caps, surrounded with a 1/16-inch solid border, and printed in black ink. Placement shall be in the upper left portion of the address side of shipping envelopes, bags, and bundles, and in the upper top and sides of rectangular cartons.

**U.S.GOVERNMENT
CHARTS/PUBLICATIONS
CRITICAL TO
NAVIGATION SAFETY
DO NOT DELAY**

Bar Code Labels – The contractor shall create and affix a shipper’s bar code label with a tracking number (which shall be traceable to the order number) on each package. At contractor’s option, the bar code with tracking number may be imaged directly onto the container.

DEPARTMENTAL RANDOM COPIES (BLUE LABEL): All orders 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. The container and its contents shall be recorded separately on all shipping documents and sent to: Federal Aviation Administration, Aeronautical Information Services, Attn: Customer Operations Team, 1305 East-West Highway, Building SSMC-4, Silver Spring, MD, 20910.

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

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

QUALITY ASSURANCE RANDOM COPIES: In addition to the Departmental Random Copies (Blue Label), the contractor may be required to submit quality assurance random copies to test for compliance against the specifications. The print order will indicate the number required, if any. When ordered, the contractor must divide the entire order into equal sublots and select a copy from a different general area of 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). Copies will be paid for at the running rate offered in the contractor’s bid and their cost will not be a consideration for award. A copy of the print order must be included.

Business Reply Mail labels will be furnished for mailing the quality assurance random copies. The copies are to be mailed at the same time as the first scheduled shipment. A U.S. Postal Service approved Certificate of Mailing, identified by Program, Jacket, and print order numbers must be furnished with billing as evidence of mailing.

DISTRIBUTION:

For FAA Customer Orders:

The Government shall email FAA Customer Information and Product Information to contractor no later than noon Thursday, 21 days prior to the effective date.

From the data contained in these files, the contractor shall format and print order invoices/packing lists, shipping labels, and mail manifests. Print formats shall be approved by the Government within 24 hours.

Order Invoices/Packing Lists: The contractor shall format and print order invoices and packing lists in accordance with the print order quantity provided through the FTP site and supported by the GPO Print Order Form 2511. The Government will specify the format for the order invoices. Contractor's format is acceptable for the packing list. The contractor shall insert an order invoice in the first package of each order.

Shipping Labels: The contractor shall format and print shipping labels for all FAA customer orders. The format for the shipping labels shall be recommended by the contractor but must be approved by the Government. Address lines must allow for 40 characters and three (3) address lines. All items printed by the contractor shall be produced from laser or equivalent quality printers. The Government will specify print formats for all contractor-printed materials other than shipping labels. The contractor's proposed label format shall be submitted to the Government for approval prior to performance of the contract.

Bar Code Labels: The contractor shall be required to apply or print a shipper's bar code label with a tracking number (which shall be traceable to the order number) on each package. The contractor shall fill orders so as to minimize the number of packages shipped to a customer and not exceed the maximum package weights established in the contract, as well as being consistent with other packaging specifications. The contractor shall be responsible for obtaining carrier approval for the use of shipping labels and bar codes.

For NGA customer orders:

NGA will email data files containing NGA customer and product information no later than 28 calendar days prior to the effective date. The contractor shall retrieve these files via the Internet using the FTP site. The contractor shall convert the NGA EDI data files from the NGA format to the FAA format. From this data, the contractor shall format and print pack lists, shipping labels, and mail manifests. Print formats, other than shipping labels, shall be approved by the Government. (NOTE: FAA and NGA may use different acronyms to identify the same product. The Government will provide a cross-reference between FAA and NGA nomenclatures at time of award). Print formats shall be approved by the Government within 24 hours.

NGA requires that all deliveries be at their destination 3 calendar days prior to the effective date. All postage shall be charged to the appropriate NGA established postage/carrier accounts. The contractor shall package all shipments that require a NGA label.

Shipping Manifests: The contractor must use a USPS approved scaled mail manifest system. The contractor shall generate shipping and package tracking manifests for packages shipped by any carrier that provides shipping services for the Government. The mail manifest will be calculated from Government supplied data files, weight of packages determined by the contractor, and Government tendered rate information maintained by the contractor.

The contractor shall complete, sign, and return to the USPS a "Mail Manifest System Application." Upon receipt of the "Mail Manifest System Agreement," the contractor shall complete, sign, and return it to the USPS.

The contractor shall deliver the USPS manifest with the final USPS delivery to the USPS representative in accordance with USPS rules and regulations. In the rare event that the contractor needs to create a new label, the unique package identification number, weight, and postage must be added to the manifest proper and the summary at the end of the manifest. USPS will invoice the postage costs to the Government based on the manifest.

The contractor shall deliver separate USPS manifests, one for FAA packages and one for NGA packages, with the final USPS delivery to the USPS representative in accordance with USPS rules and regulations. USPS will invoice the postage separately to FAA and NGA based on the manifest. USPS regulations require the contractor to perform quality control sample checks for different categories of mail. The contractor shall perform the necessary sampling checks, shall note those weights and postage amounts that differ from the manifest, and identify the reason for the discrepancy. The contractor shall correct the discrepancy if it is determined to be contractor error.

The contractor shall deliver the FedEx manifest with the final FedEx delivery to the FedEx representative in accordance with FedEx rules and regulations. In the rare event that the contractor needs to create a new label, the unique package identification number, weight, and postage must be added to the manifest proper and to the summary at the end of the manifest. At the end of each printing/delivery cycle, the contractor shall forward a copy of the FedEx-signed delivery form to: FAA Aeronautical Information Services, 1305 East-West Highway, Building SSMC-4, Silver Spring, MD, 20910.

FedEx will invoice the postage costs to the Government based on the manifest.

Contractor Transmissions to the Government - The contractor shall confirm receipt of the customer, order, and product information files via e-mail to the Customer Service Team at Tonya.L.Sizemore@faa.gov. This confirmation shall include the file name, total number of customers, the total product line item count and total product quantity for each cycle.

The contractor shall be required to transmit an ASCII data file (format specified by the Government) to the Government no later than Thursday, seven (7) calendar days prior to the effective date by email. The contractor shall immediately e-mail the Customer Service Team that the confirmation files are available on the FTP site. This data shall confirm that each order has been fulfilled and that shipping has been completed. For each order reported as shipped, the contractor shall transmit the order number, carrier, package weight, postage, package shipping date, and the package tracking number, if applicable. The contractor shall also transmit the order number, and date of pick-up or delivery for all other shipments picked up at their loading dock, or that were delivered by the contractor.

The contractor shall provide an electronic version of each shipping manifest to the Government via e-mail at 9-amc-aerochart.faa.gov. The Government shall approve the shipping manifest format.

Carriers and Delivery Modes: Carriers and delivery modes by which orders are to be shipped shall be identified by codes contained in the data transmitted by FAA/Aeronautical Information Services to the contractor. (The contractor shall determine the shipping mode for the data transmitted by NGA). These codes will be provided to the contractor following contract award. The following are shippers currently used by the Government, but this list is subject to change at the discretion of the Government:

- **USPS** - First Class, Priority Mail, Air Printed Matter, Air Parcel Post
- **FedEx Ground**
- **FedEx** - Overnight Priority, FedEx International Overnight Priority, International Mail Service
- **Priority Post Company** - International Priority Air Mail, Canada
- **Advance Post Company**- International Mail Service
- **Commercial Carriers** - Domestic ground and International air freight shipments made by Commercial Bill of

Lading (CBL), Standard Form 1103-A (Rev. 9/2003) or by commerce invoice

Other Invoice/Shipping Requirements: The contractor may be required to prepare documentation for international or other shipments including, but not limited to:

- Commercial invoices
- North American Free Trade Agreement
- Air-bills
- Certificates of Origin
- Shippers Security Endorsement

Distribution/Shipping: The contractor shall complete all cycle product distribution by 4:30 p.m., on the date specified as the Distribution Date, eight (8) calendar days prior to the Effective Date. Distribution shall be considered as complete when released to the carrier or, for mail shipments, delivered to a post office. The contractor shall ensure that shipments are released to the carrier by the required hour and date and that all carriers' vehicles have left the premises.

The contractor shall meet the following mailing rules and regulations:

For USPS mailings, the United States Postal Service regulations as specified in the Domestic Mail Manual and International Mail Manual.

For all FedEx mailings, the contractor must use the FedEx Power Ship System for automated airbills, manifests, etc.

For all packages shipped to NGA customers, the contractor shall strictly abide by the NGA "Technical Instruction for Packaging and Distribution of DoD Flight Information Publications, Books, Charts, and Related Publications," dated May 2005. All other shipping must be in accordance with the Service Manuals of those carriers used in the performance of this contract.

Each Carton must be marked 1 of __, 2 of __, etc., to indicate the total number of cartons in the shipment. The FAA order invoice or the NGA packing slip shall be placed in carton No. 1.

For all packages sent to Miami and San Francisco via Landstar Carrier pick-up, the packages must have piece count total on the right side of the Express America Waybill.

Shipping and Postage Charges:

The Government shall prepare and provide the contractor with shipping documents authorizing commercial carrier ground or air freight shipments.

Completed shipping documents will be forwarded to the contractor who shall then arrange to have the shipment picked up by the designated carrier.

A complete copy showing total weight and number of packages/skids shall be returned to the FAA, Aeronautical Information Services, Customer Service Team, within two (2) calendar days after the cycle Distribution Date.

Mailing/Shipping Systems:

The contractor shall provide, install, and maintain a USPS approved package mailing system capable of producing uniform periodic reports of orders and all packages that have been tendered to a carrier.

Reports shall include carrier name, order number, date of shipments, package weights, package tracking numbers, and shipping costs for each package. A separate report shall be required for each carrier; reports shall be sorted in ascending order by order number.

The contractor shall be required to update mailing system programs or data to reflect carrier rates, zones, zip codes, etc., whenever changes are announced or carriers are added. The Government currently receives discounted rates from several carriers that are subject to change. The Government shall provide to the contractor the rates in effect following contract award and, thereafter, as changes are received.

If a carrier requires that the contractor use a vendor-supplied system, the contractor shall be responsible for acquiring and installing the appropriate hardware/software required and for ensuring that the system works and interacts properly with the shipper, for example, the Power Ship System, in the case of packages tendered to FedEx.

Four (4) weeks after contract award, the contractor shall submit to the Government the following information for each type of package: length, width, height, weight (empty), and maximum number of items to be packed in each. Upon Government approval, this will become the standard for packaging. No changes from this standard will be permitted without prior approval of the Contracting Officer.

The contractor shall use packaging and filler of sufficient strength so as to ensure that the consignee's publication order arrives intact and undamaged. In addition, plastic strapping shall be used on all boxes, where appropriate.

Shipping Confirmations:

The contractor shall be required to transmit a data file (format specified by the Government) to the Government daily, the first day of shipping, ending no later than Thursday, seven (7) calendar days prior to the effective date, confirming that each cycle order has been fulfilled and that shipping has been completed.

For each order reported as shipped, the contractor shall transmit the order number, carrier, package weight, shipping costs, package shipping date, and the package tracking number, if applicable.

Mailing/Shipping Manifests:

The contractor shall provide an electronic version of each shipping manifest to the Government via FTP and upon request, by e-mail to 9-amc-aerochart.faa.gov. The Government shall approve the shipping manifest format.

NOTE: Upon completion of the contract, the contractor shall return or destroy all furnished materials, as directed by the Government.

Agency Distribution:

Deliver f.o.b. destination to one (1) address in Silver Spring, MD.

Deliver f.o.b. contractor's city for all shipping/mailing.

Advance Copies: Deliver f.o.b. destination, two (2) workdays prior to the distribution date, three (3) advance copies of all nine (9) volumes for each cycle to the following address: Airport Survey and Mapping Team POC, 1305 East-West Highway, Silver Spring, MD 20910, (301) 427-5000.

NOTE: These copies will be considered sample copies and will be automatically added to the total quantity ordered by the FAA Customer Service Team.

The contractor shall be notified of approval for distribution within 24 hours after receipt of the advance copies. In the event such authorization is not received as specified, the contractor will not be relieved of any responsibility in meeting the distribution schedule.

GPO Distribution:

Deliver f.o.b. destination approximately 275 copies (Depository and File copies) to two addresses within the commercial zone of Washington, DC, as follows:

- Deliver approximately 230 copies to: U.S. Government Publishing Office, Federal Depository Library Program (FDLP), Document Warehouse, 8660 Cherry Lane, Laurel, MD 20707-4986, Item No. 0982-L-15.
- Deliver approximately 45 copies to: Library of Congress, US/Anglo Divisions, U.S. Government Documents Section, 101 Independence Avenue, SE, Washington, DC 20540-4274, Marked: Depository File Copies.

Chart Shortages: If a quantity shortage is apparent to the contractor at the time of distribution because the shipping quantities called for on the packing list exceeds the print order quantities, the contractor shall notify the FAA, Distribution and Customer Service Team by phone at (301) 427-4949 or via email at 9-amc-aerochart@faa.gov as soon as possible with the following information and obtain a determination on how to proceed: Type and quantity of publication in short supply; names and addresses of consignee(s) not being filled; and/or, request for revised print order reflecting the new quantities.

Chart Replacement (Government): Chart publications ordered to correct Government errors or to fill emergency needs, the Government will reimburse the contractor at the regular makeready and running rates in accordance with the "SCHEDULE OF PRICES" as specified in SECTION 4 of the contract. All associated mailing/shipping costs shall be charged to the Government postage/carrier account.

Chart Replacement (Contractor): For chart publications ordered to correct contractor errors, the contractor shall replace shortages and shall bear the cost of replacement volumes, packing, and mailing/shipping.

Late Distribution: The contractor shall immediately notify the FAA, Customer Service Team by phone at (301) 427-4949 or via email at 9-amc-aerochart@faa.gov as soon as possible when the contractor anticipates difficulty in complying with the contract delivery schedule or date, or when the contractor has knowledge that any actual or potential situation may delay or threaten to delay the timely performance of the contract. The contractor shall then send a written follow-up to the Contracting Officer (CO) and the FAA COR Program Manager, stating what products and quantities will be/are late, the number and location of the consignees involved, and when the material will be ready for shipment. Nothing contained herein shall be construed as a waiver by the Government of any delivery schedule or date or of any rights or remedies provided by law or under this contract.

Return Shipments and Correspondence: Under FedEx Ground regulations, the contractor's name shall appear on the return address of the labels. Thus, the contractor shall be required to accept undelivered, returned packages. The contractor shall handle returned shipments and correspondence or other material intended for the Government as follows:

FAA returned shipments: All returned packages must be reported to FAA, Customer Service Team by phone on at (301) 427-4949, or via email at 9-amc-aerochart@faa.gov as soon as possible. The contractor shall provide FAA with the customer account number and the reason for the return. FAA will attempt to contact the customer to verify the address and to see if the package can be re-shipped.

NOTE: It is the responsibility of FAA to supply the contractor with updated address files. If there are return shipments due to incorrect addresses for the returns back to sender (contractor) will re-process shipping cost using the corresponding Government postage/carrier account, in accordance with the terms and conditions specified herein.

NOTE: In the event that the contractor incurs shipping costs related to return shipments or address changes, contractor will be reimbursed for all shipping costs by submitting receipts in accordance with the "BILLING" clause of this contract.

FAA Re-ships: The FAA Customer Service Team will fax a re-shipment request to the contractor by 3:30 p.m. for shipments due out that day. All re-shipments shall be sent out via overnight carrier (FedEx).

FAA Re-ship Responsibility: Procedures for determining which party is responsible for the cost of the re-ship are as follows:

If the order has been misplaced, contains the wrong product, or the customer has an incomplete order, the contractor is responsible and shall correct the order and shall use their overnight delivery account to re-ship the package.

If the address provided by FAA is incorrect or incomplete, the FAA is responsible and the contractor will send out a replacement order, in accordance with the terms of the contract. The contractor shall remove the packing slip, if any, the shipping label, and the carrier's explanation for return and mail them to the FAA Distribution and Customer Service Team. At the FAA's discretion, all returned packages may be destroyed, or the contractor may be required to deliver returned shipments to FAA intact. Postage must be appropriately charged to the designated Government furnished postage/carrier accounts.

If the package was shipped by the distribution date, but was not received by the effective date; FAA is responsible and the contractor will send out a replacement order via overnight delivery service.

Correspondence or other material erroneously mailed to the contractor's facility but intended for the FAA Customer Service Team, shall be delivered to the FAA Distribution and Customer Service Team within five (5) workdays following receipt by the contractor.

NGA Undeliverable/Returned Shipments: All returned packages must be reported to NGA as soon as possible. The contractor shall provide NGA with the customer account number and reason for the return. NGA will attempt to contact the customer to see if the package can be re-shipped. At the FAA's discretion, all returned packages may be destroyed, or the contractor may be required to deliver returned shipments to FAA intact. The contractor is not required to track or report to NGA the receipt of returned packages unless there are an unusually large number of returned packages (40% or greater return during a cycle). The contractor does not automatically re-ship products to an NGA customer solely based on receipt of a returned package(s).

NOTE: It is the responsibility of NGA to supply the contractor with updated address files and postage costs due to incorrect addresses for the returns back to sender (contractor) will be charged to the designated Government furnished postage/carrier account.

NOTE: In the event that the contractor incurs shipping costs related to return shipments or address changes, contractor will be reimbursed for all shipping costs by submitting receipts in accordance with the "BILLING" clause of this contract.

NGA Re-ships: NGA re-shipments are made to customers that have not received their orders three (3) calendar days prior to the effective date. NGA will fax or e-mail a re-shipment request to the FAA and the contractor by 3:30 p.m. for shipments due out that day. All re-shipments shall be sent out via overnight carrier (FedEx).

NGA Re-ship Responsibility: Procedures for determining which party is responsible for the cost of the re-ship is as follows:

If the order has been incorrectly packed, contains the wrong product, has an incomplete order, or the shipping address was generated incomplete or wrong by the contractor, the contractor is responsible, shall correct the order, and shall use their overnight delivery account to re-ship the package.

If the shipping address provided by NGA is incorrect or incomplete, NGA is responsible; the contractor shall use NGA's overnight delivery account. The contractor shall remove the packing slip, if any, the shipping label, and the carrier's explanation for return and fax or email them to NGA and the FAA Customer Service Team. NGA is responsible to reimburse the FAA at unscheduled pricing for the cost of products. The contractor shall then re-ship the package, using NGA's overnight delivery account.

If the package was shipped to the correct address by the distribution date, but has not been received by the customer's military installation three (3) calendar days prior to the effective date, the contractor shall correct the order using the contractor's overnight delivery account to re-ship the package.

The return address for all NGA packages shipped to NGA customers shall be the contractor's address.

All expenses incidental to picking up and returning/destroying materials, submitting proofs, and furnishing sample copies must be borne by the contractor.

SCHEDULE: Adherence to this schedule must be maintained. The contractor must not start production of any job prior to receipt of the individual print order (GPO Form 2511).

Contractor to email PDF soft proofs to 9-amc-aerochart@faa.gov or FTP PDF soft proofs to FAA, Airport Survey and Mapping Team POC. Proofs will be held no longer than 24 hours from receipt thereof.

When a proof pick-up/delivery date occurs on a Federal Holiday, the pick-up/delivery **MUST** be made by the following workday.

NOTE: The material cut-off date is 17 calendar days prior to effective date.

Effective Date – The date and time (established by international agreement) when one edition of aeronautical products becomes obsolete and the next edition must be in use. It is critical to flight safety that customers receive their new publications before the Effective Date. All other production dates are based on the number of days *prior to* the Effective Date.

Distribution Date – All cycle products shall be distributed by 4:30 p.m. on this date (*eight (8) calendar days prior to the effective date*).

Advanced Copies - Advance copies, as mentioned above, shall be among the first copies out of the finishing operation and the contractor must deliver f.o.b. destination, two (2) workdays prior to the distribution date, three (3) advance copies of all Chart Supplements U.S., Alaska, and Pacific volumes for each cycle as specified below (these copies will be considered sample copies and are included in the total quantity ordered).

The contractor shall not distribute any copies ordered until the Government has reviewed the advance copies and an authorized Government representative has given verbal approval to mail/ship.

Approval for distribution will be made within 24 hours after receipt of the advance copies.

The contractor shall be notified of approval for distribution within 24 hours after receipt of the advance copies. In the event such authorization is not received as specified, the contractor will not be relieved of any responsibility in meeting the distribution schedule.

The required schedules for each production cycle for the term of this contract are shown. Detailed production schedules for each individual cycle will be provided by the Government with each print order.

BASE CONTRACT YEAR:

<u>Material Cut-off Date</u>	<u>Distribution Date</u>	<u>Effective Date</u>
03-12-18	03-21-18	03-29-18
05-07-18	05-16-18	05-24-18
07-02-18	07-11-18	07-19-18
08-27-18	09-05-18	09-13-18
10-22-18	10-31-18	11-08-18
12-17-18	12-26-18	01-03-19

FIRST OPTION YEAR:

<u>Material Cut-off Date</u>	<u>Distribution Date</u>	<u>Effective Date</u>
02-11-19	02-20-19	02-28-19
04-08-19	04-17-19	04-25-19
06-03-19	06-12-19	06-20-19
07-29-19	08-07-19	08-15-19
09-23-19	10-02-19	10-10-19
11-18-19	11-27-19	12-05-19
01-13-20	01-22-20	01-30-20

SECOND OPTION YEAR:

<u>Material Cut-off Date</u>	<u>Distribution Date</u>	<u>Effective Date</u>
03-09-20	03-18-20	03-26-20
05-04-20	05-13-20	05-21-20
06-29-20	07-08-20	07-16-20
08-24-20	09-02-20	09-10-20
10-19-20	10-28-20	11-05-20
12-14-20	12-23-20	12-31-20

THIRD OPTION YEAR:

<u>Material Cut-off Date</u>	<u>Distribution Date</u>	<u>Effective Date</u>
02-08-21	02-17-21	02-25-21
04-05-21	04-14-21	04-22-21
05-31-21	06-09-21	06-17-21
07-26-21	08-04-21	08-12-21
09-20-21	09-29-21	10-07-21
11-15-21	11-24-21	12-02-21
01-10-22	01-19-22	01-27-22

FOURTH OPTION YEAR:

<u>Material Cut-off Date</u>	<u>Distribution Date</u>	<u>Effective Date</u>
03-07-22	03-16-22	03-24-22
05-02-22	05-11-22	05-19-22
06-27-22	07-06-22	07-14-22
08-22-22	08-31-22	09-08-22
10-17-22	10-26-22	11-03-22
12-12-22	12-21-22	12-29-22

The Government will not adjust the distribution deadline because of Saturdays, Sundays, or Federal Holidays that occur during performance schedule.

The ship/deliver date indicated on the print order is the date products ordered for delivery f.o.b. destination must be delivered to the destination(s) specified and the date products ordered mailing/shipping f.o.b. contractor's city must be delivered to the USPS or picked up by the small package carrier.

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.

For compliance reporting purposes, the contractor must notify the U.S. Government Publishing Office of the date of shipment or delivery, as applicable. Upon completion of each order, contractor must contact the Shared Support Services Compliance Section via email at compliance@gpo.gov; via telephone at (202) 512-0520; or via facsimile at (202) 512-1364. Personnel receiving email, call, or facsimile will be unable to respond to questions of a technical nature or to transfer any inquiries.

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 (1) year's production requirements 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."

	(1)	(2)
I. (a)	63	188
(b)	36,040	113,638
(c)	2,366	6,456
II. (a)	376	
(b)	56,819	
III. (a)	8,930	
IV. 1. (a)	357	
2. (a)	961	
(b)	1,805	
(c)	4,176	
(d)	3,214	

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SECTION 4.- SCHEDULE OF PRICES

Deliver f.o.b. destination to Silver Spring, MD and two addresses (GPO Copies) within the commercial zone of Washington, DC and f.o.b. the contractor’s city for all other shipping/mailing.

Prices must include the cost of all required materials and operations for each item listed 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), NA (Not Applicable), 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 invoices submitted to the GPO shall be based on the most economical method of production.

Fractional parts of 1,000 will be prorated at the per-1,000 rate.

Unless otherwise specified, no more than (3) blank pages shall be permitted at the end of text.

A charge will be allowed for each text page of a single-color product, whether printed or blank. For products printing in more than one color, a charge under “Each Additional Color” will be allowed only for pages actually printed with the additional color(s).

Cost of all required paper must be charged under Item II. “PAPER.”

I. PRINTING AND BINDING: Prices offered shall include the cost of all required materials and operations necessary (including proofs) for the printing and binding of the product listed in accordance with these specifications.

	<u>Makeready and/or Setup</u> (1)	<u>Running Per 1,000 Copies</u> (2)
(a) Complete cover, including binding per complete cover.....	\$ _____	\$ _____
(b) Text: Printing in black ink, including binding per page.....	\$ _____	\$ _____
(c) Additional Color: Printing text in an Additional ink color other than black..... per color/per page.....	\$ _____	\$ _____

(Initials)

II. PAPER: Payment for all 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. The cost of any paper required for makeready or running spoilage must be included in the prices offered.

Computation of the net number of leaves will be based on the following:

Text - Each page-size leaf.

Covers - Two page-size leaves will be allowed for each complete cover. Prices offered must include the cost of paper for backstrip, when required.

Per 1,000 Leaves

(a) Cover: White Index (110-lb)\$ _____

(b) Text: White Light-weight Offset Book (Bible Paper) (30-lb)\$ _____

III. ADDITIONAL OPERATIONS: A gathering/combining/consolidating charge (in addition to charges under Item V. "PACKING AND DISTRIBUTION") will only be allowed on orders requiring the gathering/combining/consolidating of different publications (titles) to a common addressee.

(a) Gathering/combining/consolidating multiple titles,
going to the same addressee per package/per address\$ _____

IV. PACKING AND DISTRIBUTION: Prices must be all-inclusive, as applicable, and must include the cost of kraft envelopes, cushioned shipping bags, shipping bundles, shipping containers, generating and affixing all labels, all necessary wrapping and packing materials, labeling and marking, mail sorting, and distribution in accordance with these specifications.

1. Bulk Shipments (other than by USPS and UPS):

(a) Packing and sealing shipping containers per container\$ _____

2. Mailed Shipments:

(a) Single or multiple copies in kraft envelope (up to 200 leaves).....per envelope\$ _____

(b) Single or multiple copies over 200 leaves,
up to 12 pounds, in cushioned bags, or wrapped in bundles
(maximum gross weight 14 pounds)..... per bundle/or bag\$ _____

(c) Quantities over 12 pounds, up to 24 pounds,
wrapped in bundles, or packed in shipping
containers, at contractor's option
(maximum gross weight 27 pounds)..... per bundle/or container\$ _____

(d) Quantities over 24 pounds, up to 36 pounds,
packed in shipping containers
(maximum gross weight 40 pounds)..... per container\$ _____

(Initials)

LOCATION OF POST OFFICE: All mailing will be made from the _____

Post Office located at Street Address _____,

City _____, State _____, Zip Code _____

INSTRUCTIONS FOR BID SUBMISSION: Fill out "SECTION 4. – SCHEDULE OF PRICES," initialing or signing each page in the space(s) provided. Submit two copies (original and one exact duplicate) of the "SCHEDULE OF PRICES" with two copies of the GPO Form 910 "BID" form. Do not enter bid prices on GPO Form 910; prices entered in the "SCHEDULE OF PRICES" will prevail.

Bidder _____

(City - State)

By _____

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

(Person to be contacted)

(Telephone Number)

(Email Address)

ATTACHMENT 1: Print Orders Report

Federal Aviation Administration - Production	
<i>Print Orders Report</i>	Print Order Run Number:

PO:	P.O Date:	Vendor:
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SKU Code	Edition #	Total Printed	Shelf Stock	Vendor Part No.
ACS	_____		0	ENRXXAKSUP
AFDEC	_____		0	ENRXXAFDUSEC
AFDNC	_____		0	ENRXXAFDUSNC
AFDNE	_____		0	ENRXXAFDUSNE
AFDNW	_____		0	ENRXXAFDUSNW
AFDSC	_____		0	ENRXXAFDUSSC
AFDSE	_____		0	ENRXXAFDUSSE
AFDSW	_____		0	ENRXXAFDUSSW
PCS			0	ENRXXFAAPCS
Total For PO:			0	
Total:			0	

ATTACHMENT 2: Procurement of Charts and Publications

PROCUREMENT OF CHARTS AND PUBLICATIONS

Eff date

PAGE: 1 of 1

ORDER: FAA Instrument (FLIP) Scheduled New Editions

ITEM NO	CHART OR PUBLICATION			TOTAL QUANTITY	
1	ENR AFDUSEC				
2	ENR AFDUSNC				
3	ENR AFDUSNE				
4	ENR AFDUSNW				
5	ENR AFDUSSC				
6	ENR AFDUSSE				
7	ENR AFDUSSW				
8	ENR AKSUP				
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					
25					
26					
27					
28					
29					
30					
31					
Total				0	

NGA AUTHORIZATION	
MIPR NUMBER(S)	OFFICIAL
ORDER NUMBER	<u>Kelly J. Stohl</u>
July 1999	

Format for NGA Product, Customer Address, and Print Quantity Files

Files will be sent to contractor from NGA and are in TEXT format.

Product File

<u>Title</u>	<u>Column #'s</u>
DODAAC or Account Number	1-6
Stock Number	7-21
Quantity	22-26
Blank	27
Weight (Pounds)	28-32
Weight (Ounces)	33-34
Number of Extra Labels	35-36
Mode Code	37
NGA's Internal Producer Code	38

Address File

<u>Title</u>	<u>Column #'s</u>
B (Indicates Account Number)	1-6
C (Indicates Customer Address, 3-9 lines)	7-50

Print Quantity File

<u>Title</u>	<u>Column #'s</u>
NGA Reference Number (Product)	1-15
Blank	16-29
Quantity	30-34
Blank	35-49
Effective Date (shown as Julian Date)	50-54

Sample – Product File

150132ENR AKSUP 00002 000000000 C
150500ENR AFDUSNW 00003 000000000 C
150500ENR AFDUSSW 00003 000000000 C
151301ENR AFDUSNE 00003 000000000 C
152254ENR AFDUSEC 00001 000000000 C
152254ENR AFDUSNC 00001 000000000 C
152254ENR AFDUSNE 00003 000000000 C
152254ENR AFDUSNW 00001 000000000 C
152254ENR AFDUSSC 00001 000000000 C
152254ENR AFDUSSE 00001 000000000 C
152254ENR AFDUSSW 00001 000000000 C
152303ENR AFDUSEC 00001 000000000 C
152303ENR AFDUSNE 00001 000000000 C
1523A0ENR AFDUSEC 00002 000000000 C
1523A0ENR AFDUSNC 00002 000000000 C
1523A0ENR AFDUSNE 00007 000000000 C
1523A0ENR AFDUSNW 00002 000000000 C
1523A0ENR AFDUSSC 00002 000000000 C
1523A0ENR AFDUSSE 00002 000000000 C
1523A0ENR AFDUSSW 00002 000000000 C
1524J6ENR AFDUSNE 00003 000000000 C
1524J6ENR AFDUSSE 00001 000000000 C
153302ENR AFDUSEC 00001 000000000 C
153302ENR AFDUSNC 00001 000000000 C
153302ENR AFDUSNE 00001 000000000 C
153302ENR AFDUSNW 00001 000000000 C
153302ENR AFDUSSC 00001 000000000 C
153302ENR AFDUSSE 00001 000000000 C
153302ENR AFDUSSW 00001 000000000 C
153315ENR AFDUSEC 00001 000000000 C
153315ENR AFDUSNC 00001 000000000 C
153315ENR AFDUSNE 00001 000000000 C
153315ENR AFDUSSW 00001 000000000 C
AC0699ENR AFDUSNC 00015 000000000 C
AC0699ENR AFDUSNE 00004 000000000 C
AC0699ENR AFDUSNW 00015 000000000 C
AC0699ENR AFDUSSC 00004 000000000 C
AC0699ENR AFDUSSE 00004 000000000 C
AC0699ENR AFDUSSW 00004 000000000 C
AC0699ENR AKSUP 00001 000000000 C
AC0725ENR AFDUSEC 00002 000000000 C
AC0725ENR AFDUSNC 00002 000000000 C

Sample – Print Quantity File

NGA Reference Number	Quantity	Effective Date
ENR AFDUSEC	2,441	17229
ENR AFDUSNC	2,644	17229
ENR AFDUSNE	3,149	17229
ENR AFDUSNW	3,049	17229
ENR AFDUSSC	3,548	17229
ENR AFDUSSE	3,826	17229
ENR AFDUSSW	3,914	17229
ENR AKSUP	3,923	17229

CUSTOMER ORDER INFORMATION

10/12/17 PRINT CYCLE EFFECTIVE DATE

Customer Account Info:	Chart/Publications	Edition	Quantity
889749	AFD EAST CENTRAL	176	2444
DLA - NGA DDMA	AFD NORTH CENTRAL	176	2644
	AFD NORTH EAST	176	3134
	AFD NORTH WEST	176	3045
	AFD SOUTH CENTRAL	176	3432
	AFD SOUTH EAST	176	4160
	AFD SOUTH WEST	176	3880
	ALASKA CHART SUPPLEMENT	176	3889

SHIPPING MODE - TRUCK

Customer Account Info:	Chart/Publications	Edition	Quantity
222137	AFD EAST CENTRAL	176	5
FAA MISSION SUPPORT SVCS AJV-52	AFD NORTH CENTRAL	176	5
	AFD NORTH EAST	176	5
	AFD NORTH WEST	176	5
	AFD SOUTH CENTRAL	176	5
	AFD SOUTH EAST	176	5
	AFD SOUTH WEST	176	5
	ALASKA CHART SUPPLEMENT	176	5
	PACIFIC CHART SUPPLEMENT	176	5

SHIPPING MODE - FedEx

Customer Account Info:	Chart/Publications	Edition	Quantity
1011914 ship 1	ALASKA CHART SUPPLEMENT	176	1
DOT FAA AIS AJV-53	PACIFIC CHART SUPPLEMENT	176	1

SHIPPING MODE - FedEx

CUSTOMER ORDER INFORMATION

Customer Account Info: 1006001 DOT FAA AIS AJV-54	Chart/Publications	Edition	Quantity
	AFD EAST CENTRAL	176	1
	AFD NORTH CENTRAL	176	1
	AFD NORTH EAST	176	1
	AFD NORTH WEST	176	1
	AFD SOUTH CENTRAL	176	1
	AFD SOUTH EAST	176	1
	AFD SOUTH WEST	176	1
	ALASKA CHART SUPPLEMENT	176	1
	PACIFIC CHART SUPPLEMENT	176	1

SHIPPING MODE - FedEx

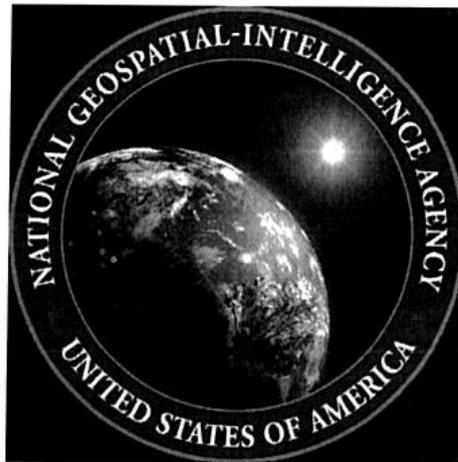
Customer Account Info: 337940 FAA MISSION SUPPORT SVC - AJV-55	Chart/Publications	Edition	Quantity
	AFD EAST CENTRAL	176	1
	AFD NORTH CENTRAL	176	1
	AFD NORTH EAST	176	1
	AFD NORTH WEST	176	1
	AFD SOUTH CENTRAL	176	1
	AFD SOUTH EAST	176	1
	AFD SOUTH WEST	176	1
	ALASKA CHART SUPPLEMENT	176	1
	PACIFIC CHART SUPPLEMENT	176	1

SHIPPING MODE - FedEx

Customer Account Info: 350677 DOT FAA AGC-420	Chart/Publications	Edition	Quantity
	AFD EAST CENTRAL	176	1
	AFD NORTH CENTRAL	176	1
	AFD NORTH EAST	176	1
	AFD NORTH WEST	176	1
	AFD SOUTH CENTRAL	176	1
	AFD SOUTH EAST	176	1
	AFD SOUTH WEST	176	1
	ALASKA CHART SUPPLEMENT	176	1

SHIPPING MODE - FedEx

NATIONAL GEOSPATIAL-INTELLIGENCE AGENCY
GENERAL AND TECHNICAL PROVISIONS FOR DISTRIBUTION
of
DoD FLIGHT INFORMATION PUBLICATIONS
BOOKS and CHARTS



THIRD EDITION
MARCH 2014

Prepared By
NATIONAL GEOSPATIAL-INTELLIGENCE AGENCY
GEOINT INFORMATION SERVICES/MEDIA SERVICES (STM2)
ARNOLD, MO 63010

1. PURPOSE AND SCOPE:

- a. These instructions are for the packaging and distribution of the DoD Flight Information Publications (FLIP) books, charts and related publications. No deviation shall be made from these instructions unless specifically authorized by the National Geospatial-Intelligence Agency (NGA).
- b. Conformance to these instructions will ensure all FLIP products are distributed in accordance with approved methods and standards.

2. **APPLICABILITY:** These instructions apply to all activities involved in the distribution of DoD FLIP products.

3. **SUPERCEDES:** National Geospatial-Intelligence Agency General and Technical Provisions for Distribution of DoD Flight Information Publications for Books and Charts, Second Edition, December 2010.

4. **SECURITY:** This technical instruction is unclassified.

5. DEFINITIONS:

- a. Overseas/OCONUS (Outside the Continental United States) shipments are those addressed to foreign countries, US territories, APO/FPO, and Department of State Pouch Room.
- b. Domestic/CONUS (Within the Continental United States) shipments are those addressed to within the Continental United States including Alaska and Hawaii.
- c. Military Post Office is a branch of the U.S. Civil Post Office operated by the Army, Navy, Air Force or Marine Corps to serve military personnel afloat or overseas. The term includes Army-Air Force Post Offices (APO) and Navy Fleet Post Offices (FPO). Military Post Offices provide postal service for military personnel in areas where the US Civil Postal Service does not operate and in places where the military situation requires. These units are authorized and discontinued by the Postal Service and changes are published in the USPS Postal Bulletins.

6. MODING, PACKAGING AND DISTRIBUTION REQUIREMENTS:

- a. Data File Transfer:
 - (1) Contractor shall be provided a data file in the following format Electronic Data File (EDI) from Defense Logistics Agency (DLA) and various other media from FAA (EDI, Internet).

- (2) Contractor shall be required to possess necessary equipment to receive, read, and manipulate the data file to produce the following documents and reports:
 - a. Labels and shipping documentation
 - b. Report showing the customers shipped to
 - c. Report showing the quality control

- b. Contractor shall determine the mode of delivery which ensures all the FLIP products are delivered in undamaged condition to all customers no later than three (3) days prior to product effective date. Contractor shall ensure mode of delivery, packing and distribution is in compliance with the following documents:
 - (1) Domestic Mail Manual (DMM)
 - (2) International Mail Manual (IMM)
 - (3) USPS Postal Bulletins
 - (4) Military Standard (MIL-STD) 129M
 - (5) NGA Quality Control Manual for the Distribution of Flight Information Publications (FLIPS)

- c. FLIP products shall be rate-shopped for mode of delivery. Contractors may obtain single copies of the Military Standard and Federal Specifications from the nearest General Services Administration (GSA) Regional Office. The mail manuals may be purchased from the Superintendent of Documents, US Government Printing Office, Washington, DC 20402. The contractor shall be required to maintain a current file of these publications.

7. SPECIAL LABELING AND MARKING REQUIREMENTS:

- a. Due to the criticality of customer receipt of FLIP books and charts, special label/marketing is required to be affixed/preprinted on each FLIP package (be it a box, envelope or other container). The contractor shall use yellow tape with "Critical to Flying Safety" message preprinted in red ink (3" x 450' RED/PMS803U with YELLOW FLOOD) on all packages which are large enough that the address label is not obscured. For accounting purposes, CLIN 2500AC shall be used. For packages that are too small to use the yellow preprinted tape, the contractor shall use NGA Form 4501 -1. ~~The label will be either gummed, or pressure sensitive, or pre-printed on containers.~~ The label/marketing shall also include the message which states 'CRITICAL TO FLYING SAFETY". The government will provide the contractor a sample of the label to be affixed. The label shall be placed on all four sides of each addressed package/box/container. The label shall not be covered with opaque tape or other opaque material, which may obscure the "Critical to Flying Safety" message. On flat envelopes and shrink-wrapped packages, the label shall be placed in the lower left corner on the address side.

- b. The contractor may elect to provide their own labels or obtain pre-printed boxes/envelopes/containers with the NGA Form 4501-1 information. These preprinted boxes/envelopes/containers will adhere to the following format:
 - (1) In all cases, the printing format, size and wording shall be identical to NGA Form 4501-1 and will be printed in color RED/PMS803U. The printed size shall be no smaller than NGA Form 4501-1, but may be larger to improve clarity.
 - (2) Information shall be printed on each of the four sides of the box/container and lower left corner (address side) of envelopes. Care must be taken to ensure the "Critical to Flying Safety" message is not placed in such a location as to be obscured during box/envelope/ container shipment preparation.

8. SPECIAL DISTRIBUTION REQUIREMENTS:

- a. APO/FPO Drop Shipments: Drop shipments are specific APO/FPO mail shipments designated for delivery to a specified airport or general mail facility. Drop shipments must include the Ad Plate imprint along with the Penalty Mail imprint when metered. An Ad Plate imprint includes:

CITY
 DROP SHIPMENT
 AUTHORIZATION (Number)

To determine which Ad Plate is appropriate, match the Ad Plate imprint city to the corresponding APO/FPO listed below:

<u>Address</u>	<u>Ad Plate</u>
APO/FPO AE (09)	Chicago, IL
APO/FPO AP (96)	Chicago, IL
APO/FPO AA (34)	Miami, FL

Any address depicting APO/FPO for AE, AP or AA shall be distributed via APO/FPO drop shipment procedures.

- b. Foreign Military Sales (FMS) Case Shipments: There is a need for special handling of some FMS shipments (France, Germany, Belgium, etc.). The contractor shall adhere to these instructions when received from the CO or their representative.

All FMS Case Shipments shall have the following statements on the outside of the packages.

- "FMS CASE IS REPORTED DIRECTLY BY THE DEPARTMENT OF DEFENSE"
- "CONTENTS FOR OFFICIAL USE – EXEMPT FROM CUSTOMS REQUIREMENT. OFFICIAL MAIL FROM GOVERNMENT AGENCIES DOES NOT REQUIRE CUSTOMS DECLARATION OR EXEMPT ENDORSEMENT"
- "The Materials enclosed are between Government Agencies under the terms of official FMS arrangements. Contents are to be used for Government Purposes ONLY and are not releasable for Commercial Use."

9. **CHANGES/COMMENTS TO THESE INSTRUCTIONS:** Recommended changes or comments to these instructions shall be keyed to a specific page(s), paragraph(s) and line(s) of text. A basis for the recommended change or comments shall also be provided.

Point of Contact (POC) for these instructions is:

NGA
STM2 MS J-19
3838 Vogel Road
Arnold, MO 63010
Phone number: (636) 321-5270