

Jacket 547-990										
DAPS/Army Pub. Direct.										
Req. 8-08173		AWARDED								
Warrior Citizen	*	<b>GATEWAY PRESS</b>		*	<b>GRAY GRAPHICS</b>		*	<b>LAS VEGAS COLOR GRAPHICS</b>		*
	*	Louisville, KY		*	Capitol Heights, MD		*	Las Vegas, NV		*
	*	160-35370		*	190-38435		*	270-50580		*
	*			*			*			*
<b>CONTRACTOR TOTALS</b>	*		\$119,770.00	*		\$146,090.00	*		\$130,555.00	*
<b>DISCOUNT</b>	*	3.00%	\$3,593.10	*	2.00%	\$2,921.80	*	5.00%	\$6,527.75	*
<b>DISCOUNTED TOTALS</b>	*		\$116,176.90	*		\$143,168.20	*		\$124,027.25	*
	*			*			*			*

**U.S. GOVERNMENT PUBLISHING OFFICE**  
Dallas, TX

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS  
For the Procurement of

**Warrior Citizen**

As requisitioned from the U.S. Government Publishing Office (GPO) by the  
Defense Logistics Agency/Army Publishing Directorate (DLA/APD)

**BID OPENING:** Bids shall be publicly opened at 11:00 AM (CST), prevailing Dallas, TX time, on August 24, 2018.

For information of a technical nature call Tom Bacon at (214) 767-0451, Ext. 1.

**GPO CONTRACT TERMS:** GPO has issued a new *GPO Publication 310.2, GPO Contract Terms - Solicitation Provisions, Supplemental Specifications, and Contract Clauses (Rev 1-18)*. Prospective bidders should carefully read this publication as the applicable terms within become an integral part of this contract. The document is posted at <https://www.gpo.gov/how-to-work-with-us/vendors/forms-and-standards> along with a list of major revisions.

**BIDDERS, PLEASE NOTE:** The GPO 910 "BID" Form is no longer required. Bidders are to fill out, sign/initial, as applicable, all pages under "OFFERS" (Pages 7 and 8).

**Facsimile bids are acceptable.** Only submit **one bid** for a single bid jacket per fax transmission. Telegraphic, voice telephonic, other electronic, or mailgram bids are not acceptable. Refer to GPO Contract Terms (GPO Pub. 310.2). Submit bids to: Fax 214-767-4101, or send to U.S. Government Publishing Office, 1100 Commerce Street, Suite 731, Dallas, TX 75242.

Bids must be received no later than the exact date and time specified.

**PAYMENT:** Submitting invoices for payment via the GPO fax gateway (if no samples are required) utilizing the GPO barcode coversheet program application is the most efficient method of invoicing. Instruction for using this method can be found at the following web address: <http://winapps.access.gpo.gov/fms/vouchers/barcode/instructions.html>.

Invoices may also be mailed to: U.S. Government Publishing Office, Office of Financial Management, Attn: Comptroller, Stop: FMCE, Washington, DC 20401.

For more information about the billing process refer to the General Information of the Office of Finance web page located at <https://www.gpo.gov/how-to-work-with-us/agency/billing-and-payment>

**COMPLIANCE REPORTING:**

Contractors are to report information regarding each order for compliance reporting purposes and include date of delivery (or shipment if applicable) for delivery schedules in accordance with the contract requirements by faxing to Evelyn Whitehead at [efaxdallas@gpo.gov](mailto:efaxdallas@gpo.gov) or at 800-865-5193. Personnel receiving the fax will be unable to respond to questions of a technical nature.

**WARNING:** Proper control and secured 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. The contractor is cautioned that any other use of the information furnished on the electronic media is prohibited, except in fulfilling the requirements of this contract. Unless otherwise indicated herein, any resultant printouts, extra copies, materials, and/or waste must be kept accountable and then destroyed.

**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.

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

Product Quality Levels:

- (a) Printing Attributes -- Level II.
- (b) Finishing Attributes -- Level II.

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
P-10. Process Color Match	O.K Proofs

**PRODUCTS:** Saddle-stitched pamphlet with tipped in "recruiting" card.

**TITLE:** *Warrior Citizen*

**QUANTITY:** Approximately 299,396 mailed copies plus 411 advance copies and samples.

Plus three samples to GPO – Dallas (not included in quantity)

**TRIM SIZE:** Publication: 8-3/8 x 10-7/8"; Tipped in recruiting card: 3 x 5"

**PAGES:** 44 pages, plus separate cover, and tipped in recruiting card

**PRINTING:** Covers and all text pages head to head, type, line matter, illustrations, tints/solids with reversing in four color process, full coverage, bleeds all sides, all pages. Cross overs must align to the bind. After printing, coat the entire surface of Covers 1 and 4 with a gloss, aqueous coating.

Cover 4 contains a return address, mailing permit, and is set up as a mailing page. Contractor will print a bar code on Cover 4, furnished as a separate file.

Recruiting card prints four color process face and back, bleeds all sides. Face is full coverage type, rules, illustrations and text, some text/lines reverses to white.

**NOTE:** Products must be printed on a press capable of printing four (4) colors in a single pass through the press (minimum four printing units).

**BINDING:** Tip in recruiting card to be flush with the bottom edge of the page between cover 2 and text page 1 using suitable fugitive glue. Binding lip is not acceptable. Collate covers, text, and saddle stitch in 2 places on the 10-7/8" side. Score and fold cover parallel to the grain. Trim 3 sides. Trim recruiting card four sides prior to inserting between Covers 2 and Page 1.

**GOVERNMENT TO FURNISH:** Native Adobe Creative Suite and PDF files on three discs, all fonts and links are furnished, two Excel distribution lists, plus a .DBF distribution file, sample from previous printing, and Purchase Order.

Electronic Media: Files supplied - Adobe PDFs created using Adobe InDesign CC, all fonts are embedded, all bleeds are included, and graphics are linked.

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 your contract administrator.

The contractor shall create/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.

**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.

**PROOFS:** Three (3) sets of digital color content proofs in book form to include the location of the tipped in card. 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.

Three (3) sets of digital one-piece composite laminated halftone proofs on the actual production stock (Kodak Approval, Polaroid PolaProof, CreoSpectrum, or Fuji Final Proof) with a minimum resolution of 2400 x 2400 dpi for the entire publication.

At contractor's option, three (3) sets of inkjet proofs that are G7 profiled and use pigment-based inks may be submitted in lieu of digital one-piece composite laminated halftone proofs. A proofing RIP that provides an option for high quality color matching such as Device Links Technology and/or ICC Profiles Technology, and meets or exceeds industry tolerance to ISO 12647-7 standard for Graphic Technology (as of 2016 and future amendments) must be utilized. Proofs must be ripped and sent at plate resolution (minimum of 2400 x 2400 dpi). If using a 1 bit tiff, the tiff must be made at a minimum of 2400 dpi. Output must be a minimum of 2400 x 1200 dpi on a GRACoL or SWOP certified proofing media. Proofs must contain both of the following to be evaluated for accuracy: 3-tier color control strip: IDEAlliance ISO 12647-7 2013(i1), and the GPO Resolution target found [www.gpo.gov/gporestarget.pdf](http://www.gpo.gov/gporestarget.pdf).

NOTE: If a contractor chooses this proof option, prior evaluation and approval of this proofing method must be provided by GPO, Quality Control for Published Products, to ensure that the final product will be produced in accordance with contract specifications. See instructions at: <https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-endors/qlsamples6f200c30b44a64308413ff00001d133d.pdf>. Failure to obtain this evaluation and approval may be cause for the job to be rejected should the final product not match the proofs for color.

Proofs must contain color control bars (such as BRUNNER, GATF, GRETAG, or RIT) for each color of ink on the sheet. Control bars must be placed parallel to the press's ink rollers and must show areas consisting of minimum 1/8 x 1/8" solid color patches; tint patches of 25, 50 and 75%; dot gain scale; and gray balance patches for process color (if applicable). These areas must be repeated consecutively across the sheet.

The make and model number of the proofing system utilized shall be furnished with the proofs. These proofs must contain all elements, be in press configuration, and indicate margins. Proofs will be used for color match on press. Direct to plate must be used to produce the final product with a minimum of 2400 x 2400 dpi.

The proofs will be checked for quality and compliance with these specifications, approved or approved with comments and will be available for pickup by the contractor within TWO (2) working day(s) after receipt in the U. S. Government Publishing Office and the Department. If, in the opinion of the GPO and/or Department, the proofs are not a true representation of the furnished copy, or contain noticeable defects (misregistration, voids, hickies, etc.) they will be rejected and picked up by the contractor for correction and reproofing at no additional expense to the Government. The schedule stated elsewhere in these specifications CANNOT be extended to allow for such reproofing.

To maintain the delivery schedule stated elsewhere in these specifications, the proofs must be delivered to the U. S. Government Publishing Office and the Department not later than August 30, 2018. If the contractor cannot provide an acceptable set of proofs by the date specified or within reasonably sufficient time to allow for proof review and printing, before the established delivery date, he/she may be required to show cause as to why the contract should not be terminated for default.

Proofs must be packaged and DELIVERED to:

Warrior Citizen

Attn: Ms. Melissa Russell

6075 Goethals Road, Building 1901, Room 302

Ft. Belvoir, VA 22060-5231

-----2 proofs sets (digital content/hi-res), AND TWO (2) PAPER SAMPLES, all furnished material plus a pre-paid return airbill and proof approval sheet

U. S. Government Publishing Office

1100 Commerce Street, Room 731

Dallas, TX 75242

----1 proof set, AND 1 PAPER SAMPLE (M/F: Proofs/547-990/TB)

The contractor is directed to include a fully completed return airbill (prepaid by the contractor), return bill of lading or similar document to be used by the agency for the return of the proofs. Cost of transporting of proofs and materials both ways is to be borne by the contractor. Contractor has the option of using his/her own personnel to pickup and deliver proofs.

**\*\*NOTE:** The date of receipt by the Government is NOT considered the first workday.

If any contractor's errors are serious enough in the opinion of the GPO to require revised proofs, the revised proofs are to be provided at no expense to the Government. No extra time can be allowed for this reproofing, such operations must be accomplished within the original production schedule allotted in the specifications.

The contractor must not print prior to receipt of an "O.K. to Print."

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

Text – White Litho (Gloss) Coated Book, basis weight: 60 lbs. per 500 sheets, 25 x 38", equal to JCP Code A170.

Cover – White No. 2 Coated Text, Gloss-Finish, basis weight: 100 lbs. per 500 sheets, 25 x 38", equal to JCP Code A182.  
NOTE: Exception to Paper Specifications Standard (March 2011, No. 12), under "Testing" – The acceptance criteria in Part 4 shall apply for opacity only.)

Recruiting Card - Coated One Side (C1S) Cover, Point Size 12 pt., equal to JCP Code L70.

**PACKING:** Bulk Shipments – Pack in shipping containers, NTE 40 lbs when fully packed.

Mailed Shipments – Single copies must be mailed as self-mailers suitable to USPS mail standards.

At contractor's option, imaging systems may be used for self-mailers. Conventional labels must be produced for all shipping containers.

NOTE: Mailing permit imprint and departmental return address (on self-mailers) print in black ink.

**BAR CODING:** The furnished distribution files will have the standard five position zip-code.

The contractor will be required to expand to Zip + 4 with check digit format. In addition, the contractor will be required to produce a report with zip-code information in accordance with current USPS regulations.

International Standard Book Number System (ISBN) Bookland/EAN Bar Code Markings – The specifications on the Bookland/EAN bar code symbology required on publications using the International Standard Book Number System (ISBN) are in accordance with the requirements established in the UPC Symbol Specifications Manual, January 1986. Contractor must position bar code in accordance with current USPS regulations.

**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 sublot. Do not choose copies from the same general area in each sublot. The contractor will be required to certify that the copies were selected as directed using GPO Form 917 – Certificate of Selection of Random Copies which can be located at 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), which must be printed on blue paper, and affixed to each affected container. This form can be downloaded from GPO.gov. The container and its contents shall be recorded separately on all shipping documents and sent to: Warrior Citizen Magazine, Attn: Melissa Russell – Editor, 6075 Goethals Road, Building 1901, Office 302, Fort Belvoir, VA 22060-5231.

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

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

**DISTRIBUTION:** Contractor must notify the ordering agency on the same day that the product ships/delivers via e-mail sent to Karen.j.rodriquez.civ@mail.mil and tbacon@gpo.gov. The subject line of this message shall be "Distribution Notice for Jacket 547-990/REQ: 18-08173 8L". The notice must provide all applicable tracking numbers, shipping method, and Title. Contractor must be able to provide copies of all delivery, mailing, and shipping receipts upon agency request.

All expenses incidental to picking up and returning materials, and furnishing samples must be borne by the contractor. Also, refer to Articles 5 and 6, Supplemental Specifications, GPO Contract Terms, Publication 310.2, revised January 2018.

**F.O.B. DESTINATION: Include the cost of this distribution in your bid.**

Three (3) workdays prior to complete distribution, deliver f.o.b. destination, 411 advance copies as follows:

300 copies to: Warrior Citizen Magazine, Attn: Melissa Russell – Editor, 6075 Goethals Road, Building 1901, Office 302, Fort Belvoir, VA 22060-5231, includes Blue Label copies.

100 copies to: U.S. Army Reserve Command, Attn: ARRC-ARC-PA, 4710 Knox Street, Fort Bragg, NC 28310.

10 copies: Powell Tate, Attn: Amy Leonardi, 9805 Kiskonko Road, Fort Washington, MD 20744

1 copy to: Army Publishing Directorate, Attn: Karen Rodriguez, 9301 Chapek Road, Building 1458, 1NE4313, Fort Belvoir, VA 22060-5447

3 inspection sample copies to: U.S. Government Publishing Office, 1100 Commerce Street, Suite 731, Dallas, TX, 75242. M/F Sample/547-990/tb

**F.O.B CONTRACTOR'S CITY. Do not include the cost of this distribution in your bid. Please do include an ESTIMATED COST, as indicated on Page 7. Postage is not a factor in award but the Government would like to have an estimated cost of postage.** Mail/ship f.o.b. contractor's city balance of agency copies.

All mailing shall be made at the Standard Pre-Sort Rate utilizing **customer supplied** Mail Permit, 3528.

The contractor must pass entire address file against a USPS Code Accuracy Support System (CASS) certified software address hygiene program. Contractor's software must also be Presort Accuracy Validation and Evaluation (PAVE) certified. Contractor is responsible to meeting USPS move requirements by passing file against the National Change of Address Link (NCOA Link) file using a USPS Full Service Provider.

The contractor's mail processing software must correct addresses with the most current information from USPS databases. To provide the highest level of readability for the post office, the software must standardize abbreviations and fonts and add ZIP+4 codes and PostNet barcodes. Contractor's software must be CASS certified through NCOA at least three times per year. The contractor must also utilize the Fast Forward program of the USPS to ensure the maximum possibility of all addressees receiving the letter sent to them.

All possible methods to determine if the mailing addresses are accurate must be utilized. Any addresses that are determined to be undeliverable must be pulled from the file. A report of address corrections and undeliverables must be completed and sent to [Karen.j.rodriquez.civ@mail.mil](mailto:Karen.j.rodriquez.civ@mail.mil).

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

Certificate of Conformance: When using Permit Imprint Mail the contractor must complete GPO Form 712 - Certificate of Conformance (Rev. 2-91), supplied by GPO and the appropriate mailing statement or statements, supplied by USPS.

**SCHEDULE:**

Bid Opening on August 24, 2018 at 11:00 AM local Dallas, TX time.

Award will be made and purchase order issued by August 28, 2018.

Proofs/paper samples due to the customer on or before August 30, 2018.

Complete delivery of at destination addresses on or before September 25, 2018

Completion of mailing on or before September 28, 2018.

**BID SUBMISSION:** Submit bid in pre-addressed envelope furnished with solicitation or send to: U.S. Government Publishing Office, 1100 Commerce Street, Suite 731, Dallas, TX 75242. Facsimile bids in response to this solicitation are permitted. Facsimile bids may be submitted directly to Fax No. (214) 767-4101. The jacket 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 January 2018. Hand delivered bids are to be taken to: U.S. Government Publishing Office, 1100 Commerce Street, Suite 731, Dallas, TX 75242, between the hours of 8:00 a.m. and 4:00 p.m., prevailing Dallas, TX time, Monday through Friday. Contractor is to follow the instructions in the bid submission/opening area. If further instruction or assistance is required, call (214) 767-0451, Ext 4.

**OFFERS:** Offers must include the cost of all materials and operations for each item listed in accordance with these specifications. Transportation and mail costs will NOT be used as a factor in the basis of award.

In addition to a price for the quantity called for in these specifications, a price must also be submitted for each additional 1,000 printed copies at the same time as the initial order. The price for additional quantities must be exclusive of all basic or preliminary costs.

**SHIPMENT(S):** Shipments will be made from: City \_\_\_\_\_, State \_\_\_\_\_

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

**Jacket: 547-990 Total Bid Price (including FOB Destination copies)** \$ \_\_\_\_\_

**Add'l Rate** \$ \_\_\_\_\_

**Estimated cost of postage (not a factor in award and not included in the total bid price:** \$ \_\_\_\_\_

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

**BID ACCEPTANCE PERIOD:** In compliance with the above, the undersigned agree, if this bid is accepted within \_\_\_\_\_ calendar days (60 calendar days unless a different period is inserted by the bidder) from the date for receipt of bids, to furnish the specified items at the price set opposite each item, delivered at the designated points(s), in exact accordance with specifications.

NOTE: Failure to provide a 60-day bid acceptance period may result in expiration of the bid prior to award.

**AMENDMENT(S):** Bidder hereby acknowledges amendment(s) number(ed) \_\_\_\_\_

\_\_\_\_\_  
(Initials)

(COMPLETE AND SUBMIT THIS PAGE WITH YOUR BID)



**BIDDER’S NAME AND SIGNATURE:** Unless specific written exception is taken, the bidder, by signing and submitting a bid, agrees with and accepts responsibility for all certifications and representations as required by the solicitation and GPO Contract Terms - Publication 310.2. When responding by fax or mail, fill out and return one copy of pages 7 and 8, initialing/signing where indicated.

Failure to sign the signature block below may result in the bid being declared non-responsive.

Bidder \_\_\_\_\_  
(Contractor Name) (GPO Contractor’s Code)

\_\_\_\_\_  
(Street Address)

\_\_\_\_\_  
(City – State – Zip Code)

By \_\_\_\_\_  
(Printed Name, Signature, and Title of Person Authorized to Sign this Bid) (Date)

\_\_\_\_\_  
(Person to be Contacted) (Telephone Number) (Email)

(COMPLETE AND SUBMIT THIS PAGE WITH YOUR BID)

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THIS SECTION FOR GPO USE ONLY

Certified by: \_\_\_\_\_ Date: \_\_\_\_\_ Contracting Officer: \_\_\_\_\_ Date: \_\_\_\_\_  
(Initials) (Initials)

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