



U.S. GOVERNMENT PUBLISHING OFFICE

Washington, DC

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

*Army AL&T  
(PB 70 Series)*

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

Department of the Army

Single Award

**TERM OF CONTRACT:** The term of this contract is for the period beginning January 1, 2020 and ending December 31, 2020, plus up to four 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.

**BID OPENING:** Bids shall be publicly opened at 11:00 a.m., prevailing Washington, DC time, on December 10, 2019.

**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 January 2018. 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.

**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.

The GPO 910 “BID” Form is no longer required. Bidders are to fill out, sign/initial, as applicable, all pages of “SECTION 4. – SCHEDULE OF PRICES.”

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 Linda Giacomo at: [lgiacomo@gpo.gov](mailto:lgiacomo@gpo.gov) or (202) 512-0307.

## 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. 01-18)) and GPO Contract Terms, Quality Assurance through Attributes Program for Printing and Binding (GPO Publication 310.1, effective May 1979 (Rev. 09-19)).

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

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

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

Product Quality Levels:

- (a) Printing Attributes (page related) – Level II.
- (b) Finishing Attributes (item related) – Level II.

Inspection Levels (from ANSI/ACQC 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/ Electronic Media
P-8. Halftone Match (Single and Double Impression)	O.K. Proofs/Electronic Media
P-10. Process Color Match	O.K. Proofs/Electronic Media

**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 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 January 1, 2020 to December 31, 2020, 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.

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 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 September 30, 2019, 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.

**PREAWARD TEST PROOF AND PRESS PRODUCTION RUN:** The contractor being considered for award will be required to demonstrate the ability to print the items required in these specifications at the requisite quality level by completing a preaward test. The Government may 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, an electronic file containing up to approximately eight sample pages representative of the items to be produced under these specifications will be provided on the same media stipulated in these specifications. The prospective contractor shall first provide proofs of the sample pages and then perform a press production run of the furnished sample pages.

The preaward test proofs must be of the type required by these specifications and must be delivered to: U.S. Government Publishing Office, Agency Procurement Services – APSDC, Stop: CSAPS, Room C-836, 27 G Street, NW, Washington, DC 20401 within two workdays after the Government provides the electronic file containing the sample pages to the contractor.

Within three workdays after furnishing approved test proofs, the prospective contractor shall demonstrate their printing capability by producing printed press sheets of the sample pages. This test must be performed in the presence of Government representatives, under normal production conditions, on the equipment and in the facility proposed to be used for the final production, and on the paper required under these specifications.

Press sheets must contain control bars for each color of ink on the sheet. Control bars must be placed parallel to the press's ink rollers. The control bars (such as, BRUNNER, GATF, GRETAG, or RIT) must show areas consisting of 1/8 x 1/8" minimum 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 across the entire press sheet.

Products from this test run will be used by the Government to evaluate the contractor's capability to comply with applicable requirements of these specifications and the contractor's ability to maintain the required quality level throughout the test production run. Failure to produce sample press sheets meeting the specified quality level or to demonstrate the ability to maintain the required quality throughout the test production run may be reason for a determination of non-responsibility. In addition, the contractor's failure to successfully complete this test within two hours may also result in a determination of non-responsibility. The Contracting Officer may grant a period in excess of the two hours if he/she has reason to believe that the contractor is making great progress in meeting the contract standards.

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

**PREAWARD SURVEY:** In order to determine the responsibility of the prime contractor or any subcontractor, the Government reserves the right to conduct an on-site preaward survey at the contractor's/subcontractor's facility or to require other evidence of technical, production, managerial, financial, and similar abilities to perform, prior to the award of a contract.

As part of the financial determination, the contractor in line for award may be required to provide one or more of the following financial documents:

- 1) Most recent profit and loss statement
- 2) Most recent balance sheet
- 3) Statement of cash flows
- 4) Current official bank statement
- 5) Current lines of credit (with amounts available)
- 6) Letter of commitment from paper supplier(s)
- 7) Letter of commitment from any subcontractor

These documents will be reviewed to validate that adequate financial resources are available to perform the contract requirements. Documents submitted will be kept confidential and used only for the determination of responsibility by the Government. Failure to provide the requested information, in the time specified by the Government, may result in the Contracting Officer not having adequate information to reach an affirmative determination of responsibility.

**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 conducted via teleconference.)

**ASSIGNMENT OF JACKET, PURCHASE ORDER, AND PRINT ORDER NUMBERS:** 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 January 1, 2020 through December 31, 2020, 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.

**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 receiving payment. 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>.

## SECTION 2. – SPECIFICATIONS

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

**TITLE:** Army AL&T (PB 70 Series).

**FREQUENCY OF ORDERS:** Approximately 4 to 6 orders per year.

**QUANTITY:** Approximately 5,000 to 6,000 copies per order. (An occasional order may require up to approximately 10,000 copies.)

**NUMBER OF PAGES:** Approximately 100 to 200 pages per order. (Approximately one order per year may require an insert page.)

**TRIM SIZE:** 8-3/4 x 11”.

**GOVERNMENT TO FURNISH:** Electronic media will be furnished as follows –

Platform: Microsoft Windows OS; MAC OS

Storage Media: FTP

Software: Adobe Acrobat (most current version)

All platform system and software upgrades (for specified applications) that may occur during the term of the contract must be supported by the contractor.

Fonts: All printer and screen fonts will be embedded.

The contractor is cautioned that furnished fonts are the property of the Government and/or its originator. All furnished fonts are to be eliminated from the contractor's archive immediately after completion of the contract.

Additional  
Information:

Files will be furnished in PDF format.

Electronic files contain complete text pages and all artwork.

Full-size visuals of the furnished electronic files illustrating page sequence, color, and placement of elements will be provided.

CMYK will be used for color identification.

GPO Form 952 (Desktop Publishing – Disk Information) will be furnished.

Addresses for distribution will be furnished electronically, via e-mail, in a MS Word or Excel file format. (NOTE: Software may be upgraded during the contract term. All software upgrades for specified applications must be supported by the contractor. Under no circumstances will mailing labels, names, and/or addresses furnished by the Government be used for any purpose other than for mailing the AL&T magazine to intended recipients.)

Identification markings such as register marks, commercial identification marks of any kind, etc., except GPO imprint, form number, and revision date, carried in the electronic files, must not print on finished product.

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

Contractor will be required to accept files electronically via a contractor-hosted FTP server. Appropriate log-on instructions and protocol must be provided at time of award. 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 correct output of the required production image. Any errors, media damage, or data corruption that might interfere with proper file image processing must be reported to the ordering agency.

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.

All halftones are to be 175-line screen or finer.

The Government will make all revisions to the electronic files.

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, unless otherwise specified. 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: On each order, contractor can anticipate two rounds of proofs – initial proofs and revised proofs. Author’s Alterations (AAs) are anticipated on each order ranging from simple to complex. Agency will make all revisions to the electronic files. Contractor will be required to output revised pages. All related costs to perform this operation must be included in submitted bid pricing. All related time to perform this operation must be included in the 12-workday schedule. No additional time or reimbursement will be authorized.**

*Initial Proofs –*

Two (2) sets of digital color content proofs of entire publication in book form. Direct to plate must be used to produce the final product with a minimum resolution of 2400 x 2400 dpi. Proofs must be created using the same Raster Image Processor (RIP) that will be used to produce the product. Proofs shall be collated with all elements in proper position (not pasted up), imaged face and back, trimmed, and folded to the finished size of the product.

One (1) set of inkjet proofs that are G7 profiled and use pigment-based inks of cover pages only. 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 3/19/09, and future amendments) must be utilized plus GRACoL 2006 Coated #1 specifications (CGATS TR006) must be achieved. Output must be a minimum resolution of 720 x 720 dpi on a GRACoL or SWOP certified proofing media. Proofs must contain the following color control strip to be evaluated for accuracy: IDEAlliance ISO 12647-7 Control Strip 2009 or 2013(i1).

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 resolution of 2400 x 2400 dpi.

*Revised Proofs –*

One (1) press-quality PDF soft proof (for content only) using the same Raster Image Processor (RIP) that will be used to produce the final printed product. PDF proof will be evaluated for text flow, image position, and color breaks. Proof will not be used for color match.

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.

Government Paper Specification Standards No. 12 – [http://www.gpo.gov/pdfs/customers/sfas/vol12/vol\\_12.pdf](http://www.gpo.gov/pdfs/customers/sfas/vol12/vol_12.pdf).

All text paper used in each copy must be of a uniform shade.

All cover paper must have the grain parallel to the spine.

All text and cover paper must be of a uniform shade within each order.

*Text* – White Litho (Gloss) Coated Book, basis weight: 70 lbs. per 500 sheets, 25 x 38", equal to JCP Code A180. (EXCEPTION: The brightness must not be less than 88 percent.)

*Cover* – White No. 1 Coated Cover (Gloss-Finish), basis weight: 80 lbs. per 500 sheets, 20 x 26", equal to JCP Code L11. (EXCEPTION: The brightness must not be less than 88 percent.)

NOTE: The requirement for postconsumer fiber (as specified in the Government Paper Specification Standards No. 12) for the above specified text and cover stock is waived. However, the addition of postconsumer fiber is encouraged provided that the requirements of this standard are met. All other attributes remain the same.

*Insert Page* – White Vellum-finish Cover, basis weight: 65 lbs. per 500 sheets, 20 x 26", equal to JCP Code L20.

**PRINTING:** Covers 1 through 4 and text pages print head-to-head in four-color process.

Insert page (when required) prints face and back in four-color process.

Text pages print to and must align across the bind.

Coat (after printing) the entire surface of Covers 1 and 4 with a clear, non-yellowing gloss varnish; or, at contractor's option, aqueous clear coat – scuff resistant.

**MARGINS:** Margins will be as indicated on the print order or furnished media.

Bleed pages scattered throughout.

Text pages may bleed one or more sides.

Covers 1 through 4 (including spine) will bleed top, bottom, and outside.

**BINDING:** Perfect-bind text pages and wraparound cover; hinge score and trim three sides.

When required, insert page to be inserted between Cover 2 and first text page and bound with publication. The insert page is 8-3/4 x 11" with a 3-3/4" bind-in lip. Perforate on bind (slit or slot – no ink). Perforations must be clean cut and must allow easy separation.

**PACKING:**

*Bulk Shipments* – Pack suitably in shipping containers not to exceed 45 pounds when fully packed.

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

*Mailed Shipments* – Insert single copies and 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 shipping bundles (maximum gross weight 14 pounds).

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

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

Handwork for Preparing and Attaching the Adjutant General Office (TAGO) Indicia Labels: Unless otherwise specified, contractor required to gather and presort approximately 1,000 to 2,000 copies per order by postal zones, insert into packages or containers, and manually attach TAGO labels. Cost for this operation shall be charged under line item II.2.(a) in the "SCHEDULE OF PRICES."

**LABELING AND MARKING:**

*Bulk Shipments* – Contractor to download GPO Form 905 (Rev. 7-15) – Labeling and Marking Specifications which can be located at GPO.gov, fill in appropriate blanks, and attach to shipping containers.

*Mailed Shipments* – Create and affix a recipient and departmental return address label to each unit of mail packaged in kraft envelopes, cushioned shipping bags, shipping bundles, and shipping containers. At contractor's option, mailing addresses may be imaged directly onto kraft envelopes, shipping bags, bundles and containers.

**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 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</u> <u>Ordered</u>		<u>Number of</u> <u>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: Department of the Army, Army Acquisition Support Center (Army AL&T), Building 201, 2<sup>nd</sup> Floor, 9900 Belvoir Road, Fort Belvoir, VA 22060-5567.

A copy of the print 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.

**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 the copies were selected as directed using GPO Form 917 – Certificate of Selection of Random Copies which can be located at 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 with the samples.

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 GPO program, jacket, and print order numbers must be furnished with billing as evidence of mailing.

#### **DISTRIBUTION:**

##### *Agency Distribution –*

- Deliver f.o.b. destination approximately 100 to 500 copies to: Department of the Army, Army Acquisition Support Center (Army AL& T), Building 201, 2<sup>nd</sup> Floor, 9900 Belvoir Road, Fort Belvoir, VA 22060-5567.
- Deliver f.o.b. destination approximately five copies to: Army Publishing Directorate, Army Headquarters Services, Attn: LaShunda Rogers-Amoo, 9301 Chapek Road, Building 1458, Fort Belvoir, VA 22060-5447.
- Mail f.o.b. contractor’s city the balance of agency copies to both domestic and foreign addresses.

*Delivery person must park at rear of building for deliveries to the Army Acquisition Support Center. Contractor must contact: Keith Butler at (703) 664-5633, Steve Stark at (703) 664-5636, or Jackie Hames at (703) 664-5639 for delivery authorization – prior to delivery.*

Complete addresses and quantities will be furnished with each print order.

Unless otherwise specified, all mailing shall be made at the *Periodicals* rate – reimbursable.

Contractor is required to apply the appropriate postage to each mailing. Contractor will be reimbursed for postage by submitting a properly completed postal service form (or equivalent) with billing invoice for payment.

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

*GPO Distribution –*

- Deliver f.o.b. destination, a total of approximately 15 to 20 copies (file and depository), to approximately two addresses within the commercial zone of Washington, DC. (Inside delivery to room number specified may be required.)
- Mail/ship f.o.b. contractor's city approximately 60 copies (subscription) nationwide – *reimbursable*.

Complete addresses and quantities will be furnished with each print order.

When subscription copies are ordered, the contractor will be required to mail approximately 60 copies per order for Information Dissemination (Superintendent of Documents). The contractor must apply the appropriate postage to these subscription copies which may require mailing of single and multiple copies to both domestic and foreign destinations. The contractor will be reimbursed for the postage to mail these subscription copies by submitting a properly completed postal service certificate of mailing with billing invoice. The postage for these subscription copies must be separated from other mailings; the postage must be separately accounted for, have a separate postal receipt, and be listed as a separate item on the invoice for reimbursement. Failure to distribute subscription copies according to these instructions and furnish proper proof thereof may result in non-reimbursement of the postage expense.

The total number of subscription copies ordered may exceed the number of copies requiring mail distribution. Any residual subscription copies (subscription quantity remaining after mail fulfillment) shall be shipped f.o.b. contractor's city by suitable means to a single address in the Washington, DC area. Contractors outside the Washington, DC commercial zone may be reimbursed for any shipping costs incurred by submitting a properly completed commercial shipping (including mailing) receipt with billing invoice.

The subscription distribution addresses, postage class, and other mail requirements for subscription copies will be furnished electronically via email. The contractor shall contact LaJuan Washington at [lwashington@gpo.gov](mailto:lwashington@gpo.gov) or (202) 512-0127 and Simone Silva-Sutton at [ssilva-sutton@gpo.gov](mailto:ssilva-sutton@gpo.gov) or (202) 512-2010 #33213 for the subscription distribution addresses, postage class, and other mail requirements, prior to the scheduled due date, if this information is not otherwise furnished.

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

Within five workdays of completion of mailing, contractor must submit two copies of PS Form 3541-A to the post office performing the mailing and a completed copy, to include the weights and mailing costs, certified by the post office to the following addresses:

- Department of the Army, Army Acquisition Support Center (Army AL& T), Building 201, 2<sup>nd</sup> Floor, 9900 Belvoir Road, Fort Belvoir, VA 22060-5567.
- Army Publishing Directorate, Army Headquarters Services, Attn: LaShunda Rogers-Amoo, 9301 Chapek Road, Building 1458, Fort Belvoir, VA 22060-5447.

In accordance with United States Postal Service (USPS) regulations, contractor will be required to run distribution files on each order through the National Change of Address (NCOA) service database to verify addresses are NCOA certified, as required. All related costs to perform this operation must be included in submitted bid pricing. No additional reimbursement will be authorized.

Upon completion of each order, contractor must notify the ordering agency (on the same day the order delivers/mailed/ships) via email to the address indicated on the print order. The subject line of the email shall be "Distribution Notice for Program 73-S, Print Order XXXXX, Jacket Number XXX-XXX." The notice must provide all applicable tracking numbers, delivery/mailed/shipping method, and title of publication. Contractor must be able to provide copies of all delivery/mailed/shipping receipts upon agency request.

Within five workdays of completion of each order, contractor must return all furnished material (as applicable) and digital deliverables to: Department of the Army, Army Acquisition Support Center (Army AL& T), Building 201, 2<sup>nd</sup> Floor, 9900 Belvoir Road, Fort Belvoir, VA 22060-5567.

Within 10 workdays of completion of each order, contractor must furnish an itemized copy of each billing invoice to the agency point of contact specified on the print order.

All expenses incidental to picking up and returning material (as applicable), submitting and returning proofs, and furnishing sample copies must be borne by the contractor.

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

Furnished material (as applicable) and proofs must be picked up from and delivered to: Department of the Army, Army Acquisition Support Center (Army AL& T), Building 201, 2<sup>nd</sup> Floor, 9900 Belvoir Road, Fort Belvoir, VA 22060-5567. (Inside delivery required.)

*Delivery person must park at rear of building for deliveries to the Army Acquisition Support Center. Contractor must contact: Keith Butler at (703) 664-5633, Steve Stark at (703) 664-5636, or Jackie Hames at (703) 664-5639 for delivery authorization – prior to delivery.*

NOTE: On the same day proofs are submitted to agency, contractor must notify, via email, the ordering agency point(s) of contact specified on the print order.

**On each order, contractor can anticipate two rounds of proofs – initial proofs and revised proofs. Author’s Alterations (AAs) are anticipated on each order ranging from simple to complex. Agency will make all revisions to the electronic files. Contractor will be required to output revised pages. All related costs to perform this operation must be included in submitted bid pricing. All related time to perform this operation must be included in the 12-workday schedule. No additional time or reimbursement will be authorized.**

No definite schedule for placement of orders can be predetermined.

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

- Contractor must complete production and distribution within 12 workdays of notification of availability of print order and furnished material.
- No specific date is set for submission of proofs – initial and revised. Proofs must be submitted as soon as possible to allow for revised proofs if contractor’s errors are judged serious enough to require them.
- Initial proofs will be withheld no more than two workdays from their receipt at the ordering agency until they are made available for pickup and revised proofs will be withheld no more than two workdays from their receipt at the order agency until notification of “O.K. to Print” is provided via email. (The first workday after receipt of proofs at the ordering agency is day one of the hold time.)
- All initial proof, revised proof, and transit time is included in the 12-workday 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 shipments ordered for shipping/ mailing f.o.b. contractor’s city must be delivered to the U.S. Postal Service or picked up by a small package carrier.

Unscheduled material such as shipping documents, receipts or instructions, delivery lists, labels, etc., will be furnished with the order or shortly thereafter. In the event such information is not received in due time, the contractor will not be relieved of any responsibility in meeting the shipping schedule because of failure to request such information.

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](mailto: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 year’s production 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 over a like period of time.

The following item designations correspond to those listed in the “SCHEDULE OF PRICES.”

	(1)	(2)
I. (a)	720	4,000
(b)	5	28
(c)	1	5
II. 1.	70	
2. (a)	5,670	
(b)	18,000	
(c)	855	
(d)	535	
(e)	105	

**SECTION 4. – SCHEDULE OF PRICES**

Bids offered are f.o.b. contractor’s city for all mailing/shipments and f.o.b. destination for all other consignments.

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 non-responsive.

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 non-responsive.

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.

A charge will be allowed for each page, whether printed or blank.

*Contractor’s billing invoices must be itemized in accordance with the line items in the “SCHEDULE OF PRICES.”*

**I. PRINTING AND BINDING:** Prices offered shall include the cost of all required materials and operations necessary (including initial and revised proofs, outputting revised pages due to Author’s Alterations, and stock/paper) 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) <i>Text</i> – Printing text in four-color process, including binding..... per page.....	\$ _____	\$ _____
(b) <i>Cover</i> – Printing Covers 1 through 4 in four-color process, including binding, hinge scoring, and varnishing ..... per complete cover.....	\$ _____	\$ _____
(c) <i>Insert Page</i> – Printing in four-color process, including perforating and binding ..... per insert.....	\$ _____	\$ _____

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



**II. PACKING AND DISTRIBUTION:** Prices offered must be all-inclusive, as applicable, and must include the cost of packing; kraft envelopes, shipping bags, shipping bundles, and shipping containers; all necessary wrapping and packing materials; labeling or marking; NCOA verification; and complete distribution, in accordance with these specifications.

1. *Bulk Shipments* –

Packing and sealing shipping containers..... per container.....\$ \_\_\_\_\_

2. *Mailed Shipments* –

(a) Handwork for preparing mailed copies  
for TAGO labeling..... per copy.....\$ \_\_\_\_\_

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

(c) Quantities over 200 leaves, up to 12 pounds,  
inserted in cushioned shipping bags or  
wrapped in shipping bundles  
(maximum gross weight 14 pounds)..... per bag or bundle.....\$ \_\_\_\_\_

(d) Quantities over 12 pounds, up to 24 pounds,  
wrapped in shipping bundles or  
packed in small shipping containers  
(maximum gross weight 27 pounds)..... per bundle or container.....\$ \_\_\_\_\_

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

**SHIPMENTS:** Shipments will be made from: City \_\_\_\_\_ State \_\_\_\_\_.

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

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

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

**BID ACCEPTANCE PERIOD:** In compliance with the above, the undersigned agrees, 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 point(s), in exact accordance with specifications.

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

**BIDDER'S NAME AND SIGNATURE:** Unless specific written exception is taken, the bidder, by signing and submitting a bid, agrees with and accepts responsibility for all certifications and representations as required by the solicitation and GPO Contract Terms – Publication 310.2. When responding by fax or mail, fill out and return one copy of all pages in "SECTION 4. – SCHEDULE OF PRICES," including initialing/signing where indicated.

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

Bidder \_\_\_\_\_  
(Contractor's 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 Address)

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THIS SECTION FOR GPO USE ONLY

Certified by: \_\_\_\_\_ Date: \_\_\_\_\_ Contracting Officer: \_\_\_\_\_ Date: \_\_\_\_\_

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