

U.S. GOVERNMENT PUBLISHING OFFICE

Southcentral Region

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

***Various Printed Products***

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

Defense Logistics Agency (DLA)

Single Award

**TERM OF CONTRACT:** The term of this contract is for the period beginning Date of Award and ending August 31, 2025, plus up to four (4) optional 12-month extension period(s) 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 opened virtually at 11 a.m., Eastern Time (ET), on September 25, 2024, at the U.S. Government Publishing Office. All parties interested in attending the bid opening shall email [bids@gpo.gov](mailto:bids@gpo.gov) one (1) hour prior to the bid opening date and time to request a Microsoft Teams live stream link. This must be a separate email from the bid submission. The link will be emailed prior to the bid opening.

**BID SUBMISSION:** Bidders must email bids to [bids@gpo.gov](mailto:bids@gpo.gov) for this solicitation. No other method of bid submission will be accepted at this time. The program number and bid opening date must be specified in the subject line of the emailed bid submission. ***Bids received after the bid opening date and time specified above will not be considered for award.***

**BIDDERS, PLEASE NOTE:** This is new requirement; therefore, all bidders are cautioned to familiarize themselves with all provisions of these specifications before bidding. There is no abstract available.

For information of a technical nature, contact Jim Hunt at [jhunt@gpo.gov](mailto:jhunt@gpo.gov) or (214) 767-0451, x5.

## 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>.

**SUBCONTRACTING:** The predominant production function is printing. Any bidder who cannot perform the predominant production function will be declared non-responsible.

**GPO IMPRINT REQUIREMENTS:** The GPO imprint requirement, GPO Contract Terms, Supplemental Specifications, No. 9, is waived.

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

Product Quality Levels:

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

Inspection Levels (from ANSI/ASQC Z1.4):

- (a) Non-destructive Tests - General Inspection Level I.
- (b) Destructive Tests - Special Inspection Level S-2.

Specified Standards: The specified standards for the attributes requiring them shall be:

<u>Attribute</u>	<u>Specified Standard</u>
P-7. Type Quality and Uniformity	O.K. Proofs/Average type dimension/ Electronic media
P-8. Halftone Match (Single and Double Impression)	O.K. Proofs/Electronic media
P-9. Solid and Screen Tint Color Match	Pantone Matching System
P-10. Process Color Match	Electronic Media

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

**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 Date of Award to August 31, 2025, 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 (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 May 31, 2025, 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 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

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

**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 via teleconference, immediately after award.

Person(s) that the contractor deems necessary for the successful implementation of the contract must be in attendance.

**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 Date of Award through August 31, 2025, 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 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>.

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

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

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

**SECTION 2. - SPECIFICATIONS**

**SCOPE:** These specifications cover the production of separate and self-covered publications requiring such operations as electronic prepress, printing (including four-color process), binding, packing, and distribution.

**TITLE:** Various Printed Products.

**FREQUENCY OF ORDERS, QUANTITY, NUMBER OF PAGES, AND TRIM SIZES:**

It is impossible to predetermine the number or frequency of orders which will be placed during the term of this contract. The projected frequency of orders and quantities (specified below) are based on historical data, projections, and trends and should not be construed as a guarantee of the volume of work that will be ordered throughout the term of this contract.

Separate print orders will be placed for each type of product ordered.

**FORMAT A:** Any trim size up to and including 8-1/2 x 11”.

<u>Product</u>	<u>Approximate Number of Orders Per Year</u>	<u>Approximate Quantity Per Order</u>	<u>Approximate Number of Pages</u>
Looseleaf	4	100 to 25,000	60 to 80
Saddle-Stitched	3	50 to 750	48 to 64
Case-Bound	5	50 to 5,000	100 to 200

NOTE: Some publications for FORMAT A may require divider pages that are to be inserted throughout the publication (see “PRINTING” and “BINDING” for more information.)

**FORMAT B:** Any trim size over 8-1/2 x 11” up to and including 11 x 17”.

<u>Product</u>	<u>Approximate Number of Orders Per Year</u>	<u>Approximate Quantity Per Order</u>	<u>Approximate Number of Pages</u>
Looseleaf	2	1,600 to 2,000	60 to 100
Saddle-Stitched	1	40 to 100	48 to 64

**FORMAT C:** Any trim size over 11 x 17”.

<u>Product</u>	<u>Approximate Number of Orders Per Year</u>	<u>Approximate Quantity Per Order</u>	<u>Approximate Number of Pages</u>
Looseleaf	2	1,500 to 2,000	80 to 120
Saddle-Stitched	1	70 to 120	48 to 64

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

Platform: Windows, current or near current version

Storage Media: Email; contractor hosted SFTP.

Software: Adobe Acrobat (current or near current version)

All platform system and software upgrades (for specified applications) which 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.

All graphics/files will be furnished in place.

Pantone Matching System and CMYK will be used for color identification.

When required, dies for stamping (along with a sample of stamped image to be used as a guide).

Sample shipping container label will be furnished via email – to be used as copy.

Identification markings such as register marks, commercial identification marks of any kind, etc., 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 product(s) in accordance with these specifications.

*Email:* Most orders will be submitted via email.

*Secure File Transfer Protocol (SFTP):* The contractor must be able to accept files electronically via their secure contractor hosted SFTP server. Appropriate log-on instructions and protocol shall be provided by the contractor at time of award. The contractor shall provide security, which at a minimum, shall require a unique user ID and password for access. Contractor's SFTP site shall have the capability to exchange large graphic digital files. The Government will not be responsible for an SFTP site being out of service. It is the contractor's responsibility to maintain the operation of their SFTP site. Additional time and/or money will not be authorized due to the SFTP site being out of service.

*Proof Approval Form:* Contractor shall provide a proof approval form in a fillable PDF format to the ordering agency via email or SFTP.

**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 as specified on the print order.

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.

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

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

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

Upon completion of each order, the contractor must furnish final production native application files (digital deliverables) with the furnished material. The digital deliverables must be an exact representation of the final printed product and shall be returned on 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. (NOTE: The Government will accept PDF files as digital deliverables when furnished by the Government.)

**PROOFS:**

When ordered - 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 produced via conventional offset printing* – When ordered, two (2) sets of digital color content proofs of entire publication. 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, as applicable.

*If produced via digital printing* – When ordered, two (2) sets of digital color one-off proofs of the entire publication created using the same output device that will be used to produce the final printed product on the actual production stock. Proofs shall be collated with all elements in proper position (not pasted up), imaged face and back, trimmed, and folded to the finished size/format of the product, as applicable. Proof will be used for color match on the press on the production run.

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. 13" dated September 2019.

Government Paper Specification Standards No. 13 - [https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/vol\\_13.pdf](https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/vol_13.pdf).

Color of paper/buckram furnished shall be of a uniform shade and a close match by visual inspection of the JCP and/or attached color sample(s). The Contracting Officer reserves the right to reject shipments of any order printed on paper the color of which, in their opinion, materially differs from that of the color sample(s).

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

An order may require two different types of stock be used (this includes text pages within the same product). An occasional order may require the text to print on cover stock.

The paper to be used will be indicated on each print order.



***Text:***

White Uncoated Text, basis weight: 60 lbs. per 500 sheets, 25 x 38", equal to JCP Code A60.

White Writing, basis weight: 20 lbs. per 500 sheets, 17 x 22", equal to JCP Code D10.

White 25% Cotton Bond, basis weight: 20 lbs. per 500 sheets, 17 x 22", equal to JCP Code G40.

White and Color Index, basis weight: 90 lbs. per 500 sheets, 25-1/2 x 30-1/2", equal to JCP Code K10.

White Printable Plastic Film (Synthetic Paper), 5.5 mil, equal to JCP Code O-90.

White Uncoated (Tear-Resistant) Synthetic Paper, 5 mil, equal to JCP Code O-91.

***Covers:***

White and Color Index, basis weight: 140 lbs. per 500 sheets, 25-1/2 x 30-1/2", equal to JCP Code K10.

White Gloss-Coated Cover, basis weight: 80 lbs. per 500 sheets, 20 x 26", equal to JCP Code L10.

White No. 1 Gloss-Coated Cover, basis weight: 80 lbs. per 500 sheets, 20 x 26", equal to JCP Code L11.

White Printable Plastic Film (Synthetic Paper), 10.5 mil, equal to JCP Code O-90.

Azure Blue Poly Cover, 35 Guage (0.035"), similar to JCP Code O-90.

White Uncoated (Tear-Resistant) Synthetic Paper, 10 mil, equal to JCP Code O-91.

High-Finish Manila Tag, basis weight: 150 lbs. per 500 sheets, 24 x 36", equal to JCP Code P10.

***Divider Pages:***

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

***Case-Bound Covers:***

*End leaves:* White Uncoated Machine-Finish Book End, basis weight: 80 lbs. per 500 sheets, 25 x 38", equal to JCP Code A50. NOTE: All end leaf paper must have the grain parallel to the spine.

*Cover:* Various colors Fabrikod (Imitation leather)

*Cover:* Book Cover Board, 0.098" thick, equal to JCP Code R30. NOTE: Grain of boards to be perpendicular to the backbone.

*Black Pyroxylin (or Other Non-Migratory Resin) Impregnated Buckram* that conforms to the American National Standard for Fabrics for Book Covers, designated ANSI L29.1-1977, and Group E.

**PRINTING:**

At contractor's option, the product may be produced via conventional offset or digital printing provided Quality Level III standards are maintained. Final output must be water-resistant ink or toner with a minimum of 175-line screen. Output must be at a minimum resolution of 2400 x 2400 dpi or 1200 x 1200 dpi x 8 bit plus a RIP that provides an option for high quality color matching such as Device Links Technology and/or ICC Profiles. Resolution that is enhanced or simulated by software will not be acceptable. NOTE: Contractor must produce the entire job either conventional offset or digital printing; split production methods are not acceptable without prior approval.

*Text:* Print head-to-head, head-to-side, head-to-foot, or one side only in black or two ink colors or in four-color process. Facing pages may print to and must align across the bind.

*Covers:* Print Covers 1, 2, 3, 4 and/or spine in one or two colors or in four-color process. Covers may print in full or partial reverse.

*Case-Bound Covers:* Print Cover 1 in gold foil or black ink.

*Stamping:* Most case-bound covers will require imitation gold foil stamping on the cover and spine. Contractor must match gold foil color as specified on the print order.

When ordered, stamped image consists of text and a line art illustration. Stamping will represent approximately 10 to 15% of the cover and approximately 25% of the spine.

Gold foil stamping must have solid impressions-- no picking, pinholes, or filled letters. Gold foil must match all product in each order and previous orders.

The ordering agency will provide stamping dies along with a sample of stamped image.

*Divider Pages:* Print face only in black. Printing consists of two lines of text matter.

Match Pantone number as indicated on the print order.

The GPO imprint is waived and must not print on the finished product.

**MARGINS:** Margins will be as indicated on the print order or furnished electronic files. Text pages may bleed. Covers 1 through 4 may bleed on one to four sides with common and/or uncommon bleeds.

When spine copy is furnished, contractor to determine spine thickness and adjust backs trip, if necessary. Type must center on width of back strip.

**BINDING:** Bind as indicated on the print order. Various binding styles will be ordered as follows –

*Saddle-Stitched Products:* Saddle-wire stitch in two places and trim three sides. Each product must contain complete 4-page signatures after trimming. Single leaves connected with a lip (i.e., binding stub) to left or right side of stitches will not be allowed. NOTE: One publication may require a third stitch.

*Looseleaf Products:*

Text and cover pages trim four sides.

GBC Binding: Punch suitably and insert black plastic comb of suitable capacity on indicated dimension.

Adhesive Strip (Tape) Binding with singer sew: Gather, collate and singer sew. Trim 3 sides flush. Apply a 38 mm-wide (1.5") strip of black binder's tape over the outside cover bind. Strip must cover the entire binding edge.

Spiral Binding: Punch suitably and insert black spiral wire binding on indicated dimension.

Wire-O Binding: Punch suitably and insert black Wire-O type binding on indicated dimension. "Wire-O" is a registered trademark of James Burn International.

NOTE: All pamphlets/books must lay flat when in use.

*Case-Bound Products:* Gather in numerical page sequence. Use endleaves reinforced full length with strips of ungummed, sized cotton cloth extending 1/4" on inner side of the signatures and 1" on the end leaves. Smyth sew the signatures. Trim three sides, round back, and headband. Reinforce back with crash and strong paper liner. Case bind with suitable squares.

*When Ordered:*

*Elastic Page Holder:* On the back cover, drill two (2) round holes, located 2" from left edge of the back cover, approximately 3/4" from top and bottom of the back cover, 7-1/4" apart to support an elastic page holder.

On the back cover of the publication, attach a white elastic page holder. The elastic holder is 1/4" wide, approximately 7-1/2" long. The white elastic strap is to be located 2" to 2-1/2" from the right edge of the publication and secured via the drilled holes between the cover and inside end leaf.

*Divider Pages:* When ordered, divider pages trim four sides. Each publication to include four (4) different divider pages inserted throughout the publication where specified. Divider pages will bind with text pages.

*Perforations:* Publications may require two (2) two perforations (slit or slot, with or without ink) on the front cover, approximately 3" (horizontal) from bottom and 3-1/2" (vertical) from left edge, creating a tear-off card in the lower right corner. Perforations must allow for easy separation without causing damage to product.

**PACKING:** When ordered, shrink-film wrap in quantities as specified on the print order.

Unless otherwise specified, wrap products (in quantities as specified on the print order --) with Kraft paper or insert into appropriately sized white envelope or appropriately sized Kraft envelope (print order will specify) and apply a Warehouse Unit of Issue label to each package. (See Exhibit A.) In most cases, each item will be individually wrapped in Kraft paper. See Exhibit A. Print Order will specify. In all cases, contractor to package in units as specified on the print order. Kraft paper or envelopes must be a minimum of 60 pounds. Stock must be strong enough to prevent tearing or bursting under normal use such as warehouse handling, mailing, shipping, etc. Contractor to use paper tape on Kraft paper wraps. NO SCOTCH OR PLASTIC ADHESIVE TAPE MAY BE USED TO SEAL KRAFT WRAPPED PACKAGES.

NOTE: These packing instructions MUST be followed completely. Any deviation or change may result in the order being refused at the warehouse, and the contractor will be responsible for correcting any packing deviations from these instructions and will be responsible for re-delivery at contractor's expense.

Contractor to reproduce Unit of Issue labels using furnished sample. Contractor to reproduce at approximately 3-1/4 x 5-1/2". For smaller packages, the furnished sample copy may be reduced in size to fit the package, as long as the type remains legible. Contractor to print labels on White Uncoated Text (50-lb.), or equal. Warehouse Unit of Issue labels must include title, stock number, form number, control number, and quantity per package.

Contractor to affix a Warehouse Unit of Issue label to the outside of each package. Label may be placed on the ends of the packages, if possible, or on the face of each package, centered.

Pack packages suitably in shipping containers. Uniform container packing is required. Shipping containers are to contain equal amounts of Units of Issue in each container not to exceed 50 pounds when fully packed, unless otherwise specified on the print order. There may be one (1) container with an odd amount, which will be placed on top of the first pallet with its lesser quantity clearly marked. Failure to properly pack shipping containers will result in refusal at the warehouse and return to the contractor for proper packing and reshipment at the contractor's expense.

Containers must be packed in such a way as to prevent crushing while in transit. The Government will NOT accept crushed containers. Crushed containers will be returned to the contractor for replacement, at the contractor's expense.

Shipping container dimensions (not to exceed): Height: 11 to 12-1/2"; Length: 11 to 11-1/2"; Width: 17-1/2 to 18".

Use only new corrugated, solid fiberboard containers with minimum bursting strength of 275 p.s.i. Single or double-wall containers are authorized for use. Triple-walled shipping containers are NOT authorized and must not be used.

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.

*Pallets:* Pallets are required for 10 or more shipping containers. NOTE: Failure to properly palletize may be cause for refusal to accept, requiring the contractor to pick up, repalletize, and re-deliver the job at contractor's expense.

Any ordered item that exceeds one (1) pallet is required to be packed according to the following specifications to accommodate bulk storage requirements. Shipping containers must be placed on Federal specification standard pallets (NN-P-71C, dated 9-10-73), size II (40" x 48"), Type III - Four-way (Partial) Flush Pallet. Pallets not to exceed 42" height requirement, including height of pallet. See pallet specifications on Exhibit B.

Shipping containers must be fastened securely to the pallet in a manner that will prevent lateral movement but will permit removal without damage to the containers. Shipping containers shall be of the appropriate dimensions so as to be stacked on the pallets so that the length of each container runs in the opposite direction to the row of containers beneath/above (i.e., interlocking 90-degree palletizing scheme) with container labels facing out on all four sides of the pallet when stacked. Shipping container dimensions shall allow for this interlocking 90-degree palletizing scheme. The interlocking 90-degree palletizing scheme must ensure that all rows on all pallets are of the same dimensions. Pallets with overhanging containers or rows will not be accepted. *MIXING OF PRINT ORDERS ON PALLETS IS PROHIBITED.*

**LABELING AND MARKING (Package and/or Container label):** Contractor to download GPO Form 905 (Rev. 7-15), Labeling and Marking Specifications, which can be located at [gpo.gov](http://gpo.gov), fill in appropriate blanks, and attach to shipping containers.

**GPO Form 905 is required on each shipping container and must be reproduced on YELLOW Writing (20-lb.), or equal.**

**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 on [GPO.gov](http://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: DLA Information Operations – JFOL, 3420 D Avenue, Building 1, Door 64 Tinker AFB, OK 73145, (405) 855-3039, Attn: Blue Label Copies.

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.

**DISTRIBUTION:** Deliver f.o.b. destination all shipments to: DLA/Joint Form On-Line (JFOL), 3420 D Avenue, Building 1, Door 64, Tinker AFB, OK 73145. (Telephone: (405) 855-3039)

All deliveries shall be made Monday through Friday, between the hours of 7:00 a.m. and 2:00 p.m. (NOTE: No freight deliveries accepted after 2:00 p.m., due to Air Force truck gate security clearance. It is recommended that deliveries arrive prior to 10:00 a.m.)

JFOL requires advance notification of pending shipments once shipments are scheduled with carrier for delivery. Notification is to include tracking numbers and are to be forwarded to: [J67Fjfol@dla.mil](mailto:J67Fjfol@dla.mil).

Instructions are subject to change. JFOL will contact appropriate personnel once specified. JFOL contacts: Bobby Branscum; Email: [JFOLwarehouse@dla.mil](mailto:JFOLwarehouse@dla.mil); Telephone: (405) 855-3213.

Upon completion of each order, contractor must notify the ordering agency (on the same day the order delivers) via email to the address indicated on the print order and [infosouthcentral@gpo.gov](mailto:infosouthcentral@gpo.gov). The subject line of the email shall be “Distribution Notice for Program 1740-S, Print Order XXXXX, Jacket Number XXX-XXX.” The notice must provide all applicable tracking numbers, delivery methods, and title of product. Contractor must be able to provide copies of all delivery receipts upon agency request.

Upon completion of each order, all digital deliverables must be returned to the ordering agency contact as indicated on print order.

All expenses incidental to picking up and returning materials (as applicable), submitting 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).

At the Government’s option, the print order and furnished material will be furnished via email or contractor hosted SFTP.

When ordered, PDF soft proofs are to be emailed to the ordering agency contact as specified on the print order. The subject line of the email must state “Proof Distribution, Program 1740-S, Print Order XXXXX.”

When ordered, hard copy proofs must be delivered to one (1) address in Tinker AFB, OK 73145. When proofs have been shipped, the contractor must email the ordering agency contact as specified on the print order. The subject line of the email must state "Proof Distribution, Program 1740-S, Print Order XXXXX." The email must include the carrier service and tracking number.

NOTE: If response to the proof(s) is not returned by the ordering agency within the specified time (see below schedules, as applicable), the contractor must email the ordering agency contact as specified on the print order with proof of delivery of the proof(s).

No definite schedule for placement of orders can be predetermined.

The following schedules begin the workday after notification of availability of print order and furnished materials; the workday after notification will be the first workday of the schedule.

*No Proofs Required:*

Contractor must complete production and distribution within 10 workdays of notification of availability of print order and furnished materials.

*Proofs Required:*

- Contractor must submit all required proofs within two (2) workdays of notification of the availability of print order and furnished material.
- Proofs will be withheld no more than two (2) workdays from their receipt at the ordering agency until they are made available for pickup for hard copy proofs, or approval or changes are communicated via email for PDF soft proofs. (The first workday after receipt of proofs at the ordering agency is day one (1) of the hold time.)
- If revised proofs are required due to author's alterations, contractor must submit revised proofs within two (2) workdays of notification of changes.
- Revised proofs will be withheld no more than two (2) workdays from their receipt at the ordering agency until they are made available for pickup for hard copy proofs, or approval or changes are communicated via email for PDF soft proofs. (The first workday after receipt of proofs at the ordering agency is day one (1) of the hold time.)
- Complete production and distribution must be made within 10 workdays of receipt of an "O.K. to Print" on proofs.

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 specified.

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 Southcentral compliance section via email at [infosouthcentral@gpo.gov](mailto:infosouthcentral@gpo.gov). Personnel receiving the email 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 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.

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

		(1)	(2)	(3)
I.	(a)	9	1	1
	(b)	1,850	260	352
			(1)	(2)
II.	1.	(a)	80	80
		(b)	60	60
		(c)	140	26,270
		(d)	172	2,670
		(e)	592	10,398
		(f)	168	6,720
		(g)	1	1
		(h)	1	1
		(i)	1	250
		(j)	4	193
		(k)	1	1
		(l)	5	97
		(m)	4	160
	2.	(a)	166	3,640
		(b)	64	64
		(c)	2	35
		(d)	1	1
	3.	(a)	208	3,640
		(b)	64	64
		(c)	2	35
		(d)	1	1
		(1)	(2)	(3)
III. 1.	(a)	340	XXX	XXX
	(b)	3,360	XXX	XXX
	(c)	1,416	1,488	1,820
	(d)	4,848	XXX	XXX
	(e)	XXX	XXX	32
	(f)	5,850	XXX	XXX
	(g)	7,285	XXX	XXX

		(1)	(2)	(3)
III. 2.	(a)	2	42	XXX
	(b)	2	XXX	XXX
	(c)	75	XXX	XXX
	(d)	10	XXX	XXX
	(e)	300	XXX	XXX
	(f)	470	32	2
	(g)	116	XXX	40

		(1)	(2)	(3)
3.	(a)	196	XXX	XXX
	(b)	58	XXX	XXX
	(c)	138	XXX	XXX
	(d)	196	XXX	XXX
4.	(a)	160	XXX	XXX

IV.	(a)	1		
	(b)	40		
	(c)	770		
	(e)	17,080		
	(f)	450		
	(g)	18		



**SECTION 4. – SCHEDULE OF PRICES**

Bids offered are f.o.b. destination.

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 will 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 100 will be prorated at the per-100 rate.

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

Unless otherwise specified, no more than three (3) blank pages shall be permitted at the end of the text for saddle-stitched products.

Cost of all required paper must be charged under Item III., "PAPER."

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

**I. PROOFS:**

	<u>FORMAT</u>		
	A	B	C
	(1)	(2)	(3)
(a) PDF proof.....per product.....	\$ _____	\$ _____	\$ _____
(b) Digital color content proof/ digital color one-off proof.....per trim/page-size unit.....	\$ _____	\$ _____	\$ _____

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

**II. PRINTING, BINDING, AND DISTRIBUTION:** Prices offered shall include the cost of all required materials and operations necessary for the complete printing, binding, and distribution of the products listed in accordance with these specifications.

	<u>Makeready and/or Setup</u> (1)	<u>Running Per 100 Copies</u> (2)
1. FORMAT A		
(a) GBC Binding Text: Printing in black only, including binding .....	per page .....\$ _____	\$ _____
(b) Wire-O Binding Text: Printing in black only, including binding .....	per page .....\$ _____	\$ _____
(c) Spiral Binding Text: Printing in four-color process , including binding .....	per page .....\$ _____	\$ _____
(d) Saddle-Stitched Text: Printing in one color, including binding.....	per page .....\$ _____	\$ _____
(e) Case-Bound Text: Printing in black only, including binding.....	per page .....\$ _____	\$ _____
(f) Case-Bound Text: Printing in black and one color, including binding .....	per page .....\$ _____	\$ _____
(g) GBC Binding Cover: Printing in black only, including binding .....	per cover .....\$ _____	\$ _____
(h) Wire-O Binding Covers: Printing Cover 1 in four-color process and Covers 2 and 3 in black, including binding.....	per cover .....\$ _____	\$ _____
(i) Spiral Binding Covers: Printing Covers 1 through 4 in black only, including binding .....	per cover .....\$ _____	\$ _____
(j) Saddle-Stitched Cover: Printing Cover 1 in black only, including binding .....	per cover .....\$ _____	\$ _____
(k) Case-Bound Cover: Printing Cover 1 and spine in one ink color, including binding .....	per cover .....\$ _____	\$ _____

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

	<u>Makeready and/or Setup</u> (1)	<u>Running Per 100 Copies</u> (2)
(l) Case-Bound Cover: Stamping Cover 1 and spine in one foil color, including binding ..... per cover .....	\$ _____	\$ _____
(m) Divider Page: Printing in black only, Including binding ..... per divider .....	\$ _____	\$ _____

2. FORMAT B

(a) GBC Binding Text: Printing in four-color process, including binding..... per page .....	\$ _____	\$ _____
(b) Saddle-Stitched Text: Printing in a one ink color, including binding..... per page .....	\$ _____	\$ _____
(c) GBC Binding Cover: Printing Cover 1 in black only, including binding ..... per cover .....	\$ _____	\$ _____
(d) Saddle-Stitched Cover: Printing Cover 1 in black only, including binding..... per cover .....	\$ _____	\$ _____

3. FORMAT C

(a) Singer Sewn and Tape Binding Text: Printing in black only, including binding..... per page .....	\$ _____	\$ _____
(b) Saddle-Stitched Text: Printing in one color, including binding..... per page .....	\$ _____	\$ _____
(c) Singer sewn and Tape Binding Covers: Printing Covers 1 and 4 or Covers 2 and 3 in one ink color, including binding..... per side .....	\$ _____	\$ _____
(d) Saddle-Stitched Covers: Printing Covers 1, 2, and 4 in black only, including binding ..... per cover .....	\$ _____	\$ _____

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

**III. 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 products 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.
- Tab Dividers – Each page-size divider.

	<u>Per 100 Leaves</u>		
	<u>FORMAT</u>		
	A	B	C
	(1)	(2)	(3)
<b>1. Text:</b>			
(a) White Uncoated Text (60-lb.).....	\$ _____	\$ <u>XXX</u> _____	\$ <u>XXX</u> _____
(b) White or Color Index (90-lb.).....	\$ _____	\$ <u>XXX</u> _____	\$ <u>XXX</u> _____
(c) White Writing (20-lb.).....	\$ _____	\$ _____	\$ _____
(d) White 25% Cotton Bond (20-lb.).....	\$ _____	\$ <u>XXX</u> _____	\$ <u>XXX</u> _____
(e) Color 25% Cotton Ledger (24-lb.).....	\$ <u>XXX</u> _____	\$ <u>XXX</u> _____	\$ _____
(f) White Printable Plastic Film (Synthetic Paper) (5.5 mil).....	\$ _____	\$ <u>XXX</u> _____	\$ <u>XXX</u> _____
(g) White Uncoated (Tear Resistant) Synthetic Paper (5 mil) .....	\$ _____	\$ <u>XXX</u> _____	\$ <u>XXX</u> _____
<b>2. Covers:</b>			
(a) White, Color Index (140-lb.).....	\$ _____	\$ _____	\$ <u>XXX</u> _____
(b) Azure Blue Poly Cover 35 Guage (0.035”) .....	\$ _____	\$ <u>XXX</u> _____	\$ <u>XXX</u> _____
(c) White Gloss-Coated Cover (80-lb.).....	\$ _____	\$ <u>XXX</u> _____	\$ <u>XXX</u> _____
(d) White No. 1 Gloss-Coated Cover (80-lb.) .....	\$ _____	\$ <u>XXX</u> _____	\$ <u>XXX</u> _____
(e) White Printable Plastic Film (Synthetic Paper) (10.5 mil).....	\$ _____	\$ <u>XXX</u> _____	\$ <u>XXX</u> _____
(f) White Uncoated (Tear Resistant) Synthetic Paper (10 mil) .....	\$ _____	\$ _____	\$ _____
(g) High-Finish Manila Tag (150-lb.).....	\$ _____	\$ <u>XXX</u> _____	\$ _____

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

	<u>Per 100 Leaves</u>		
	<u>FORMAT</u>		
	A	B	C
	(1)	(2)	(3)
<b>3. Case-Bound Covers:</b>			
(a) White Uncoated Machine-Finish Book End (80-lb.) .....	\$ _____	\$ <u>XXX</u> _____	\$ <u>XXX</u> _____
(b) Various colors Fabrikod (Imitation leather).....	\$ _____	\$ <u>XXX</u> _____	\$ <u>XXX</u> _____
(c) Black Buckram .....	\$ _____	\$ <u>XXX</u> _____	\$ <u>XXX</u> _____
(d) Book Cover Board (0.098" thick).....	\$ _____	\$ <u>XXX</u> _____	\$ <u>XXX</u> _____
<b>4. Divider Pages:</b>			
(a) Buff Index (110-lb.) .....	\$ _____	\$ <u>XXX</u> _____	\$ <u>XXX</u> _____

**IV. ADDITIONAL OPERATIONS:**

- (a) Third stitch (saddle-stitched products only)..... per 100 copies .....\$ \_\_\_\_\_
- (b) White elastic page holder, including cost of drilling and  
attaching to back cover..... per 100 copies .....\$ \_\_\_\_\_
- (c) Perforations ..... per 100 perforations .....\$ \_\_\_\_\_
- (d) Packaging in Kraft paper or in white or Kraft envelope  
(including cost of Kraft paper or envelope  
and labeling packages)..... per package .....\$ \_\_\_\_\_
- (e) Packing and sealing shipping container  
(including cost of labeling and marking) ..... per container .....\$ \_\_\_\_\_
- (f) Palletizing..... per pallet.....\$ \_\_\_\_\_

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

**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.

**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).

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

**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.*

**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 email, fill out and return one copy of all pages in "SECTION 4. - SCHEDULE OF PRICES," including initialing/signing where indicated. Valid electronic signatures will be accepted in accordance with the Uniform Electronic Transactions Act, §2. Electronic signatures must be verifiable of the person authorized by the company to sign bids. *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) (Fax Number)

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**THIS SECTION FOR GPO USE ONLY**

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

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## 1740S sample products

**PRODUCTS:** There are 18 different products, mostly logbooks, pamphlet, etc. Many share common features such as stock, trim size, ink color(s) and packaging. Most have adequate margins unless specified on the print order. **NOTE:** Where practical ALL items are Kraft wrapped or boxed in sets of ONE EACH, unless otherwise specified. All order quantities are estimates.

Product descriptions:

### 1. ENTRY LEVEL RIFLE BOOK

NSN: 0109-LF-127-9710

FORM NO: NAVMC 11288 (3-15)

ANNUAL ORDER: 15,000

PRODUCT: Coil bound pamphlet, separate cover

TRIM SIZE: 8-1/2 x 6-1/2"

PAGES: 78 text pages - includes 1 blank

INK: Black, four-color process

PRINTING: Books are landscaped orientation printing head to foot and consists of 77 text pages printing type, rules, line art, charts/graphs, screened boxes, and art. 17 pages print in black solid and screened, 54 pages print in black and red (created from 4 color process). 6 pages contain full color halftones. 1 blank page.

COVERS: Separate two-piece cover. Covers 1, 2 and 3 print in black type and rule; Cover 4 prints 3 halftone seals in black ink. Covers 1 & 2 print head to foot. Covers 3 and 4 print head-to-head, so that the orientation of Cover 4 is the same as Cover 1.

PERFORATION: Front cover perforates twice- once vertically from the right edge and once horizontally from the bottom edge, creating a tear-off card in the lower right corner. Follow sample. The entire "Collimator Setting" box must be contained within the perforations to create this tear-off card.

BINDING: Black coil binding at top on long dimension.

STOCK: Text: White, JCP Code O90, Printable Plastic Film (Synthetic Paper), Basis Size 25 X 38" Basis Weight 5 mil.

Cover: Green (close match PMS 345C), JCP Code O90, Printable Plastic Film (Synthetic Paper), Basis Size 25 X 38" Basis Weight 10 mil.

PACKAGING: 100 books per package/box

PALLETS: 1

### 2. AVIATOR'S FLIGHT LOGBOOK

NSN: 0107-LF-736-2001

FORM NO: OPNAV 3760/31 (4-65)

ANNUAL ORDER: 5,000

PRODUCT: Case bound book

TRIM SIZE: Cover: 4-3/4 X 7-1/8" Text: 4-1/2 X 6-7/8"

PAGES: 192 text pages plus two end leaves and cover.

INK: Black, gold foil

PRINTING: Text pages print in black ink. Copy is type and rule matter. Various pages repeat and use common negatives. Contractor to follow sample book for text setup and pagination. Cover (8 lines) and spine (1 line) print in gold foil stamping. Stamping must have solid impressions with no picking, pinholes or filled letters.

BINDING: Fold, gather, Smyth sew, trim 3 sides, round back, bookbinding headband in Blue/Gold (match sample) and case bind with dark blue Fabrikoid over .080" binder board (No. 1 Quality) with suitable squares. Reinforce back with crash and strong paper liner. End Leaves must be parallel to backbone.

STOCK: Text: White, JCP Code G40, 25 Pct Bond, Basis Size 17 X 22"--Text pages Basis Weight 20

End leaves: White, JCP Code A50, Machine-Finish Book End, Basis Size 25 X 38"--End Leaves Basis Weight 80 Dark Blue \*\*Fabrikoid Skiver\*\* over No. 1 Quality .080 thick Binder Board--Cover Basis Weight.

PACKAGING: One copy per Kraft wrap or envelope

PALLET: 1

**3. SURFACE WARFARE MARINER SKILLS LOGBOOK**

NSN: 0107-LF-127-7000  
 FORM NO: OPNAV 1412/3  
 ANNUAL ORDER: 4,000

PRODUCT: Case Bound Book - Smyth Sewn, Square Spine and Book entails Endleaves and Tabs.

PAGES: 168 text pages-case bound/hard covers/spine with tipped in (4) divider pages

INK: Black, grayscale and gold foil

TRIM SIZE: Covers: Approx. 6-3/4 x 9-1/4"

Text: Pages plus (4) tab pages/divider pages: 6-1/2 x 9"

PRINTING: Text pages print in black, one blank and four pages in four-color process. Cover 1: Logo and 2 type lines embossed with Gold Foil. Covers 2-4 are blank. Stamping must have solid impression with no picking, pin holes or filled-in details. Contractor to create/furnish stamping die from manuscript. Die must be returned to the agency.

BINDING: The cover is created separately then glued to the endleaves inside book. prints case bound, Smyth sewn book with (4) tab/dividers pages (6-1/9" x 9"). Bind index pages and tab/divider pages with Smyth sewn signatures to endleaves and hard covers. Book has a single leaf glued inside hard cover front and back cover. Hinged covers overlap and securely glued. Contractor to adjust for spine.

Note: Back cover contains a white elastic page holder. The white elastic strap inserted 2 - 2 1/2" from the edge of the book.

Drilling: Drill two holes to hold elastic page holder on back cover.

TAB INSTRUCTIONS: Tipped in divider pages, four text pages print with type rule matter in black and are placed in front of the first Tab A divider page.

There are (4) Tab/divider section.

Tabs: There are four tabs, each prints face only contains 2 line of type matter in black ink.

Tab A: Individual Watch Log, Tab B: Special Evolution Tracker, Tab C: Simulator Training Tracker and Tab D: CO Quarterly Endorsement

- Tab A: Individual Watch": Approx. 82 text pages - First page behind tab/divider prints in color the balance pages with type/rule matter contain screen solids prints in black head-to-head.
- Tab B: Special Evolution Thirty-four text pages. First page behind tab divider prints in color the balance pages with type/rule matter contain screen solids prints in black head-to-head.
- Tab C: Simulator Training – Thirty text pages. First page behind tab/divider prints in color the balance pages with type/rule matter contain screen solids prints in black head-to-head.
- Tab D: CO Quarterly Endorsement-- Eighteen text pages. First page behind tab/divider prints in color the balance pages with type/rule matter contain screen solids prints in black head-to-head. Collate text pages, tabs/divider pages and Case bound on the 9-1/2" side.
- Score covers 1 & 4 on spine fold and create 2 additional scores @ approx. 1/4" from spine for easy opening.

STOCK: Cover: Grey Skivertex Medium Kidskin 5640 Binder-Boards: JCP Code R30, Book Cover Board, Basis Size 25 X 38" approximately 0.098" thick

End-leaves: White, JCP Code A50, Machine-Finish Book End, Basis Size 25 X 38" approximately 80 lbs.

Tab/Divider: Manila, JCP Code P10, High-Finish Tag, Basis Size 22.5 X 28.5" 150 lbs.

Text: White, JCP Code K10, Index, Basis Size 25.5 X 30.5" approximately 90 lbs.

PACKAGING: One copy per Kraft wrap or envelope

PALLET: 1

**4. SHIP POSITION LOGBOOK**

NSN: 0107-LF-031-0015  
 FORM NO: NAVSEA OPNAV 3100/3  
 ANNUAL ORDER: 2,000

PRODUCT: Book with sewn and tape bound wraparound cover.

TRIM SIZE: UNCONSTRUCTED SIZE: 7-7/8 X 10-1/2" CONSTRUCTED SIZE: 15-3/4 X 10-1/2"

PAGES: 104 pages plus cover



INK: Black

PRINTING: Logbook 68 text pages, 67 text pages print head-to-head in black ink, last page is blank. Cover 1 prints black only. Cover 2, 3, & 4 are blank.

BINDING: Gather, collate, score, fold, tape bind, sew and trim 3 sides. Books are Smyth sewn through spine of signatures plus tape bound with black fabric binding from top to bottom edges.

STOCK: TEXT: White, JCP Code J20, 25 Pct Ledger, Basis Size 17 X 22" Basis Weight 24#

COVER: Manila, JCP Code P-10, High-Finish Tag, Basis Size 22.5 X 28.5"-- cover Basis Weight 150#

PACKAGING: One copy per Kraft wrap or envelope

PALLET: 1

#### 5. STANDARD BEARING LOGBOOK

NSN: 0107-LF-724-5110

FORM NO: OPNAV 3530/2 (7-74)

ANNUAL ORDER: 1,500

PRODUCT: Book with sewn and tape bound wraparound cover.

TRIM SIZE: 8 x 10-1/2"

PAGES: 104 text pages plus cover, foil stamp on cover and spine, black ink

INK: Black

PRINTING: Cover 1 prints in black ink. Covers 2-4 are blank. Text pages consist of a title page backed up with an instruction page, followed by 100 pages printing a common image (except for the page numbers at the bottom, 1 thru 100) and 2 blank pages at the back of the book. All text pages print in black ink. No bleeds.

BINDING: Gather, collate and singer sew. Trim 3 sides flush. Apply a 38 mm-wide (1.5") strip of black binder's tape over the outside cover bind.

STOCK: Text: JCP Code D10, Writing, White, Basis Size 17 X 22", Basis Weight 20#

Cover: JCP Code P10, High-Finish Manila Tag, Basis Size 22.5 X 28.5", Basis Weight 150#

PACKAGING: One copy per Kraft wrap or envelope

PALLET: 1

#### 6. NAVIGATIONAL TIME PIECE RATE BOOK - CASEBOUND

NSN: 0116-LF-016-3400

FORM NO: NAVSEA 9420/1 (11-92)

ANNUAL ORDER: 25

PRODUCT: Case bound book

TRIM SIZE: Cover: 8-1/8 x 10-3/4" Text: 8 X 10-1/2"

PAGES: 104 Text, 2 Endleaves, 2 Flyleaves and Cover

INK: Black, gold foil

PRINTING: All pages print head-to-head in black type and rule. No blanks. Page 1 prints a different image in black type. Pages 2 thru 104 print the same image. All left-hand pages print the same image, and all right-hand pages print the same image. The front-end leaf prints in black type. The front flyleaf prints on the face and back in black type and rule. The back flyleaf is blank on both sides and the back-end leaf is blank. Cover 1 and Spine are to be stamped in gold foil -- 7 lines of type (15 sq. inches) on the Front cover and 1 line of type on the Spine. CONTRACTOR MUST create cover & spine dies from furnished camera copy for cover 1 and previous sample for spine. Foil stamp the front cover (approx. 15 square inches) and spine (one type line and form number) with imitation gold to match the standard color used on the sample. Stamping must have solid impressions with no picking, pinholes or filled letters.

BINDING: Case bound: Fold, gather, Smyth sew, trim 3 sides, round back, head band and case bind in black buckram over approximately .080 binder board (No. 1 Quality) with suitable squares. Reinforce back with crash and strong paper liner. End leaves must be parallel to backbone.

STOCK: Text: JCP Code D10, Writing, White, Basis Size 17 X 22", Basis Weight 20#.

COVERS: JCP Code\* Q50, Chemical Wood Board, Tan, Basis Size 22.5 X 35.5" Basis Weight .013"

OR COVERS: BUFF, JCP Code\* K10, Index, Basis Size 25.5 X 30.5" Basis Weight 140#

Casebound covers are Black Buckram over No. 1 Quality Binder Board.

PACKAGING: One copy per Kraft wrap or envelope

**7. MAGNETIC COMPASS RECORD BOOK**

NSN: 0116--LF-031-2030  
FORM NO: NAVSEA 3120/3  
ANNUAL ORDER: 50

PRODUCT: Case bound book

TRIM SIZE: Cover: 6-7/8 x 10" Text: 6-5/8 x 9-3/4"

PAGES: 192 text pages plus covers, envelope glued to back cover, casebound

INK: Black

PRINTING: 191 pages print black type and rule. 1 blank. Pages 6 thru 191 have the same 2 pages of copy (all left hand pages print the same images and all right-hand pages print the same image). Page 1, Page 3, Page 4, Page 5, and Page 192 each print a different images. Page 2 is blank. The front and back flyleaves are blank.

BINDING: Case bound covers are green Fabrikoik skiver over no. 1 Quality Binder Board - match sample. Cover 1 and Spine are to be embossing stamped in black ink -- type, rule and Department Seal. Approximately 20 square inches on Cover 1 and 6 square inches on spine. Back cover of each book is to have a white pocket @ approximately 5-3/4 x 8-3/4" glued securely to inside back cover. Pocket must have the capacity to hold 6 sheets of the Magnetic Compass Record (printed under separate order and will be inserted by end user). The envelope prints face only in black ink.

STOCK: Text: White, JCP Code G40, 25 Pct. Bond, Basis Size 17 X 22" Basis Weight 20 lb.

Endleaves: White, JCP Code A50, Machine-Finish Book End, Basis Size 25 X 38" Basis Weight 32 lb. Green Fabrikoik Skiver over No. 1 Quality .080 thick binder board, Basis Weight 32 Envelope: White Kraft, 28 to 32 lbs.

PACKAGING: One copy per Kraft wrap or envelope

**8. SONAR WATCH & CONTACT LOGBOOK**

0107-LF-982-1000  
FORM NO: OPNAV 3100/13 (1-01)  
ANNUAL ORDER: 2,000

PRODUCT: Comb (GBC) bound pamphlet with separate covers

TRIM SIZE: 8-1/2 x 14"

PAGES: 66 (33 leaves)

INK: Black

PRINTING: 66 text pages print head-to-head in black ink. Copy is type and rule. No bleeds. Pages 5 thru 62 are the same 2-sided copy. Pages 63/64 is the same copy but only prints 1-side.

COVERS: Cover 1 prints in black, covers 2-4 are blank. No bleeds.

BINDING: Covers and text pages. GBC or equal bind on left 14" dimension with a single black plastic comb.

STOCK: Text: JCP Code A60, Offset Book, White, Basis Size 25 X 38" Basis Weight 50 lbs.

Cover: JCP Code K10, Index, Blue, Basis Size 25.5 X 30.5" Basis Weight 110 lbs.

PACKAGING: Kraft wrap 1 book per package.

PALLET: 1

**9. SURFACE AIR CONTROLLER'S (SAC) LOGBOOK**

NSN: 0107-LF-007-5700  
FORM NO: OPNAV 3560/9 (8-89)  
ANNUAL ORDER: 625

PRODUCT: Casebound Book

TRIM SIZE: Finished Size: Text: 4-1/2 x 7-1/2"; Cover: 4-5/8 x 7-3/4"

PAGES: 104 text pages plus cover.

INK: Black

**PRINTING:** Text pages print head-to-head in black ink, end leaves and flyleaves are blank, foil-stamped cover and spine. Typesetting required.

Page 1 (name/date) Pages 2 and 3 (Designations and Achievements) -- print same image.

Pages 4, 5 & 6 (Quarterly Summary) -- print same image Page 7 (Instructions) Balance of even left-handed text pages, Pages 8 through 104 (Month Year)- print same image Balance of odd right-handed text pages, Pages 9 through 103 (Unit Assigned)- print same image Contractor to ensure all text page matter aligns at top across page spreads.

Cover 1 and spine to be hot foil stamped (7 lines of type on front cover and 1 line of type on spine) in imitation gold. Image -- Approximately 15 square inches on Cover 1 and 5-1/4 square inches on spine. Stamping must have solid impressions with no picking, pinholes or filled letters. \*Contractor to create stamping Die for the front cover and spine\*

**STOCK:** Text: JCP Code A60, White Offset Book, Basis Size 25 X 38" Basis Weight 60lb

End Leaves/Fly Leaves: JCP Code A50, White Machine-Finish Book End, Basis Size 25 X 38" Basis Weight 80.

Cover: Blue Fabrikoid 3344

**PACKAGING:** One copy per Kraft wrap or envelope.

**PALLET:** 1

#### **10. ESM TACTICAL INTERCEPT LOGBOOK**

NSN: 0107-LF-031-0035

FORM NO: OPNAV 3100/7 (12-76)

ANNUAL ORDER: 40

**PRODUCT:** Comb (GBC) bound book with separate covers

**TRIM SIZE:** Unconstructed size: 15-3/4" x 10-1/2" Flat 7-7/8" X 10-1/2"

Constructed size: 7-7/8" X 10-1/2" Folded.

**PAGES:** 98 Pages + Separate Cover

**INK:** Black

**PRINTING:** Cover 1 prints face only, black ink. Cover 2, 3, 4 does not print.

98 text pages prints text, rules, charts and screens in black ink. Note: four text pages prints portrait style.

**BINDING:** Black GBC bind on 11" top edge. Bind text and cover with black plastic combs of suitable capacity.

**Assembly:**

- Instructions For ESM Tactical Intercept Log/Blank - Prints 1-Side
- Standard Instructions for Operational Data Log/Data Field (portrait style)- Prints Head-to-Head.
- ESM Tactical Intercept Log/EMS Log 92 Pages (46 sheets)- Prints head-to-foot.

**NOTE:** Standard Instructions for Operational Data Log (back prints portrait style)- Prints head-to-head. This is a repeat of the first leaf of Item A.

**STOCK:**

Cover – Yellow, JCP Code J10, Ledger, Basis Size 17 X 22" Basis Weight 32 lbs.

Text – White, JCP Code D10, Writing, Basis Size 17 X 22" Basis Weight 20 lbs.

**PACKAGING:** One copy per Kraft wrap or envelope

#### **11. GENERAL LOGBOOK**

NSN: 0107-LF-031-0010

FORM NO: OPNAV 3100/2

ANNUAL ORDER: 1,600

**PRODUCT:** Comb (GBC) bound book with separate covers

**TRIM SIZE:** 8-1/2 x 14"

**PAGES:** 100 text pages plus covers.

**INK:** Black

**PRINTING:** Looseleaf book with 2-piece cover, prints 100 text pages, head-to-head, with text and rule in black ink.

Pages 1 & 2 print a different image on each side, pages 3 through 98 prints the same image on each side and

pages 99 & 100 print a different image on each side. Cover 1 prints, covers 2, 3, & 4 are blank.  
 BINDING: Collate as per sample, punch 24 holes required and bind with black one-piece plastic combs (GBC or equal) on left 14" side.

STOCK: Cover – Green, JCP Code K10, Index, Basis Size 25.5 X 30.5" Basis Weight 110#

Text: White, JCP Code D10, Writing, Basis Size 17 X 22" Basis Weight 20#

PACKAGING: One copy per Kraft wrap or envelope

PALLET: 1

## 12. LANDING SIGNAL OFFICER LOG

NSN: 0107-LF-037-6390

FORM NO: OPNAV 3760/76

ANNUAL ORDER: 50

PRODUCT: Double wire-o pamphlet with separate covers

TRIM SIZE: 6 x 8-1/2"

PAGES: 60 text pages (30 sheets) plus the covers

INK: Black

PRINTING: 50 text pages print head-to-head in black ink- type and rule with same image on all text pages, plus 10 blank sheets at the end of the book. Cover one - silk screen printing required, type and rule in four-color process with. Cover 1 is flood coated in Pantone 2965 (dark blue) ink plus the U.S. Navy LSO Seal in four-color process with close match to Pantone - 2965 (dark blue), 376 (green), 2915 (light blue), Yellow and Warm Red. Trapping and close registration required for the seal.

Inside Front and Back Covers- silk screen printing required, print text, rule, and symbols in Pantone 2965 (dark blue) or close match. Outside back cover is blank.

BINDING: Separate two-piece polyethylene cover, size 6 x 8-1/2" with square corners, Azure Blue High Impact Linear Polyethylene, Matte finish, .035" thick. Collate as per sample logbook provided and bind with black double wire-o binding on the 8-1/2" left dimension.

STOCK: TEXT AND BLANKS: White, JCP Code D10, Writing, Basis Size 17 X 22" Basis Weight 20#

COVERS: Azure Blue High Impact Linear Polyethylene Cover Matte Finish Basis Weight 0.035" Poly covers to be a close match to Azure Blue Crawford TM 905

PACKAGING: One copy per Kraft wrap or envelope

## 13. ANNUAL RIFLE TRAINING DATABOOK

NSN: 0109-LF-127-2500

FORM NO: NAVMC 11660 (3-17)

ANNUAL ORDER: 23,500

PRODUCT: Spiral Wire bound pamphlet with separate covers

TRIM SIZE: 8-1/2 X 6-1/2"

PAGES: 62 text pages plus covers

INK: Black

PRINTING: Consists of 62 text pages printing type, rules, line art, charts/graphs, screened boxes and line art illustrations. 49 pages in 4-color process color, and 13 pages in black ink. All text pages print head to foot.

COVER: Separate two-piece cover. Covers 1, 2 and 3 print in black type and rule; Cover 4 prints type and departmental seal in black ink. Covers 1 & 2 print head to foot. Covers 3 and 4 print head-to-head.

MARGINS: Cover 1: 1/2" on top, centered, Cover 2: centered all ways; Cover 3: minimum of 3/8" on top; and Cover 4: centered all ways.

Text pages: minimum of 3/8" on top and bottom, centered. NOTE: Uniform reduction of page copy may be necessary to achieve margins. Contractor must ensure that all type matter remains clear of binding holes.

PERFORATION: Front cover right angle perforates - once vertically from the right edge and once horizontally from the bottom edge, creating a tear-off card in the lower right corner. Follow previous similar sample; the entire "Collimator Setting" box must be contained within the perforations to create this tear-off card.

BINDING: Trim 4 sides and bind with black spiral wire on the 8-1/2" top dimension. Pages must lie flat when book is in use.

STOCK: TEXT: White, JCP Code O91, Uncoated (Tear-Resistant) Synthetic Paper Basis Weight 5 mil.  
 COVERS: Light Green, JCP Code O91, Uncoated (Tear-Resistant) Synthetic Paper Basis Weight 10 mil.\*  
 \*Cover stock must close match Light Green Index, 110 Lb. in color and weight, and must be waterproof.  
 PACKAGING: 100 per package/box  
 PALLET: 2

#### 14. WEAPONS RECORD BOOK PART 1

NSN: 0109-LF-063-8400  
 FORM NO: NAVMC 10558 (6-86)  
 ANNUAL ORDER: 500

PRODUCT: Saddle stitch pamphlet with separate covers  
 TRIM SIZE: 5 x 8"  
 PAGE: 48 text pages plus covers  
 INK: Black, Pantone 473 (Peach)  
 PRINTING: Text pages print in black ink with five blanks in the back. Copy is text, rules, box rules and charts.  
 Covers 1 & 4: flood coat in Pantone 473 (all sides bleeds)  
 Cover 1 over prints in type and rule matter, border, department seal, black ink. Covers 2 & 3 are blank.  
 After printing, collate (prior printed copy), drill two holes 1/4" along 8" bind, and saddle-wire stitch in two places and trim three sides. Each product must contain complete 4-page signature after trimming.  
 STOCK: White, JCP Code L11, No. 1 Coated Cover, Gloss-Finish, Basis Size 20 X 26" Basis Weight 80 lbs.  
 Text: White, JCP Code D10, Writing, Basis Size 17 X 22" Basis Weight 20 lbs.  
 PACKAGING: 25 per package

#### 15. VISUAL LOGBOOK

NSN: 0103-LF-623-1005  
 FORM NO: LANTFLT 2310/1  
 ANNUAL ORDER: 40

PRODUCT: Coil bound book with separate covers  
 TRIM SIZE: 8-1/2 x 14"  
 PAGES: 108 text pages, plus covers  
 INK: Black  
 PRINTING: Text pages print head-to-head in black type and rule. Two pages are blank. All odd folios print the same images, and all even folios print the same images. Separate wrap around cover. Covers 1, 2 and 4 print in black type matter. Cover 3 is blank.  
 After printing, score on fold. Bind with three saddle wire stitches evenly spaced on the 14" bind dimension.  
 STOCK: Text – White, JCP Code D10, Writing, Basis Size 17 X 22" Basis Weight 20 lbs.  
 Covers: Blue, JCP Code K10, Index, Basis Size 25.5 X 30.5" Basis Weight 110#  
 PACKAGING: One copy per Kraft wrap or envelope

#### 16. WEAPONS RECORD BOOK PART II TUBE DATA

NSN: 0109-LF-063-8500  
 FORM NO: NAVMC 10558A (6-83)  
 ANNUAL ORDER: 3,750

PRODUCT: Saddle stitched pamphlet with separate covers  
 TRIM SIZE: 10 X 8" unconstructed, 5 x 8" constructed.  
 PAGES: 64 (32 leaves)  
 INK: Black and Pantone 473C (light brown)  
 PRINTING: 61 pages print head-to-head in black in type and rule. There are 3 blanks at the end of the book.  
 No screens or bleeds. Outside Cover 1 & 4 prints a full reverse of Pantone 473C with black type, rules and line art surprinting on Cover 1. Covers 2 & 3 are blank.  
 COLLATE: Covers and text pages

BINDING: Drill two 1/4" holes on the 8" dimension, bind with two saddle wire stitches  
STOCK: White, Text: JCP Code D10, Writing, Basis Size 17 X 22" Basis Weight 20#  
Cover: JCP Code L10, Litho Coated Cover, One Side Tinted Pantone 473C (light brown) Basis Size 20 X 26"  
Basis Weight 80lb  
PACKAGING: Kraft wrap 25 books per package.  
PALLET: 1

#### 17. **BRIDGE & ENGINE BELL LOGBOOK**

NSN: 0104-LF-137-3001  
FORM NO: MSC 5211/3 REV. 2-71  
ANNUAL ORDER: 50

PRODUCT: Saddle stitched pamphlet.  
TRIM SIZE: Flat size: 4 x 10-1/2"  
PAGES: 60 text plus covers  
INK: Black  
PRINTING: Pamphlet prints face and back. Copy consists of text, rules, line art illustration as follows:  
Page 1 prints a different image in black ink; All even "left hand" pages (Pages 2 thru 58) print the same image -- black type and rule; All odd "right hand" pages (Pages 3 thru 59) print the same image--black type and rule; and page 60 is blank.  
Separate wrap around cover: Covers 1 & 2 prints black type, rule, box rule and line art illustration, covers 3 & 4 are blank.  
COLLATE: Covers and pages and bind with two saddle wire stitches on the 10-1/2" side.  
STOCK: TEXT - White, JCP Code A60, 25 Pct Ledger, Basis Size 25 X 38" Basis Weight 50#  
COVER – Manila, JCP Code P10, High-Finish Tag, Basis Size 22.5 X 28.5" Basis Weight 150#  
PACKAGING: One copy per Kraft wrap or envelope.

#### 18. **CASH RECEIPT BOOK**

NSN: 0108-LF-500-4700  
NAVSUP FORM 470 (REV. 10-75)  
ANNUAL ORDER: 100

PRODUCT: Saddle Stitch pamphlet, separate covers  
TRIM SIZE: Flat size: 12 x 7-3/4" Folded to: 6 x 7-3/4"  
PAGES: 64 text plus covers  
INK: Black, Pantone 326 (Blue)  
PRINTING: 60 pages (30 leaves) print head-head in Pantone 326 (blue) or match. Copy is text and rules. Copy is common. Folios 1-2 and the 63-64 are blank.  
Cover 1 prints 5 lines of type and a "dot" art in black.  
COLLATE: Covers and pages  
STOCK: TEXT - White, JCP Code J20, 25 Pct Ledger, Basis Size 17 X 22" Basis Weight 24#  
COVER – Manila, JCP Code P10, High-Finish Tag, Basis Size 22.5 X 28.5" Basis Weight 150#  
PACKAGING: One copy per Kraft wrap or envelope.