

BID OPENING: Bids shall be opened virtually at 11:00 AM, Eastern Time (ET), on September 20, 2024, at the U.S. Government Publishing Office. All parties interested in attending the bid opening shall email 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 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.***

ISSUE DATE: September 17, 2024

ANY QUESTIONS BEFORE AWARD CONCERNING THESE SPECIFICATIONS, CALL (214) 767-0451, EXT. 4 (DEBORAH BUCKEY).

SPECIFICATIONS

U.S. Government Publishing Office (GPO)
Southcentral Region

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)).

PRODUCT: This specification is for proofing, printing, numbering, corner cutting, drilling, packing, and shipping of tags

TITLE: AFTO 350 REPAIRABLE ITEM PROCESSING TAG

QUALITY LEVEL: III Quality Assurance Through Attributes (GPO Publication 310.1, effective May 1979 (Rev. 09-19)) applies.

QUANTITY: 3,000,002

TRIM SIZE: 3-1/4 x 7-1/2"

DESCRIPTION:

PRINTING: Tag prints face and back in black ink, consisting of text and lines. Printed tags must provide clean, dense, and legible type matter. An approximate 5/16 x 15/16 screened area will print at the bottom of back side of tag; screened area is to remain open and not fill in. Print head-to-head.

CONSTRUCTION: Drill/punch one round hole; 1/4" in diameter, centered on the top 3-1/4" Dimension, center of hole 3/16" from top of tag. Reinforce both sides of tag with a hard fiber patch. No metal eyelet or stringing required. Corner Cut: Clip both corners with diagonal cuts at the top left and right (patch end).

NUMBERING: Number each tag on the face side in two (2) places (same 6-digit number in each place), parallel to the 3-1/4" way, in the TAG NO. areas. Number from 0000003 through and including 3000002 & use 0000001-0000002 For Samples only – (See Distribution) repeating the sequence until the entire quantity is accomplished. DO NOT INCLUDE ANY NUMBERS THAT END IN 000 (three zeroes). Numbers to be 3/16 -1/4" high. The number at the bottom of the tag must be placed one-sixth (1/6") from bottom edge of tag to ensure visibility in file utilized; the corresponding number should also be placed 1/6" up from the perforation. Numbering is to be in black ink. There are to be no missing numbers other than the ending 000 numbers.

PERFORATION: Perforate each tag the full 3-1/4" way) approximately 2" from bottom. The perforation is to align with the rule just above the text for item 16. SUPPLY DOCUMENT NUMBER on face side of tag and just above the text for item 29 on the back side of tag.

GOVERNMENT TO FURNISH:

- Purchase order.
- Electronic file: PDF for face and back of tag.
- AFTO Bar Code label for packaging.

Any discrepancies of the Government Furnished Materials (GFM) and these specifications, or instances of missing files, fonts, instructions, etc. are to immediately be brought to the attention of GPO Southcentral prior to further performance. Email: dbuckey@gpo.gov.

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.

STOCK: JCP Code* P10, High-Finish Manila Tag. 13 Point

INK: Black

MARGINS: Follow supplied electronic file. No bleeds.

PACKING: Pack: 1,000 tags per carton, 10 Inner Packs: 100 Tags per Shrink wrapped Package. Each carton must not exceed 45 pounds and must be at least 275 PSI.

Contractor must provide barcoded labels as follows:

For Outer Package/carton label: Contractor must barcode the Product Number (AFTO 350), Product ID (23541), Product Date and Units per carton (1,000). Written information of each bar code should appear under its corresponding barcode. The Product Number barcode needs to be in code 128. The product ID barcode needs to be in code 128. The slashes must be included. The units per carton to be in code 39.

LABELING AND MARKING: Reproduce shipping container AFTO 350-Bar Code label from furnished repro, fill in appropriate blanks and attached to shipping containers.

PROOFS: Contractor to submit one "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. Contractor must email Deborah Buckey at dbuckey@gpo.gov to confirm receipt.

Soft proofs will be withheld not longer than THREE (3) workdays from date of receipt by the Government to date of proof approval and/or corrections from the ordering agency via email. NOTE: The date of receipt by the Government is NOT considered the first workday.

Email the PDF proofs to susan.sanford@dla.mil, Susan.summers.2@us.af.mil and dbuckey@gpo.gov.

The contractor must not print prior to receipt of an OK to Print.

SCHEDULE:

Purchase Order will be emailed to the contractor on or before **September 24, 2024**.

Deliver proofs via email on or before **September 25, 2024**.

F.O.B. Destination:

- Deliver a partial of 2,000,002 copies on or before **October 21, 2024**.

- Deliver balance of 1,000,000 copies on or before **November 1, 2024**

DISTRIBUTION: Deliver f.o.b. destination. Ship all destinations by traceable means. All expenses incidental to picking up and returning materials and samples must be borne by the contractor.

Deliver both advance and final balance to:

DOL-W Media Distribution Div
Warehouse Manager (314)592-0900 ext. 8258
AFTO/Base Forms Manager
US Army Media Distribution DIV.
1655 Woodson Road, Receiving Dock
Overland, MO 63114-6128

Note: Must contact the Warehouse manager 48 hours in advance of the delivery so that they can determine the expected delivery due in date. No Appointment is required, Driver will need to check in with the gate guard with a valid ID to enter past the gate. Delivery hours are Monday through Friday 8:00 am- 2:00 pm. Warehouse does have a loading dock with a 48' ft overhang. Liftgate is required. Warehouse personnel will unload the materials from the delivery vehicle.

Email Susan.summers.2@us.af.mil all Bill of lading and packing slip and tracking information.

-----Qty: 3,000,000 Tags. (numbered 0000003-3000002)

Susan Summers (937-257-2642)

US Air Force

3810 Communication Blvd.

WPAFB, OH 45433-5706

Email Susan.summers.2@us.af.mil tracking information.

-----Qty. 2 (numbered 0000001-0000002)

All expenses incidental to picking up and returning materials and samples must be borne by the contractor.

COMPLIANCE REPORTING: Contractor must notify the ordering agency on the same day that the product ships/delivers via e-mail to Susan Sanford (susan.sanford@dla.mil), Deborah Buckey (dbuckey@gpo.gov) and compliance@gpo.gov. The subject line of this message shall be "Distribution Notice for Jacket 547-819 R1, Req 4-321424E. The notice must provide all applicable tracking numbers, shipping method, and title. Contractor must be able to provide copies of all delivery, mailing, and shipping receipts upon agency request.

NOTIFICATION OF SHIPMENT: Immediately after the order has been shipped, the contractor MUST furnish shipping information to Agency. Include the order title, GPO jacket number, requisition number, date of shipment, quantity (copies, # of cartons, etc.), and tracking information for deliveries. Email susan.sanford@dla.mil, infosouthcentral@gpo.gov and dbuckey@gpo.gov.

QUALITY ASSURANCE THROUGH ATTRIBUTES: The bidder agrees that any contract resulting from bidder’s offer under these specifications shall be subject to the terms and conditions of GPO Pub. 310.1 “Quality Assurance Through Attributes – Contract Terms” in effect on the date of issuance of the invitation for bid.

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:

Attribute Specified	Specified Standard
P-7. Type Quality and Uniformity	Electronic Media

OFFERS: Offers must include the cost of all materials and operations for the total quantity ordered in accordance with these specifications. In addition, a price must be submitted for additional copies (per each, per hundred, or per thousand). The price of the additional quantities must be based on a continuing run, exclusive of all basic or preliminary charges and will NOT be a factor for determination of award.

BID SUBMISSION: Bidders MUST submit email bids to bids@gpo.gov for this solicitation. No other method of bid submission will be accepted at this time.

The Jacket number (547-819 R1) and bid opening date (September 20, 2024) must be specified in the subject line of the emailed bid submission. Bids received after the bid opening time/date specified above will not be considered for award.

NOTE: Bidders are to fill out, sign/initial, and return pages 6-7.

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.

PRE-AWARD 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.

PAYMENT: Submitting invoices for payment via the GPO fax gateway utilizing the GPO barcode coversheet program application is the most efficient method of invoicing. Instruction for using this method can be found at: <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.

NOTE: Vendors are encouraged to submit invoices within 30 days of job shipping/delivery.

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/vendors/how-to-get-paid>.

CONTRACTOR: _____

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.

Bid Amount: _____

Additional rate: _____ *Per* _____

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

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

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

AMENDMENT(S): Bidder hereby acknowledges amendment(s) number(ed) _____

Contractor Initials

(COMPLETE AND SUBMIT THIS PAGE WITH BID)

BIDDER’S NAME AND SIGNATURE: Unless specific written exception is taken, the bidder, by signing and submitting a bid, agrees with and accepts responsibility for all certifications and representations as required by the solicitation and GPO Contract Terms – Publication 310.2. When responding by email, fill out and return one completed copy of all applicable pages that include the Jacket Number, Bid Price, Additional Rate, Discounts, Amendments, Bid Acceptance Period, and Bidder’s Name and Signature, including 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 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)

THIS SECTION FOR GPO USE ONLY

Certified by: _____ Contracting Officer: _____
(Initials and Date) (Initials and Date)

**

(COMPLETE AND SUBMIT THIS PAGE WITH BID)

EXHIBIT A

Face Side

AFTO FORM 350 20121109			PREVIOUS EDITIONS MAY BE USED		
REPARABLE ITEM PROCESSING TAG					
Public reporting burden for this collection of information is estimated to average 10 minutes per response, including the time for reviewing instructions, completing and reviewing the collection of information. Send comments regarding this burden estimate to any other aspect of this collection of information, including suggestions for reducing this burden, to Department of Defense, Washington Headquarters Services, Directorate for Information Operations and Reports, 1215 Jefferson Davis Highway, Suite 120, Arlington, VA, 22202-4302, and the Office of Management and Budget, Paperwork Reduction Project (0704-0188), Washington DC 20503. Please DO NOT RETURN your form/questionnaire to either of these addresses. Send your completed form/questionnaire to: Prime Weapon					
1. JOB CONTROL NO.	2. I.D. NO./SERIAL NO	3. TM	3A. SRD	4. WHEN DISC	
5. HOW MAL	6. MDS	7. WORK UNIT CODE OR LOGISTICS CONTROL NO		8. ITEM OPER TIME	9. QTY
10. FSC	11. PART/LOT NUMBER				
12. SERIAL NUMBER		13. SUPPLY DOCUMENT NUMBER			
14. DISCREPANCY					
15. SHOP USE ONLY					
15A. DMC/ACT ID			15B. SHOP ACTION TAKEN		
TAG NUMBER			AFTO 350 PT I		
16. SUPPLY DOCUMENT NUMBER					
17. NOMENCLATURE					
18. PART NUMBER			18A. WORK UNIT CODE OR LOGISTICS CONTROL NO.		
19. NSK					
20. ACTION TAKEN		21. QTY	22. RPC USE ONLY		


EXHIBIT B

Back Side

WARNING					
UNAUTHORIZED PERSONS REMOVING, DEFACING, OR DESTROYING THE TAG (OR LABEL) MAY BE SUBJECT TO A FINE			OF NOT MORE THAN \$1000 OR IMPRISONMENT FOR NOT MORE THAN 1 YEAR OR BOTH.		
23. NSN			24. SRAN CODE		
25. TRANSPORTATION CONTROL NUMBER					
STATUS CHANGED TO					
26. SERVICEABLE					
27. CONDEMNED					
28. SUPPLY INSPECTOR'S STAMP					
29.			JULIAN		TIME
BASE REPAIR CYCLE DATA		YR	DATE		
DATE REMOVED	REC BY RPC				
TO:					AW M
TO:					
TO:					AWP
TO:					
TO:					
TO:					
DATE COMPLETED					

EXHIBIT C

AFTO FORM 350
20121109



PREVIOUS EDITIONS
 MAY BE USED


REPARABLE ITEM PROCESSING TAG

Public reporting burden for this collection of information is estimated to average 10 minutes per response, including the time for reviewing instructions, completing and reviewing the collection of information. Send comments regarding this burden estimate to any other aspect of this collection of information, including suggestions for reducing this burden, to Department of Defense, Washington Headquarters Services, Directorate for Information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA, 22202-4302, and the Office of Management and Budget, Paperwork Reduction Project (0704-0188), Washington DC 20503. Please **DO NOT RETURN** your form/questionnaire to either of these addresses. Send your completed form/questionnaire to: Prime Weapon

1. JOB CONTROL NO.	2. I.D. NO./SERIAL NO.	3. TM	3A. STD	4. WHEN DISC
5. HOW MAL	6. MDS	7. WORK UNIT CODE OR LOGISTICS CONTROL NO		9. QTY
8. ITEM OPER TIME	11. PART/LOT NUMBER			
10. FSC	12. SERIAL NUMBER			
13. SUPPLY DOCUMENT NUMBER		14. DISCREPANCY		
15. SHOP USE ONLY				
15A. DMCI/ACT ID		15B. SHOP ACTION TAKEN		
TAG NUMBER		AFTO 350 PT I		
16. SUPPLY DOCUMENT NUMBER				
17. NOMENCLATURE				
18. PART NUMBER		18A. WORK UNIT CODE OR LOGISTICS CONTROL NO.		
9. NSK				
20. ACTION TAKEN	21. QTY	22. RPC USE ONLY		
TAG NUMBER		AFTO 350 PT II		

WARNING

UNAUTHORIZED PERSONS
 REMOVING, DEFACING, OR
 DESTROYING THE TAG (OR
 LABEL) MAY BE SUBJECT
 TO A FINE



OF NOT MORE THAN \$1000
 OR IMPRISONMENT FOR NOT
 MORE THAN 1 YEAR OR BOTH.

23. NSN	24. SPAN CODE			
25. TRANSPORTATION CONTROL NUMBER				
STATUS CHANGED TO				
26. SERVICEABLE				
27. CONDEMNED				
28. SUPPLY INSPECTOR'S STAMP				
29.				
BASE REPAIR CYCLE DATA				
DATE REMOVED	REC BY RPC	YR	JULIAN DATE	TIME
TO:				AWM
TO:				AMP
TO:				
TO:				
TO:				
DATE COMPLETED				

Finished Front and Back Showing Slank Cut and reinforced button.

Exhibit E

AFTO 350-Bar Code label

FROM		FOR UPS DELIVERY APPLY POSTAGE
DEPT:	STOCK NO.	
DEPT. REQUISITION NO.	PRODUCT ID:	
GPO JACKET NO.	SUB ID NO.	
GPO ORDER NO.	TITLE	
PROGRAM/PRINT ORDER NO.		
FORM OR PUBLICATION NO/DATE	TO: DOL-W MEDIA DISTRIBUTION DIV RECEIVING DOCK 1655 WOODSON ROAD ST. LOUIS MO 63114-6128	
QUANTITY PER CONTAINER		
PACKAGES PER CONTAINER		

