



Specifications by WRW  
Reviewed by RG  
Page 1 of 9

Jacket 618-447  
Army/DLADS: 9-082599G

**BID OPENING:** March 13, 2019

Bids shall be publicly opened at 10:00 am., prevailing Eastern Standard time.

ANY QUESTIONS BEFORE AWARD CONCERNING THESE SPECIFICATIONS CALL RUSS WARD 757-490-7941. AFTER AWARD, REFER ALL QUESTIONS TO YOUR CONTRACT ADMINISTRATOR WHOSE NAME APPEARS IN THE UPPER PORTION OF THE PURCHASE ORDER.

FACSIMILE BID SPECIFICATIONS  
U.S. Government Publishing Office (GPO)  
Virginia Beach Regional Office  
291 Virginia Beach Blvd., Ste. 401  
Virginia Beach, Virginia 23462

**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 (revised 8-02)).

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

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

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

**PRODUCT:** Perfect bound books, plus distribution.

**NOTICE TO ALL BIDDERS:** Prior to award the bidder inline for award will be required to provide:

- Letter of commitment from digital planner vendor (including available line of credit), including manufacturing capacity and letter of commitment to the contract production schedule of the products ordered.
- From the perspective vendor: Bank Statements / balance sheets / Profit and Loss Statement, and commitment letters from vending institutions, etc.

**QUANTITY:** 10,730

**TITLE:** Manual for Courts-Martial (Misc Pub 27-7), United States (2019 Edition)

**PAGES:** 770 text pages, 4-pg. cover, plus 13 tab dividers

**TRIM:** 7-3/4x9-3/4" (text), 8-1/4x9-3/4" (tabs) including the 1/2" extension

**DESCRIPTION:** Covers and spine print 4/0 CMYK, full bleed. Covers 2 and 3 are blank. Apply a flood gloss varnish or aqueous to outside of sheet. 770 text pages print 1/1 black, no bleed. Perfect bound copies must be notch

bound and glue must be polyurethane resin, no exceptions. 13 tab dividers (1/9<sup>th</sup> cut, plus positions 1-2-3-4) print face and back in black on tab extensions only. The 1/2" tabs extend beyond the book and the dividers must be scored and folded in prior to shipping. Tabs must be reinforced by a lamination method of a single thickness of colored plastic (5 yellow and 8 blue), cellulose acetate, or equal material bonded to each side of the divider extension which will overlap at least 3/8" onto the base sheet. Extensions have rounded edges. Match supplied sample. Each book is individually shrink wrapped.

**GOVERNMENT TO FURNISH:** PDF print files, native InDesign files, and Excel distribution list to be sent via FTP or email. Use sample for stock, and construction match.

**CONTRACTOR TO FURNISH:** All materials and operations, other than those listed under "Government to Furnish," necessary to produce the product in accordance with these specifications.

**ELECTRONIC PREPRESS:** Prior to image processing, the contractor shall perform an extensive check (preflight) of the furnished media and publishing files to assure correct output of the required reproduction image. Any errors, media damage, or data corruption that might interfere with proper file image processing must be reported to GPO.

The contractor shall create 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.

**PROOFS:** One set of digital color content proofs for all covers, text pages and tabs. Direct to plate must be used to produce the final product with a minimum resolution of 2400 x 2400 dpi. Proofs must be created using the same Raster Image Processor (RIP) that will be used to produce the product. Proofs shall be collated with all elements in proper position (not pasted up), imaged face and back, trimmed and folded to the finished size of the product, as applicable.

One set of digital one-piece composite laminated halftone proofs on the actual production stock (Kodak Approval, Polaroid PolaProof, CreoSpectrum, or Fuji Final Proof) with a minimum resolution of 2400 x 2400 dpi for all covers and spine. At contractor's option, one set of inkjet proofs that are G7 profiled and use pigment-based inks may be submitted in lieu of digital one-piece composite laminated halftone proofs. A proofing RIP that provides an option for high quality color matching such as Device Links Technology and/or ICC Profiles Technology, and meets or exceeds industry tolerance to ISO 12647-7 standard for Graphic Technology (as of 2016 and future amendments) must be utilized. Proofs must be ripped and sent at plate resolution (minimum of 2400 x 2400 dpi). If using a 1 bit tiff, the tiff must be made at a minimum of 2400 dpi. Output must be a minimum of 2400 x 1200 dpi on a GRACoL or SWOP certified proofing media. Proofs must contain *both* of the following to be evaluated for accuracy: 3-tier color control strip: IDEAlliance ISO 12647-7 2013(i1), and the GPO Resolution target found at: [www.gpo.gov/gporestarget.pdf](http://www.gpo.gov/gporestarget.pdf). NOTE: At any point during the term of this contract, if a contractor chooses this proof option, prior evaluation and approval of this proofing method must be provided by GPO, Quality Control for Published Products, to ensure that the final product will be produced in accordance with contract specifications. See instructions at: <https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/qlsamples6f200c30b44a64308413ff00001d133d.pdf>. Failure to obtain this evaluation and approval may be cause for the job to be rejected should the final product not match the proofs for color.

**PRINTING:** Covers 4/0 CMYK, full bleed. Covers 2 and 3 are blank. Apply a flood gloss varnish or aqueous to outside of sheet. Text pages print 1/1 Black. Tab dividers print 1/1 Black on tab extension only.

**INK:** CMYK and black.

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

TEXT: JCP Code\* A60, Offset Book, Basis Size 25 X 38", basis weight 50#

Covers: JCP Code\* L11, No. 1 Coated Cover, Gloss-Finish, Basis Size 20 X 26", basis weight 120#

Dividers: JCP Code\* K10, Index, White and Colored, Basis Size 25.5 X 30.5", basis weight 110#

**MARGINS:** Follow margins in pdf file. Adequate gripper on text, full bleed on covers 1, 4 and spine.

**BINDING:** PERFECT BOUND: Notch bind text and dividers on the left 9-3/4" dimension with glue on wraparound cover with notch perforations. The glue MUST BE POLYURETHANE ROSIN GLUE – no other glue will be accepted. Score the front and back covers along the entire 9-3/4" dimension at a minimum of 3/16" from the bind. Slit perforations are not permitted. Covers 2 and 3 should be cleared of ink and aqueous between the scores. TAB DIVIDER CONSTRUCTION: Lip – 1/2", 1/9<sup>th</sup> cut; Round all corners on lips. Score each tab divider along the entire 9-3/4" dimension at 1/2" from outside edge and deliver publications with all tab dividers folded inside of publication along the score. Tabs 1-9 are one full bank of 9 tabs, tabs 10-11-12-13 are positions 1, 2, 3, and 4 of next bank.

**PACKING:** Pack suitable quantities in shipping containers not to exceed 45 pounds with a minimum bursting strength of 275 psi. Reminder: tab dividers must be folded inside of publication prior to shipping and each copy is shrink wrapped.

**LABELING AND MARKING** (Package and/or Container label): Each package or carton must be labeled. The label MUST indicate full title, quantity, Jacket number, and total number of boxes shipped, i.e. 6 of 10.

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

Product Quality Levels:

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

Inspection Levels (from ANSI/ASQC 21.4):

- (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	Average type dimension in publication
P-9. Solid or Screen Tints Color Match	Approved proof (FC, BC, Spine)

**DEPARTMENTAL RANDOM COPIES (BLUE LABEL):** Order must be divided into 125 equal sublots. 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 execute a statement furnished by GPO certifying that copies were selected as directed. The random copies constitute a part of the total quantity ordered, and no additional charge will be allowed.

These randomly selected copies must be packed separately and identified by a special government-furnished blue label, affixed to each affected container. The container and its contents shall be recorded separately on all shipping documents.

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

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

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

**DISTRIBUTION:** F.O.B. DESTINATION – CONTRACTOR PAYS THE FREIGHT TO DELIVER. INSIDE DELIVERY. MUST BE MADE BY 2PM LOCAL TIME TO 24 DESTINATIONS. 3 DESTINATIONS ARE FPO ADDRESSES AND WILL BE F.O.B. CONTRACTOR CITY. Deliver NLT APRIL 5, 2019. SHIP BY TRACEABLE MEANS ON PALLETS WHERE APPLICABLE, AND PRACTICAL, i.e. DO NOT SHIP 15 SEPARATE BOXES TO A LOCATION.

Deliver proofs with furnished material to:

Mary Beth Fangman,  
Senior Administrative Office of the Judge Advocate General (OTJAG)  
2200 Army Pentagon  
3B548 Washington DC 20310-2200  
571-256-8129  
[mary.e.fangman.civ@mail.mil](mailto:mary.e.fangman.civ@mail.mil)

Deliver 350 copies to:

Office of the Judge Advocate General  
Attn: Administrative Division  
9275 Gunston Road  
Fort Belvoir, VA 22060  
POC: LTC Adam Kazin 571-256-8132

Deliver 250 copies to:

U.S. Army Legal Services Agency  
Attn: Criminal Law Division  
2200 Army Pentagon  
Washington DC 20310  
POC: MAJ. Laura West 703-693-1103

Deliver 1,400 copies to:

The Judge Advocate General's Legal Center and School  
Attn: Criminal Law Division  
600 Massie Road  
Charlottesville, VA 22903  
POC: LTC John L Kiel Jr. 434-971-3341

Deliver 2,500 copies to:

Media Distribution Division  
Directorate of Logistics  
1655 Woodson Road  
St. Louis, MO 63114-0032  
POC: Mr. Bobby Cobb / Ms. Alicia Young  
341-592-0900 ext. 8260/8290  
Specific labeling required, label will be furnished to contractor.

Deliver 500 copies to:  
National Guard Bureau  
ARNG-CSO-FCP  
BLDG 34, Camp Keyes  
Augusta, ME 04333-0032  
POC: Mr. William Kiser 703-601-7106

Deliver 200 copies to:  
U.S. Coast Guard Academy  
Humanities Department  
c/o CDR Russell Bowman  
15 Mohegan Avenue  
New London, CT 06320  
(860) 444-8383

Deliver 185 copies to:  
Commanding Officer  
Naval Legal Service Office Mid-Atlantic  
9620 Maryland Ave, Suite 201  
Norfolk, VA 23511  
POC: LN2 Florian Morrison (757) 322-3068

Deliver 665 copies to:  
Director Code 20 (Military Law)  
1254 Charles Morris Street SE, Suite B01  
Washington Navy Yard, DC 20374-5124  
POC: LCDR Jen Luce (202) 685-7058

Deliver 65 copies to:  
Commanding Officer  
Region Legal Service Office Midwest  
2540 Paul Jones Street, Suite 300 Bldg. 2  
Great Lakes, IL 60088-2936  
POC: LNCS Tiffany Garfield (847) 688-3805, x119

Deliver 75 copies to:  
Commanding Officer  
Region Legal Service Office Northwest  
365 S. Barclay St., Bldg 433, Code 1308  
Bremerton, WA 98314  
POC: LNCS James Callea (360) 627-3403

Deliver 230 copies to:  
Commanding Officer  
Region Legal Service Office Southwest  
3395 Sturtevant Street, Suite 9  
San Diego, CA 92136  
POC: Mrs. Nicole Campos (619) 556-0828

Deliver 160 copies to:  
Region Legal Service Office Japan  
PSC 473 122  
FPO AP 96349-0002  
POC: LNCM Chiara White (DSN) (315) 243-9402

Deliver 60 copies to:  
Commanding Officer  
Region Legal Service Office Hawaii  
850 Willamette Street  
Pearl Harbor, HI 96850-5109  
POC: Sheryl Valdivia (808) 473-1395

Deliver 150 copies to:  
Commanding Officer  
Region Legal Service Office EURAFSWA  
PSC 817, Box 8  
FPO AP 09622-0068  
POC: Daniel Brannon ([Daniel.brannon@navy.mil](mailto:Daniel.brannon@navy.mil))  
39-081-568-3988

Deliver 660 copies to:  
Commanding Officer  
Naval Justice School  
360 Elliot Street  
Newport, RI 02841  
POC: Lt. Tom Eaton (401) 841-3800, x142

Deliver 250 copies to:  
Commanding Officer  
Region Legal Service Office SE  
Naval Air Station Jacksonville  
PO Box 116  
Jacksonville, FL 32212-0116  
POC: Mrs. Renee Bentley (904) 542-2565, x3302

Deliver 235 copies to:  
Commandant of the Marine Corps  
Headquarters, U.S. Marine Corps (JA)  
3000 Marine Corps Pentagon, 4D558  
Washington, D.C. 20350-3000  
POC: CWO5 Diana Wyss (703) 693-8401

Deliver 420 copies to:  
Officer in Charge  
National Capital Region  
3250T Catlin Ave.  
Quantico, VA 22134  
POC: CWO3 Heather Cerveny 703-784-3682

Deliver 200 copies to:  
Officer in Charge  
Legal Service Support Section  
Marine Corps Installations West  
Box 555607 (Bldg. 22185)  
Camp Pendleton, CA 92055-5607  
POC: CWO3 Crystal Ledbetter (760)725-8780

Deliver 200 copies to:  
Officer in Charge  
Legal Services Support Section  
Marine Corps Installations East  
PSC Box 20084  
Camp Lejeune, NC 28542-0087  
POC: CWO3 Mike Baskin (910) 451-8482

Deliver 170 copies to:  
Officer in Charge  
Legal Services Support Section Pacific  
Unit 35001  
FPO AP 96373-5001  
POC: CW03 Armando Figueroa 011-81-611-745-3065 ([armando.figueroa@usmc.mil](mailto:armando.figueroa@usmc.mil))

Deliver 1,800 copies to:  
Warehouse Building 1220 MF Pubs  
Marine Corps Logistics Base  
814 Radford Blvd, Suite 20250  
Albany, GA 31704-0250  
POC: Molotie Browne (703) 614-1713

Deliver 5 copies to:  
Richard Sowell  
Army Publishing Directorate  
9301 Chapek Road BLDG 1458  
Fort Belvoir, VA 22060  
703-731-7047

1 Sample:  
GPO Virginia Beach  
291 Independence Blvd, Suite 401  
Virginia Beach, VA 23462  
Attn: Russ Ward

**NOTIFICATION OF SHIPMENT:** Immediately after the order has shipped/delivered, the contractor must email tracking# to [Richard.j.sowell2.civ@mail.mil](mailto:Richard.j.sowell2.civ@mail.mil) on same day product ships. Ensure all boxes contain title, job#, and box# of total shipment.



**SCHEDULE:** Purchase Order and furnished material will be available for pickup at the Government Publishing Office, Virginia Beach Regional Office, 291 Independence Blvd., Suite 401, VB, VA 23462, by March 13 2019.

Submit proofs as soon as possible in order to comply with the shipping schedule. Proofs will be withheld two (2) workdays from receipt until they are made available for pickup by the contractor.

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

**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 each additional 1,000's. The price for 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:** Using the bid return sheet (p.9 of these specifications), submit bids to the U.S. Government Publishing Office, Bid Section, 291 Independence Blvd., Suite 401, Virginia Beach, VA 23462. **Facsimile bids in response to this solicitation are permitted.** Facsimile bids may be submitted directly to the GPO Virginia Beach Bid Section, fax No. (757)-490-7950. The jacket number and bid opening date must be specified with the bid. Refer to Facsimile Bids in Solicitation Provisions of GPO Contract Terms, GPO Publication 310.2, as revised June 2001.

Bidders must fill out this page and return it.

**TOTAL BID PRICE \$** \_\_\_\_\_ **ADDITIONAL RATE \$** \_\_\_\_\_ **PER 100**

**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).

**COUNTRY OF ORIGIN:** \_\_\_\_\_

**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) \_\_\_\_\_

**BIDDER'S NAME AND SIGNATURE:** Unless specific written exception is taken, the bidder, by signing and submitting a bid, agrees with and accepts responsibility for all certifications and representations as required by the solicitation and GPO Contract Terms - Publication 310.2. When responding by fax or mail, fill out and return one copy of Page 6, initialing/signing where indicated.

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

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

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

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

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

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

**COMPLETE THIS PAGE AND SUBMIT AS YOUR BID**

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**THIS SECTION FOR GPO USE ONLY**

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

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