

JKT: 505-185

TITLE: Green Military Log Book.

QUANTITY: 57,025

CONTRACTOR	BID	TERMS	DISCOUNT
Monarch Litho, Inc.	\$ 221,122.00	2%-20	\$216,699.56
District Creative Printing, Inc.	\$ 233,465.00	2%-20	\$228,795.70
Las Vegas Color Graphics, Inc.	\$ 255,555.00	5%-20	\$242,777.25
Gateway Press, Inc.	\$ 317,000.00	1%-20	\$313,830.00



September 11, 2018

This is Amendment No. 1. The specification in our invitation for bids on Jacket 505-185, scheduled for opening at 2:00, is amended as follows:

1. Under "SCHEDULE", add: Government furnished material will be available for pickup at the Philadelphia Regional office on September 17, 2018.

All other specifications remain the same.

If amendment is not acknowledged on bid, direct acknowledgement to:

U.S. Government Publishing Office  
Philadelphia Regional Office  
928 Jaymor Road, Suite A-190  
Southampton, PA 18966-3820

Amended bid or acknowledgement must be submitted using the method(s) specified in the solicitation for bid submission. Telephone or e-mail submission is not acceptable.

BIDDER MUST ACKNOWLEDGE RECEIPT OF THIS AMENDMENT PRIOR TO BID OPENING.

Failure to acknowledge receipt of amendment, by amendment number, prior to bid-opening time, may be reason for bid being declared nonresponsive.

Sincerely,

A handwritten signature in black ink, appearing to read "Della F..." with a long, sweeping flourish extending to the right.

CONTRACTING OFFICER  
Contracting Officer

U.S. GOVERNMENT PUBLISHING OFFICE  
Philadelphia Regional Office

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

Green Military Log Book  
National Stock Number: 7530-00-286-6207

as requisitioned from the U.S. Government Publishing Office (GPO) by the  
Defense Logistics Agency (DLA), Data Production Operations, J67F, Philadelphia, PA

**BID OPENING:** Bids shall be publicly opened at 2:00 p.m., prevailing Philadelphia, PA time, on September 13, 2018.

**BID SUBMISSION:** Submit bid to: U.S. Government Publishing Office, Customer Services, Philadelphia Regional Office, Agency Procurement Facsimile Services, Southampton Office Park, 928 Jaymor Road, Suite A-190, Southampton, PA 18966-3820. Facsimile bids in response to this solicitation are permitted. Facsimile bids may be submitted directly to the GPO, Fax No. (215) 364-6476. The Jacket number and bid opening date must be specified with the bid. Refer to Facsimile Bids in Solicitation Provisions of GPO Contract Terms, GPO Publication 310.2, as revised January 2018. Hand delivered bids are to be taken to: GPO, Southampton Office Park, 928 Jaymor Road, Suite A-190, Southampton, PA 18966, between the hours of 9:00 a.m. and 4:00 p.m., prevailing Philadelphia, PA, time, Monday through Friday. The contractor is to follow the submission instructions in the Bid Submission/Opening area. If further instruction or assistance is required, call (215) 364-6465.

**BIDDERS, PLEASE NOTE:** The GPO 910 "BID" Form is no longer required. Bidders are to fill out, sign/initial, as applicable, on page 7 of 7.

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

Due to new award procedures on Invitation for Bid contracts, GPO now requires financial statements from apparent low bidders. You will need to furnish a Balance Sheet, Income Statement and lines of credit for consideration for award. These documents will be kept in strict confidentiality. Please include these financial statements with your review and confirm.

For information of a technical nature, contact Diane Peluso at 215-364-6465 x4 or email [dpeluso@gpo.gov](mailto:dpeluso@gpo.gov).

**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. 1-18)) 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/contractterms2018.pdf>.

**GPO QATAP (GPO Publication 310.1) –**

<https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/qatap.pdf>.

**Predominant Production Function:** Presswork. The contractor may make contracts with any other party for the furnishing of any part of the supplies or work called for, with the exception of the predominant production function.

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

Product Quality Levels:

- (a) Printing (page related) Attributes - Level IV.
- (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/Furnished Sample
P-9. Solid and Screen Tint Color Match	Pantone Matching System

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

**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.

**WARRANTY:** Contract Clause 15, "Warranty", of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 01-18)) is amended for the solicitation to the effect that the warranty period is EXTENDED from 120 days to one calendar year from the date the check is tendered as final payment. All other provisions remain the same.

**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>.

Title: Green Military Log Book

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>.

Invoices must clearly show “Partial” and “Final” billing.

**SCOPE:** These specifications cover the production of a casebound, Smyth-sewn book requiring such operations as composition, printing, binding, packing, and distribution.

**TITLE:** Green Military Log Book.

**PRODUCT:** Book, National Stock Number (NSN): 7530-00-286-6207.

**QUANTITY:** 57,025 EACH (57,024 for distribution + 1 agency copy).

**TRIM SIZE:** Text Pages: 4-7/8” width x 7-3/4” height.  
Constructed size: 5-1/8 x 8”

**PAGES:** 192 pages (96 leaves). Plus separate cover.

**GOVERNMENT TO FURNISH:** One (1) prior printed book; GPO 905; GPO Delivery Confirmation Fax Sheet; Packing & Labeling/Marking Requirements (1 page); one (1) manuscript copy for label(s) format.

**COMPOSITION:**

Typeface and Sizes for Cover 1 are: 12 point Helvetica for the stock number (one line), and upper case, 10 point Helvetica for the DEFENSE LOGISTICS AGENCY (one line).

*Note:* Replace ‘FEDERAL SUPPLY SERVICE’ with “DEFENSE LOGISTICS AGENCY” (no quotes).

While the above typeface is preferred, suitable alternates of comparable weight, face, and size will be considered. If an alternate typeface is proposed, each bidder shall list in the bid the name of the alternate typeface and clearly indicate on the proofs for the ordering agency’s approval.

**PROOFS:** One (1) set of digital color content proofs (of all text pages and cover pages/spine) in book form. 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.

One (1) set of proofs with margins indicated for four (4) labels, the “Unit of Issue” label, carton label, pallet label and GPO 905.

If any contractor’s errors are serious enough in the opinion of the ordering agency 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.

At the same time as submission of the proofs, submit a minimum of four (4) samples of cover stock of the actual material to be used in the production. Each sample must be of the kind and quality required by the specifications. The Government will rely on the samples only as a reference to the general appearance of the stock that will be provided by the contractor in conformance to the specifications. The Government assumes no contractual obligation to perform any inspection and test for the benefit of the contractor. The Government’s failure to inspect and accept or reject the paper samples shall not relieve the contractor from responsibility, nor impose liability on the Government, for nonconforming stock.

Contractor must not print prior to the receipt of an "O.K. to Print."

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

Government Paper Specification Standards No. 12 – [https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/vol\\_12.pdf?sfvrsn=2](https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/vol_12.pdf?sfvrsn=2).

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

*Text:* White Offset Book, basis weight: 50 lbs. per 500 sheets, 25 x 38", equal to JCP Code A60.

*Cover:* Green Drab Drill as follows:

Color: To match furnished sample.

Fabric: Shall be made of cotton or poly-cotton, thoroughly cleaned, and free from waste. It shall be evenly woven and free from an excessive number of imperfections of manufacture.

Weight: Shall be 6 ounces per square yard. A tolerance of minus 5% will be allowed.

Weave: Three harness twill.

Yarn: Shall be single ply.

Thread Count: Warp - Not less than 65 threads per inch.

Filling - Not less than 35 threads per inch.

Breaking Strength: Warp - Not less than 90 pounds.

Strip Method: Filling - Not less than 50 pounds.

Porosity: Not less than an average of 15 seconds.

Additional Stocks:

White Machine-finish Book End Paper, basis weight: 80 lbs. per 500 sheets, 25 x 38", equal to JCP Code A50.

Book Cover Board, 0.08" thick, equal to JCP Code R30.

## **PRINTING:**

*Text pages:* Pages print head-to-head in one ink color, Pantone 312 (blue), with screen. Contractor to use a 133-line screen for rules screened at 40 percent. Each page prints 29 horizontal and four (4) vertical rules. Horizontal rules bleed left to right and align across the bind. No blank pages.

*Covers:* Covers print in black ink on cover 1. *Typesetting required.*

Covers 1 prints two (2) lines of type - National stock number (1 line) and the ordering agency's name.

At contractor's option, the product may be produced via conventional offset or digital printing provided that Quality Level standards are maintained.

Upon completion, the contractor must furnish final production native application files (digital deliverable) and Adobe Acrobat PDF files (most current version) for each format. The digital deliverable must be an exact representation of the final printed product and shall be returned via CD-ROM. The Government will not accept, as the digital deliverable, PostScript files, or any proprietary file formats, unless specified by the Government.

Label the CD-ROM with the National Stock Number.

**MARGINS:** Maintain margins of furnished sample book.

**BINDING:** Smyth (signature) sew with pasted, plain endleaves. Trim three sides, round and back. Reinforce back with crash and strong paper liner. Case bind with suitable squares.

**PACKING:** Shrink-film wrap in units of 1 each as a “unit of issue”. Pack in shipping cartons with 72 books per carton.

Pallets required: Pallets are 40”L x 48”W, double deck, non-reversible, four way entry, flush stringer pallet. Pack 36 carton per pallet. Single pallet load not to exceed 3,000 lbs.

See Packing & Labeling/Marking Requirements.

**LABELING AND MARKING:** Unit of Issue, carton, and pallets labels require barcodes. See manuscript copy and the Packing & Labeling/Marking Requirements.

**SCHEDULE:**

Furnished material is available for pickup, or, at the contractor’s expense, sent by small parcel carrier to the contractor. Available for pick up at the U.S. GPO Philadelphia Regional Office, Southampton Office Park, 928 Jaymor Road, Suite A-190, Southampton, PA, 18966.

All packages containing proofs must be clearly marked on the outside as “PROOFS”, and contain the GPO Jacket Number, publication title and national stock number.

Proofs are be delivered to and picked up from:

DLA Troop Support Philadelphia  
700 Robbins Avenue  
Building 3C  
Philadelphia, PA  
ATTN: Lisa Eggeling (215) 737-5419

Proofs will be withheld no more than two (2) workdays from their receipt at the ordering agency until they are made available for pickup. (NOTE: The first workday after receipt of proofs at the ordering agency is day one (1) of the hold time.)

Upon completion, the *Government furnished book*, and label manuscript must be returned by traceable means to:

DLA Data Production Operations  
700 Robbins Avenue  
Building 4D  
Philadelphia, PA 19111  
ATTN: Katherine Brown (215) 737-7556  
Mark for: Requisition No. 8-971208M/JKT No. 505-185

Upon completion, the digital deliverable and *one (1) book* must be delivered to: Same address as proofs.

Deliver two (2) partial shipments (28,512 books).

1<sup>st</sup> shipment - no later than October 5, 2018.

Final shipment – no later than October 26, 2018.

**DISTRIBUTION:** Deliver f.o.b. destination to:

W25G1U  
W1BG DLA Distribution  
DDSP New Cumberland Facility  
2001 Normandy Drive  
Door 113 to 134  
New Cumberland, PA 17070-5002

*Contractor is required to call 1-800-307-8496 to schedule deliveries.*

For compliance reporting purposes, the contractor is to notify the U.S. Government Publishing Office of the date of shipment and delivery. Upon completion of each order, contractor must contact the GPO Philadelphia Regional Office via email at [infophiladelphia@gpo.gov](mailto:infophiladelphia@gpo.gov) or via telephone at (215) 364-6465 and subject line of the message shall be "Distribution Notice for JKT 505-185". Personnel receiving email, call or facsimile will be unable to respond to questions of a technical nature or to transfer any inquires.

**TYPEFACES:** If an alternate typeface for the printing of cover 1 are proposed, the bidder must list on the line of the same number as the preferred typeface, the name of the alternate typeface.

Preferred Typefaces:

Alternate Typeface:

1. Helvetica

1. \_\_\_\_\_



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

The city 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 PRICE:** \$ \_\_\_\_\_ **ADDITIONAL RATE:** \$ \_\_\_\_\_

**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 fax or mail, fill out and return one copy of all pages in "SECTION 4. - SCHEDULE OF PRICES," including initialing/signing where indicated.

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

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

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

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

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

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

**COMPLETE AND SUBMIT THIS PAGE WITH YOUR BID.**

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THIS SECTION FOR GPO USE ONLY

Certified by: \_\_\_\_\_ Date: \_\_\_\_\_  
Initials

Contracting Officer: \_\_\_\_\_ Date: \_\_\_\_\_  
Initials