

PROGRAM 1534-S CONTRACT PERIOD: March 1, 2018 through February 28, 2019, plus four option years

TITLE: Army Recruiting Pamphlet - Regular and Accelerated Schedules

ITEM	DESCRIPTION	BASIS OF AWARD	Cenveo Los Angeles Los Angeles, CA		Gateway Press, Inc. Louisville, KY		Intellco Printing Co Lancaster, PA		Monarch Litho, Inc. Montebello, CA		S&S Graphics dba Westland Printers, Laurel, MD		GPO Estimate	
			UNIT PRICE	COST	UNIT PRICE	COST	UNIT PRICE	COST	UNIT PRICE	COST	UNIT PRICE	COST	UNIT PRICE	COST
I. PRINTING:														
A. Up to 5-1/2 x 8-1/2":														
(a)	Print in four-color process.....per page													
(1)	Makeready and/or Setup.....	188	\$129.42	\$21,742.56	\$125.00	\$21,000.00	\$133.35	\$22,402.80	\$98.00	\$16,484.00	\$183.00	\$30,744.00	\$111.56	\$18,742.08
(2)	Up to 100,000 copies - Running per 1,000 copies..	1,400	\$9.19	\$8,666.00	\$8.50	\$9,100.00	\$6.83	\$9,562.00	\$6.25	\$8,750.00	\$9.51	\$13,314.00	\$8.48	\$9,072.00
(3)	Over 100,000 copies - Running per 1,000 copies..	21,000	\$2.54	\$53,340.00	\$3.75	\$78,750.00	\$4.64	\$97,440.00	\$5.00	\$105,000.00	\$8.02	\$168,420.00	\$3.86	\$81,060.00
(b)	Aqueous coating, dull or gloss, spot or floodcoat, per page													
(1)	Makeready and/or Setup.....	188	\$17.33	\$2,911.44	\$25.00	\$4,200.00	\$55.48	\$9,320.64	\$30.00	\$5,040.00	\$24.50	\$4,116.00	\$55.48	\$9,320.64
(2)	Up to 100,000 copies - Running per 1,000 copies..	1,400	\$0.69	\$966.00	\$0.30	\$420.00	\$0.71	\$994.00	\$1.00	\$1,400.00	\$2.60	\$3,640.00	\$0.71	\$994.00
(3)	Over 100,000 copies - Running per 1,000 copies..	21,000	\$0.55	\$11,550.00	\$0.25	\$5,250.00	\$0.57	\$11,970.00	\$1.00	\$21,000.00	\$1.18	\$24,780.00	\$0.57	\$11,970.00
B. Over 5-1/2 x 8-1/2" Up To 9 x 12":														
(a)	Print in four-color process.....per page													
(1)	Makeready and/or Setup.....	120	\$140.22	\$16,826.40	\$125.00	\$15,000.00	\$183.75	\$22,050.00	\$146.00	\$17,520.00	\$201.76	\$24,211.20	\$94.25	\$11,310.00
(2)	Up to 100,000 copies - Running per 1,000 copies..	1,200	\$7.67	\$9,204.00	\$8.00	\$9,600.00	\$7.45	\$8,940.00	\$10.25	\$12,300.00	\$16.37	\$19,644.00	\$9.79	\$11,748.00
(3)	Over 100,000 copies - Running per 1,000 copies..	14,400	\$5.90	\$84,960.00	\$6.25	\$90,000.00	\$7.40	\$106,560.00	\$9.75	\$140,400.00	\$12.22	\$175,968.00	\$7.30	\$105,120.00
(b)	Aqueous coating, dull or gloss, spot or floodcoat, per page													
(1)	Makeready and/or Setup.....	120	\$17.33	\$2,079.60	\$25.00	\$3,000.00	\$54.60	\$6,552.00	\$30.00	\$3,600.00	\$31.75	\$3,810.00	\$72.83	\$8,739.60
(2)	Up to 100,000 copies - Running per 1,000 copies..	1,200	\$1.16	\$1,392.00	\$0.60	\$720.00	\$1.16	\$1,392.00	\$2.00	\$2,400.00	\$5.04	\$6,048.00	\$1.75	\$2,100.00
(3)	Over 100,000 copies - Running per 1,000 copies..	14,400	\$0.99	\$14,256.00	\$0.50	\$7,200.00	\$1.15	\$16,560.00	\$2.00	\$28,800.00	\$2.09	\$30,096.00	\$1.15	\$16,560.00
II. PAPER:														
A. Up To 5-1/2 x 8-1/2":														
(a)	80-lb. Dull Text (No. 1).....Per 1,000 leaves.....													
(1)	Orders up to 100,000 Copies..	600	\$8.37	\$5,022.00	\$6.00	\$3,600.00	\$5.79	\$3,474.00	\$6.75	\$4,050.00	\$8.39	\$5,034.00	\$6.11	\$3,666.00
(2)	Orders Over 100,000 Copies..	9,000	\$7.28	\$65,520.00	\$5.50	\$49,500.00	\$5.79	\$52,110.00	\$6.65	\$59,850.00	\$8.03	\$72,270.00	\$6.59	\$50,310.00
(b)	100-lb. Dull Cover (No. 1).....Per 1,000 leaves.....													
(1)	Orders up to 100,000 Copies..	100	\$23.24	\$2,324.00	\$15.00	\$1,500.00	\$14.99	\$1,499.00	\$13.50	\$1,350.00	\$24.79	\$2,479.00	\$16.73	\$1,673.00
(2)	Orders Over 100,000 Copies..	1,500	\$21.29	\$31,935.00	\$13.50	\$20,250.00	\$14.99	\$22,485.00	\$13.15	\$19,725.00	\$22.32	\$33,480.00	\$15.15	\$22,725.00
B. Over 5-1/2 x 8-1/2" Up to 9 x 12"														
(a)	80-lb. Dull Text (No. 1).....Per 1,000 leaves.....													
(1)	Orders up to 100,000 Copies..	500	\$15.22	\$7,610.00	\$11.50	\$5,750.00	\$13.30	\$6,650.00	\$15.95	\$7,975.00	\$16.77	\$8,385.00	\$11.02	\$5,510.00
(2)	Orders Over 100,000 Copies..	6,000	\$13.02	\$78,120.00	\$11.00	\$66,000.00	\$13.30	\$79,800.00	\$15.70	\$94,200.00	\$15.93	\$95,580.00	\$10.65	\$63,900.00
(b)	100-lb. Dull Cover (No. 1).....Per 1,000 leaves.....													
(1)	Orders up to 100,000 Copies..	100	\$42.36	\$4,236.00	\$28.00	\$2,800.00	\$31.51	\$3,151.00	\$31.85	\$3,185.00	\$52.51	\$5,251.00	\$27.59	\$2,759.00
(2)	Orders Over 100,000 Copies..	1,200	\$40.33	\$48,396.00	\$27.00	\$32,400.00	\$31.51	\$37,812.00	\$30.50	\$36,600.00	\$48.30	\$57,960.00	\$26.42	\$31,704.00
III. ADDITIONAL OPERATIONS:														
A. Additional Requirements														
(a)	For covers with pocket on cover 3													
(1)	Makeready and/or Setup, per cover set.....	1	\$3,465.00	\$3,465.00	\$100.00	\$100.00	\$118.00	\$118.00	\$285.00	\$285.00	\$2,212.00	\$2,212.00	\$118.00	\$118.00
(2)	Running, per cover set, per 1,000 copies.....	10	\$57.75	\$577.50	\$100.00	\$1,000.00	\$189.00	\$1,890.00	\$118.00	\$1,180.00	\$209.75	\$2,097.50	\$51.47	\$514.70
(b)	For stepped pamphlets													
(1)	Makeready and/or Setup, per stepped page.....	24	\$115.50	\$2,772.00	\$25.00	\$600.00	\$105.00	\$2,520.00	\$35.00	\$840.00	\$183.16	\$4,395.84	\$26.25	\$630.00
(2)	Running, per stepped page, per 1,000 copies.....	3,600	\$4.62	\$16,632.00	\$1.50	\$5,400.00	\$2.63	\$9,468.00	\$2.00	\$7,200.00	\$67.08	\$241,488.00	\$0.06	\$216.00
B. Other Bindery Operations														
(a)	Shrink film wrapping..... per wrap.....	58,000	\$0.21	\$12,180.00	\$0.10	\$5,800.00	\$0.16	\$9,280.00	\$0.15	\$8,700.00	\$0.27	\$15,660.00	\$0.11	\$6,380.00
C. Proofs and Author's Alterations														
(a)	Digital color content proofs.....per page.....	576	\$5.78	\$3,329.28	\$4.00	\$2,304.00	\$8.40	\$4,838.40	\$5.00	\$2,880.00	\$5.00	\$2,880.00	\$8.40	\$4,838.40
(b)	One piece laminated proofs.....per page.....	576	\$23.10	\$13,305.60	\$20.00	\$11,520.00	\$28.25	\$16,200.00	\$28.00	\$16,176.00	\$32.50	\$18,720.00	\$26.25	\$15,120.00
(c)	PDF proofs.....per page.....	22	\$5.78	\$127.16	\$5.00	\$110.00	\$5.25	\$115.50	\$5.00	\$110.00	\$1.50	\$33.00	\$5.25	\$115.50
(d)	Typesetting.....per line.....	22	\$5.78	\$127.16	\$2.00	\$44.00	\$2.10	\$46.20	\$8.00	\$176.00	\$7.50	\$165.00	\$2.10	\$46.20
TOTAL:				\$523,574.70		\$452,918.00		\$564,120.54		\$625,956.00		\$1,072,881.54		\$496,962.12
DISCOUNT:				\$2,617.87		\$13,587.54		\$28,206.03		\$12,519.12		\$5,364.41		\$24,848.11
NET TOTAL:				\$520,956.83		\$439,330.46		\$535,914.51		\$613,436.88		\$1,067,517.13		\$472,114.01

Prepared by: KD
Reviewed by: FM

FM

AWARDED

U.S. GOVERNMENT PUBLISHING OFFICE
GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

Army Recruiting Pamphlets – Regular and Accelerated Schedules

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

U.S Army Marketing and Research Group
SAMR-MR

Single Award

BID OPENING: Bids shall be publicly opened at **2 p.m.** prevailing Chicago, IL time on
February 14, 2018

BID SUBMISSION: Submit bid to: U.S. Government Publishing Office (GPO), Chicago Regional Office, 200 N. LaSalle St., Suite 810, Chicago, IL 60601-1055. Facsimile bids in response to this solicitation are permitted. Facsimile bids may be submitted directly to the GPO Chicago Regional Office Fax No. (312) 886-2057. The program number and bid opening date must be specified with the bid. Refer to Facsimile Bids in Solicitation Provisions of GPO Contract Terms, GPO Publication 310.2, as revised January 2018.

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

BIDDERS, PLEASE NOTE: 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.

CONTRACT TERM: The term of this contract is for the period beginning March 1, 2018 and ending February 28, 2019, plus up to four optional 12-month extension period(s) that may be added in accordance with the “Option to Extend the Contract Term” clause in this contract.

Note: Minor changes from the previous contract are scattered throughout.

INFORMATION: For questions about these specifications call Felicia McGurren at 312-353-3916 x 3. NO COLLECT CALLS. For specifications or abstracts – this information is available on the GPO website at www.gpo.gov/how-to-work-with-us/vendors/contract-pricing.

Fax requests for new award information (available approximately 2 weeks after bid opening) to GPO Chicago Front Desk at 312-886-2057.

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 (revised August 2002).

Contract Terms, Forms and Standards information for contractors can be found on the GPO website at <http://www.gpo.gov/how-to-work-with-us/vendors/programs-for-vendors>. The Contract Terms publication noted above can be downloaded at <http://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/terms.pdf> and <http://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/qatap.pdf>.

DOING BUSINESS WITH GPO: Contractors wishing to do business with the GPO are referred to the GPO web site <http://www.gpo.gov/how-to-work-with-us/vendors/programs-for-vendors>, where one can register as a GPO contractor using the ‘**GPO Contractor Connection**’ link in accordance with the furnished instructions on this page.

NOTE: Prospective and existing GPO contractors are to note that as of January 1, 2008, all contractors seeking to do business with GPO must first complete and thereafter maintain the accuracy of their GPO Contractor Connection registration with the following mandatory taxpayer information boxes: “EIN/TIN #” Employer Identification Number of Taxpayer Identification Number); “Subject to Backup Withholding” (See IRS Form W-9, available for download at <http://www.irs.gov/pub/irs-pdf/fw9.pdf>.) GPO will withhold payment of invoices for work completed by any contractor who fails to provide this tax data in GPO Contractor Connection. Such invoices will be declared ineligible for payment until all requirements for payment, including providing this tax data in GPO Contractor Connection, have been satisfied.

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

Product Quality Levels:

- (a) Printing Attributes -- Level 1.
- (b) Finishing Attributes -- Level 1.

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 STANDARD
P-7. Type Quality and Uniformity	Approved Press Sheets/Approved Proofs
P-8. Halftone Match (Single and Double Impression)	Approved Press Sheets/Approved Proofs
P-10. Process Color Match	Approved Press Sheets/Approved Proofs

SUBCONTRACTING: The bidder to whom this contract is awarded must produce all of the predominant production functions of prepress and printing operations. Predominant production functions may be performed at any contractor-owned buildings or location. Bidders who subcontract any of the predominant production functions will be declared nonresponsible. Although the contractor may subcontract certain operations, all contact will be made through the prime contractor. Contractor is responsible for the performance of all subcontractors.

PREAWARD SURVEY: In order to determine the responsibility of the primary contractor, the Government reserves the right to conduct a preaward survey or to require other evidence of technical, production, managerial, financial, and similar abilities to perform, prior to the award of a contract.

OPTION TO EXTEND THE CONTRACT TERM (OPTION YEARS): 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 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 periodic pricing revision.

EXTENSION OF CONTRACT: 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 March 1, 2019, 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 (insert the date that is 3 months prior to the beginning of the contract), 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.

PAPER PRICE ADJUSTMENT: Paper prices charged under this contract will be adjusted in accordance with “Table 9 - Producer Price Indexes and Percent Changes for Commodity Groupings and Individual Items” in Producer Price Indexes report, published by the Bureau of Labor Statistics (BLS), as follows:

1. BLS code 0913-01 for “Offset and Text” will apply to all paper required under this contract.
2. The applicable index figures for the month of March 2018 will establish the base index.
3. There shall be no price adjustment for the first three (3) production months of the contract.

4. Price adjustments may be monthly thereafter, but only if the index varies by an amount (plus or minus) exceeding 5% by comparing the base index to the index for that month which is two (2) months prior to the month being considered for adjustment.
5. Beginning with order placement in the fourth month, index variances will be calculated in accordance with the following formula:

$$\frac{X \text{ base index}}{\text{base index}} \times 100 = _ \%$$

where X = the index for that month which is two months prior to the month being considered for adjustment.

6. The contract adjustment amount, if any, will be the percentage calculated in 5 above less 5%.
7. Adjustments under this clause will be applied to the contractor's bid price(s) for line items(s) II. PAPER in the "Schedule of Prices" and will be effective on the first day of any month for which prices are to be adjusted.

The Contracting Officer will give written notice to the contractor of any adjustments to be applied to invoices for orders placed during months affected by this clause.

In no event, however, will any price adjustment be made which would exceed the maximum permissible under any law in effect at the time of the adjustment. The adjustment, if any, shall not be based upon the actual change in cost to the contractor, but shall be computed as provided above.

The contractor warrants that the paper prices set forth in this contract do not include any allowance for any contingency to cover anticipated increased costs of paper to the extent such increases are covered by this price adjustment clause.

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. Print order, when issued, will indicate the quantity to be produced and any other information pertinent to the particular order.

LIMITATION OF PERFORMANCE AND CONTRACTOR OBLIGATIONS:

- (a) Funds are available for performance of this contract for the first program period only. The amount of funds available at award are not considered sufficient for performance required for any program year other than the first program year. When additional funds are available for the full requirements for the next succeeding program year, the Contracting officer shall, not later than 30 calendar days before the expiration of the program year for which performance has been funded (unless a later day is agreed to), so notify the contractor in writing. Notification that funds are not available shall effect cancellation of the contract.
- (b) The Government is not obligated to the contractor for any amount over requirements for which funds have been made available and as obligated by each print order.
- (c) The contractor is not obligated to incur costs for the performance required for any program year after the first, unless and until written notification is received from the Contracting Officer of an increase in availability of funds. If so notified, the contractor's obligation shall increase only to the extent contract performance is required for the additional option program year for which funds have been made available.

- (d) If this contract is terminated under the "Termination for Convenience of the Government" clause "total contract price" in that clause means the amount available for performance of this contract, as provided for in this clause. The term "Work in Process" in that clause means the work under program period requirements for which funds have been made available. If the contract is terminated for default, the Government's rights under this contract shall apply to the entire multiyear requirements.
- (e) Notification to the contractor of an increase or decrease in the funds for performance of the contract under another clause (e.g., the "option" or "changes" clause) shall not constitute the notification required by paragraph (a).
- (f) This procedure shall apply for each successive program year.

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 March 1, 2018 through February 28, 2019 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" for purposes of the contract, when it is either deposited in the U.S. Postal Service mail or otherwise furnished to the contractor in conformance with the schedule.

REQUIREMENTS: This is a requirements contract for the items and for the period specified herein. Shipment/delivery of items or performance of work shall be made only as authorized by orders issued in accordance with the clause entitled "Ordering". The quantities of items specified herein are estimates only, and are not purchased hereby. Except as may be otherwise provided in this contract, if the Government's requirements for the items set forth herein do not result in orders in the amounts or quantities described as "estimated", it shall not constitute the basis for an equitable price adjustment under this contract.

Except as otherwise provided in this contract, the Government shall order from the contractor all the items set forth which are required to be purchased by the Government agency 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.

OPTIONS: Whenever an option is indicated in the specifications, it is the Government's option, not the contractor's, unless it is specifically stated otherwise.

ESTIMATES: To receive an estimate, the agency will submit a fully completed GPO Form 2511 Print Order and/or other specifications.

The contractor will furnish the agency with the estimate (based on the established contract prices) that they expect to invoice the Government for the proposed print order.

Contractor's estimate must be furnished within two (2) workdays of the request and must be accurate to the contractor's final invoice voucher for that order, unless AA's or other agency changes apply.

Any non-contract (out of scope) requests must be returned to the agency, with no price, until a price has been negotiated between the contractor and GPO.

When the actual print order, with the estimate included, is received by the contractor, the contractor must inspect the print order and the Government Furnished Material (GFM) to ensure there will be NO deviation from the estimated price. In the event of a discrepancy, the contractor will immediately notify the agency and GPO.

Estimates must be furnished to the Government at no additional cost.

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 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>.

Contractor is required to furnish a copy of the invoice voucher for each GPO Form 2511 Print Order, including full shipping and postage details, to all of the agency points of contact below prior to submitting the invoice to the GPO FMCE fax number. This final invoice amount must be approved in writing by the primary point of contact, and the approval documentation must be included in the final invoice voucher to GPO.

PRIMARY CONTACT: Andre Jones
Army Marketing and Research Group
Printing Services Production Manager
Phone: 703-545-8637
Email: andre.j.jones12.civ@mail.mil

Glennyce Wood
Army Marketing and Research Group
Acting Chief, Budget Contracting and Systems
Phone: 502-613-0161
Email: glennyce.e.wood.civ@mail.mil

Karen Vessels
Army Marketing and Research Group
Budget Analyst
Phone: 502-613-0272
Email: karen.d.vessels.civ@mail.mil

Jeremy Pollock
U.S. Army Marketing and Research Group
Budget Analyst
Phone: 502-613-2883
Email: jeremy.m.pollock.civ@mail.mil

CONTRACTOR'S INVOICE FOR PAYMENT MUST BE ITEMIZED IN ACCORDANCE WITH THE SCHEDULE OF PRICES. FAILURE TO ITEMIZE IN ACCORDANCE WITH THE SCHEDULE OF PRICES MAY RESULT IN DELAYED PAYMENT.

RECEIPTS FOR DELIVERY: Contractor must furnish their own receipts for delivery. These receipts must include the GPO jacket, program, and print order numbers, total quantity shipped and/or delivered, number of cartons and quantity per carton; date delivery made; and signature of the Government agent accepting delivery. Original copy of these receipts or other acceptable proof must accompany the contractor's voucher for payment.

SECTION 2.- SPECIFICATIONS

SCOPE: These specifications cover the production of separate cover pamphlets requiring such operations as material pickups, electronic prepress, typesetting, image correction, proofs, printing in four-color process plus aqueous coating, stepped pages, pockets, die-cutting, trimming, folding, binding, shrink film wrapping, packing, mailing and distribution.

TITLE: Army Recruiting Pamphlets – Regular and Accelerated Schedules.

Although this is an option year contract, all estimates, averages, etc., are based on one year's production.

FREQUENCY OF ORDERS: Approximately 11 orders total per year – approximately 9 print orders per year for pamphlets, approximately 1 order per year for pamphlets with stepped pages, and approximately 1 order per year for pamphlets with a pocket.

It is estimated that approximately 67% of orders will be for pamphlets Up to 5-1/2 x 8-1/2" and approximately 33% of orders for pamphlets Over 5-1/2 x 8-1/2" Up to 9 x 12".

It is anticipated that multiple orders will frequently be placed at the same time, and that overlapping orders will frequently be placed.

QUANTITIES: It is anticipated that quantities ordered will range as follows:

Quantities ordered for regular pamphlets are anticipated to range from 10,000 to 500,000. An occasional order may exceed 250,000, up to 500,000.

Quantities ordered for pamphlets with stepped pages are anticipated to range from 50,000 to 250,000. An occasional order may exceed 250,000, up to 500,000.

Quantities ordered for pamphlets with a pocket are anticipated to range from 5,000 to 20,000.

These are estimates only. The actual number of orders placed and quantities per order may vary.

TRIM SIZES: Pamphlets will be either "Up to 5-1/2 x 8-1/2" " or "Over 5-1/2 x 8-1/2 Up to 9 x 12" ", as specified on the GPO Form 2511 Print Order.

Smaller Pamphlets: It is anticipated that most of the smaller pamphlets will be either 5-3/8 x 8-1/2" or 5-1/2 x 8-1/2", with an occasional order for 3-3/4 x 8-1/2". Other sizes within that range may also be ordered.

Larger Pamphlets: It is anticipated that most of the larger pamphlets will be either 8-1/2 x 11" or 9 x 12". Other sizes within that range may also be ordered.

Contractor may not change trim sizes. For example, contractor cannot trim to 5-3/8" if 5-1/2" is ordered. Trim size for stepped pamphlets would be the dimensions of the largest page size within the pamphlet.

NUMBER OF PAGES: Approximately 4 to 36 pages plus separate cover. An occasional order may exceed 36 pages, up to 48 pages.

GOVERNMENT TO FURNISH: Electronic media on DVD will be shipped by agency to contractor's location using contractor-provided express shipping account/shipping materials, or at the Government's option may be made available for contractor pickup or uploaded to contractor's FTP site. Native files will be created on the Macintosh platform using Adobe Creative Suite. Colors will be specified as CMYK. Any furnished fonts are the property of the Government and/or its originator. All furnished fonts must be eliminated from the contractor's archive immediately after completion of the contract.

Distribution Lists: Distribution lists will be included with each GPO Form 2511 print order and furnished materials, or at the Government's option may be made available for contractor pickup or uploaded to contractor's FTP site. Agency may at times provide distribution list in advance of placing an order.

Samples: Occasionally, samples of previous printings may be furnished as a reference, or may be provided to illustrate specific formats.

Print Order (GPO Form 2511): Print order will be provided by agency along with furnished materials, or at the Government's option may be made available for contractor pickup, sent via email, or uploaded to contractor's FTP site. At the Government's option, print orders may be furnished as a hard copy or a faxed copy.

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.

EXAMINATION OF FURNISHED MATERIAL: Contractor must immediately upon receipt examine all furnished materials including, but not limited to, electronic files, distribution lists, print order etc., to determine if there are any discrepancies that would adversely affect the quality of the ordered item. The contractor must notify contract administrator of any such problems or anticipation of such problems within 1 workday of receipt of the furnished material. Additional charges or extensions in schedule will not be allowed due to contractor's failure to thoroughly examine material.

ELECTRONIC PREPRESS: Prior to image processing, the contractor shall perform a basic check (preflight) of furnished media and files to assure accurate output of the required reproduction image. Any errors, media damage or data corruption that might interfere with proper file imaging must be reported to the Agency and GPO contract administrator in sufficient time to comply with the shipping schedule. 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. Contractor must maintain the latest version of all programs and operating systems used in this contract as well as maintain backwards-compatibility.

TYPESETTING: It is anticipated that typesetting revisions to the Army bugline (RPI number and date) and the GPO imprint will be required on every pamphlet ordered. This typesetting must be done at no additional cost to the Government.

Orders may require corrections to existing copy. Requirements may range from simple changes in a dollar amount to complete typesetting. The contractor must match specified or existing typefaces and sizes as ordered. Varying typestyles and sizes will be required. Acceptance of any similar alternate typeface is at the discretion of the Agency. Separate typesetting charges will be allowed for these operations in the "SCHEDULE OF PRICES."

PROOFS:

Two (2) sets of digital color content proofs. 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 set of proofs will be marked up and returned to contractor, and the other set will remain with the agency.

Two (2) sets of digital one-piece composite laminated color proofs on the actual production stock (Kodak Approval, Screen TrueRite, Polaroid PolaProof, Latran Prediction, CreoSpectrum, or Fuji Final Proof) with a minimum resolution of 2400 x 2400 dpi. Proofs must show dot structure and be in press configuration. Direct to plate must be used to produce the final product. NOTE: At contractor's option QL1 dot proofs plus separate paper samples can be substituted for dot proofs on actual production stock.

Proofs must contain color control bars for each color of ink on the sheet. Control bars must be placed parallel to the press's ink rollers. The control bars (such as Brunner, GATF, GRETAG, or RIT) must show areas consisting of minimum 1/8" x 1/8" solid color patches; tint patches of 25, 50 and 75%; dot gain scale; and gray balance patches for process color (if applicable). These areas must be repeated consecutively across the sheet. The make and model number of the proofing system utilized shall be furnished with the proofs. These proofs must contain all elements and indicate margins. Proofs will be used for color match on press.

Spot coatings may be shown as either a digital content proof or as an overlay on the one-piece laminated proofs.

It is anticipated that the agency will require 5 workdays for review of proofs, for both the regular and accelerated schedules.

AUTHOR'S ALTERATIONS: Author's alterations (AA's) may occur occasionally during the proofing stage. At the Government's option, changes may be supplied by the Agency or requested from the contractor.

Author's alterations (AA's) proofs shall be digital color content PDF proofs, provided via email to Andre Jones, Army Marketing and Research Group, Printing Services Production Manager, phone (703) 545-8637, email andre.j.jones12.civ@mail.mil, or to an alternate email address as provided by the Agency.

At the Government's option, one-piece laminated proofs and/or digital color content proofs may also, or alternatively, be requested as AA proofs.

PDF "Soft" Proofs: "Press Quality" PDF "soft" proofs (for content only) must be created using the same Raster Image Processor (RIP) that will be used to produce the final printed product. PDF proofs will be evaluated for text flow, image position and color breaks. PDF proofs will not be used for color match.

If any contractor's errors are serious enough in the opinion of the GPO to require revised proofs, the revised proofs are to be provided at no expense to the Government. No extra time can be allowed for this reproofing; such operations must be accomplished within the original production schedule allotted in the specifications.

The contractor must not print prior to notification from the agency of an "OK to Print".

STOCK: 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 and any amendments thereto. The stock and weight to be used will be indicated on each print order.

All text stock used in each copy must be of a uniform shade. All cover stock must have the grain parallel to the spine. Do not mix paper weights for a stock within a publication.

TEXT:

White No. 1 Coated Text, Dull-finish, basis size 25x38", 80 lbs. per 500 sheets, equal to JCP A261.

COVER:

White No. 1 Coated Cover, Dull-finish, basis size 20x26", 100 lbs. per 500 sheets, equal to JCP L61.

PRINTING AND INK: Print text and cover head to head, or as otherwise specified on the print order or furnished material in four-color process, with heavy ink coverage. Reverses may be required. Most orders will contain four-color crossovers between covers and text and between and within signatures. No additional charges will be allowed for slower press and bindery running, or any other requirement needed to produce the crossovers and maintain the quality level required.

Aqueous Coating: When ordered, coat with a clear, aqueous coating. Either gloss or dull finish may be specified. Either full or spot aqueous coating may be ordered.

MARGINS: Margins will be as indicated on the print order or furnished files. Most orders will have bleeds on one or more sides. Frequently all cover and text pages will bleed all sides. Images will often require alignment across the gutter.

IDENTIFICATION MARKINGS: Identification markings such as register marks, ring folios, rubber stamped jacket numbers, commercial identification marks of any kind, etc., except GPO imprint, form number, and revision date, carried on copy or film, must not print on finished product.

PRESS SHEET INSPECTION: Final makeready press sheets may be inspected and approved at the contractor's plant for the purpose of establishing specified standards for use during the actual press run. Upon approval of the sheets, contractor is charged with maintaining those standards throughout the press run (within QATAP tolerances when applicable) and with discarding all makeready sheets that preceded approval. When a press sheet inspection is required, it will be specified on the individual print order. See GPO Publication 315.3 (Guidelines for Contractors Holding Press Sheet Inspections) issued January 2015. NOTE: A press sheet inspection is for the purpose of setting specific standards that are to be maintained throughout the entire run. It does not constitute a prior approval of the entire run.

The contractor must notify Andre Jones, Army Marketing and Research Group, Printing Services Production Manager, phone (703) 545-8637, email andre.j.jones12.civ@mail.mil, or an alternate point of contact as provided by the Agency. Notification must be made at least 4 workdays in advance of the time and date of inspection. Press sheet inspections will not be scheduled until all proofs are OK'd unless specifically requested otherwise by the agency, for example the agency may review final proofs at the contractor's plant prior to the press inspections for accelerated schedule orders. All proof and press inspections must be scheduled between the contractor's working hours of 7 a.m. and 7 p.m. excluding weekends and federal holidays.

The contractor must notify the GPO of the date and time the press sheet inspection can be performed. In order for proper arrangements to be made, notification must be given at least 4 workday(s) prior to the inspection. Notify the U.S. GPO Chicago Regional Office, contract administrator Felicia McGurren, fmcgurren@gpo.gov, or telephone (312) 353-3916 x3. Telephone calls will only be accepted between the hours of 8 a.m. and 2 p.m., prevailing Chicago time. Note: See Contract Clause 14(e)(1), Inspections and Tests of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 01-18)). When supplies are not ready at the time specified by the contractor for inspection, the Contracting Officer may charge to the contractor the additional cost of the inspection.

The contractor must not print prior to notification from the agency of an "OK to Print".

BINDING: Bind as specified on each GPO Form 2511 Print Order.

Collate text and cover, saddle-wire stitch in two places, and trim three sides. Score all folds to prevent cracking which, if occurs, may be grounds for rejection. Pamphlets may be bound on either the long or short dimension at the Government's option.

No additional sheets may be added to the publication by the contractor for binding purposes. For example, contractor cannot add four pages to a 12-page publication to get a 16-page signature. Short sheets (a “flap” that allows for saddle stitching of less than full size sheets) are not acceptable except when stepped pages are specifically ordered.

Pamphlets with Pocket on Cover 3: This option may be ordered for any size publication, but is anticipated to be ordered more frequently at the larger size. Pockets will be on the inside back cover (cover 3). Different style pockets will be ordered. All pockets must be die-cut. Score on the folds. Pockets may be ordered along the bottom or the right edge of cover 3. Pockets will be ordered with various depths up to 4-1/2” deep. Side pockets will be the same depth running the entire length of the pocket. Bottom pockets will be angle-cut. Follow information furnished with the print order for exact requirements.

The pocket must be sealed using minimum 3/4" wide inside glued flaps with angled or rounded corners for better adhesion. The flaps may be die-cut as part of the pocket or the cover, at the contractor's option, but the pocket must be constructed so that the flap is glued under the pocket. Pockets must be constructed so that the flap will not interfere with the insertion of material. Publications with a pocket will require separate trimming of the text. Covers must NOT be trimmed short.

Some pockets will require die-cut slits. Two or four slits may be required. These slits are usually to hold standard size business cards but may occasionally be used for other purposes. Print order will specify the number of slits required. Rarely, the Government will specify the exact size of the slits. Usually it is indicated that they must be suitable for holding a standard sized business card.

Pamphlets with Stepped Pages: It is anticipated that covers will be either 18 x 11” folded to 9 x 11” or 18 x 12” folded to 9 x 12”. Stepped text pages are anticipated to range from 12 to 20 pages, but other configurations may be ordered. It is anticipated that steps will be either at the top of the page or on the right edge, but other configurations may be ordered. Collate text and cover, and saddle-wire stitch in two places. The depth of the steps will be specified on the 2511 print order but it is anticipated that steps will range from 3/8” to 1/2”. Steps will be straight cut. They will not be die-cut tabs.

Shrink Film Wrapping: It is anticipated that most but not all orders will require shrink film wrapping. Shrink film wrap the quantity per wrap as indicated on the print order, usually anticipated to be in units of 25. Contractor may be instructed to turn the pamphlets at specific intervals.

PACKING, LABELING AND MARKING: Pack suitably in shipping containers not to exceed 45 lbs. when fully packed. Products shall not be mixed within bundles or containers. Shipping containers shall have a minimum bursting strength of 275 lbs. per square inch or a minimum edge crush test (ECT) of 44 lbs. per inch width. One sample copy of the product packaged in each container must be attached, face up to the outside of the container, to identify the contents therein. At the contractor’s option, when multi-page products are packaged, a sample copy of the first page of the product may be attached to identify the contents. When multiple containers are required to package the same product, they must be identified (i.e. 1 of 3, 2 of 3, etc). Contractor to reproduce shipping container labels, fill in appropriate blanks and attach to shipping containers. Labels must include the title with the SOD and RPI numbers, quantity, unit quantity, and number of units (inner wraps), program number and requisition number.

All expenses incidental to packing and labeling of containers must be borne by the contractor.

PALLETIZING: Contractor will be required to furnish pallets for shipments in shipping containers, when the containers fill two or more layers on the pallet. As an exception to GPO Contract Terms (GPO Pub. 310.2), the Government may choose to correct packaging and palletizing deficiencies and charge all costs to the contractor. No additional charges will be allowed for palletizing.

Palletizing and Receiving Specifications for Deliveries to Accessions Distribution Center (ADC), Fort Knox, KY:

All materials must be delivered in cartons on skids. Bulk skids cannot be handled by this facility. Materials must be shipped in individual cartons weighing no more than 45 lbs. Cartons must be uniform in size, of suitable strength for shipping and storage, and contents must fill the box (no air space). Each carton must be clearly labeled with:

- Customer name
- Customer address
- SOD Number or Contract Number
- GPO Program Number (and Jacket Number if available)
- RPI or PPI Number
- Item Description or Title
- Quantity per Carton
- Total Quantity
- Carton Number per Total Carton Count (i.e., 2 box of 12)

A sample should be taped to the outside of each carton.

Boxes must be placed on a pallet that is 48” wide by 40” long with a 4” fork opening. ADC cannot receive double-stacked pallets inside truck. Boxes must be stabilized with cardboard corner braces on all 4 corners from top of skid to top layer of boxes. Corner braces must be strong enough to support pallets that are stacked at least 2 pallets high without buckling, toppling or crushing. Boxes must be stacked no higher than 72” on the skid. The loads must not buckle or shift under pressure. The contractor must shrink wrap all boxes tight enough onto the skid to prevent boxes from shifting or falling off skid during transport. Contractor must face the boxes on the skid to show the label of the box and what is inside the box. Partial boxes will be labeled as such and placed on the top of the skid. A packing list must accompany each shipment. The packing list will specify the following: Contract Number, Component or Title, quantity per carton, total carton count, and total quantity. RPI, PPI, Item or Contract Number should be the same on both the Packing List and the Bill of Lading as those used in the description or control documents. A standard Bill of Lading must not be substituted for a packing list.

Pallets will be refused upon arrival if they do not comply with these instructions.

- There should be only ONE component per skid.
- Skids should be tightly banded or polywrapped including the pallet
- Damaged items or skids may result in the shipment being refused.
- Items not packed correctly as specified may be refused.
- Partial boxes must be labeled as such and placed on the top of the skid.

Palletizing and Receiving Specifications for Deliveries to Arna Marketing, Branchburg, NJ:

All requirements to ADC (above) apply, with the following exceptions:

- Skids are to be banded or shrink wrapped with a maximum height of 60”.
- Only one component per skid. However, small shipments where several boxes can fit on one skid can be acceptable provided the packing slip clearly states that there are multiple components and their quantity.
- Skids should not be side stacked in the delivery vehicle.
- All shipments must be pre-paid. “Freight Collect” shipments will not be accepted.
- Shipments of unknown materials may be refused.

APPROVAL TO RELEASE COPIES: After printing, but prior to distribution, contractor must provide 25 (or other quantity as designated on the print order) copies to the agency prior to making distribution.

The package containing these copies must be identified on the outside as “RELEASE APPROVAL COPIES” and must also include the SOD and RPI numbers, program number, requisition number, and the title. Packages may be either sent via an expedited overnight delivery service or hand delivered by the contractor. These sets are included in the total quantity ordered.

The contractor will be notified within 1 workday (or same day for accelerated orders) of Agency receipt of the Approval to Release copies whether to proceed with the release of the order.

Contractor must not proceed with distribution until an approval to release is granted.

An “OK” of approval copies constitutes approval to release the order. In no way does this approval negate any other Government rights under this contract.

DEPARTMENTAL RANDOM COPIES (BLUE LABELS): The following plan applies for selecting random samples.

<u>Quantity Ordered</u>	<u>Number of Blue Labels</u>
3,201-10,000	80
10,001-35,000	125
35,001+	200

1. Divide the entire lot into 80, 125 or 200 sublots as applicable per the chart above.
2. Choose 1 copy from each subplot. Do not choose copies from the same general area in each subplot.
3. Sign/date the Selection Certificate and pack it with the inspection samples and a copy of the print order.

Blue Label samples must deliver to the agency address listed under “DISTRIBUTION”. Blue Label samples must be packed separately, identified by a Government-furnished blue-colored label which is to be affixed to each container and recorded separately on all shipping documents, and constitutes a part of the total quantity ordered. No additional charge will be allowed for labeling, documentation or other administrative requirements.

QUALITY ASSURANCE (QARC) SAMPLES: Contractor must submit QARC sample copies to the U.S. Government Printing Office, Washington, DC (See address in “Distribution” section). These copies will be inspected and tested for conformance to the product specifications. The following sampling plan will be employed for selecting the samples contractor must furnish for inspection.

<u>Quantity Ordered</u>	<u>Number of QARCs</u>
3,201-10,000	20
10,001-35,000	32
35,001+	50

1. Divide the entire lot into 20, 32 or 50 sublots as applicable per the chart above.
2. Select one copy from each subplot. Do not choose from the same general area in each subplot.
3. Sign and date the selection certificate and pack it with the inspection samples and a copy of the print order. Samples are to be mailed at the same time as the first scheduled shipment.

QARC sample quantities are not included in the total quantity ordered. No additional charge will be allowed for QARC samples.

GPO SAMPLES: Mark package with Program number and Print Order number. GPO samples are to be shipped at the same time as the scheduled shipment/delivery and cannot be deducted from the total quantity ordered. Deliver sample copies by the most economical method. No additional charge will be allowed for GPO samples.

GPO “VERIFICATION OF DELIVERY”: Contractor MUST email delivery verification information to VerifyChicago@gpo.gov WITHIN 24 HOURS OF DELIVERY. Enter Program and Print Order numbers in the subject line, and in the body of the message indicate the method of shipment and the delivery date. If a contract specifies a shipping method of **F.O.B. Contractor City** (at government’s expense), enter the date of shipment. If a contract specifies **F.O.B. Destination** (at contractor’s expense), enter the date of delivery. If a contract specifies a combination of both methods, include all shipping and delivery dates. **Failure to provide this information for each print order may result in delayed payment of invoices.**

DISTRIBUTION:

Deliver F.O.B. Destination (at contractor’s expense) via traceable means:

Proofs and
Release Approval
Copies to:

Department of the Army
Army Marketing and Research Group
Attn: SAMR-MR/Print
Andre Jones [Phone (703) 545-8637
2530 Crystal Drive, Suite 4150
Arlington, VA 22202
Inside delivery to room number specified is required

QARC
Copies to:

U.S. Government Publishing Office
Printing Procurement
Mail Stop: PPSQ, Quality Assurance Section
732 North Capitol St., NW Room C848
Washington, DC 20401

2 GPO Samples to:

U.S. Government Publishing Office
Attn: (Program #) and (Print Order #)
200 N. LaSalle St., Suite 810
Chicago, IL 60601-1055

Deliver F.O.B. Destination (at contractor’s expense) via traceable means:

Approximately 80% of the items ordered will deliver to the Accessions Distribution Center, Fort Knox, KY.

Receiving address
and Blue Label Copies:

Accessions Distribution Center
Building 207
9th Cavalry Regiment Avenue
Fort Knox, KY 40121-2725
(502) 626-0981 or (502) 626-0690
Attn: Tracy Mercy, GS
rex.a.mcnew.civ@mail.mil

Delivery appointments are required. Shipments must not arrive unannounced and will be refused if not properly scheduled. Contact Tracy Mercy at (502) 626-0690 to schedule an appointment for delivery. Please have delivery contents and pallet count information available before calling. Normal receiving hours are Monday - Friday from 7:30 a.m. to 11:00 a.m. and 1:00 p.m. to 3:00 p.m. ADC will not be available for deliveries between 11:01 a.m. to 12:59 p.m. daily. ADC is closed for most holidays. See additional information under “PALLETIZING”.

Approximately 10% of the items ordered will deliver to Arna Marketing, Branchburg, NJ.

Receiving address:

Arna Marketing

Attn: Anthony Mills
60 Readington Road
Branchburg, NJ 08876
(908) 231-1100

Delivery appointment is not required. Normal receiving hours are Monday - Friday from 8:00 a.m. to 3:30 p.m. See additional information under “PALLETIZING”.

Approximately 90% of orders will require distribution to fewer than 5 destinations.

Approximately 10% of orders will require distribution to many destinations. Such orders may require distribution ranging from approximately 5 to 2,500 or more different destinations (up to 3,500). This may be in addition to, or in lieu of, bulk shipments. It is anticipated that accelerated schedule orders will require mass distribution for the accelerated portion of the deliveries. For distribution to a large number of destinations, delivery via a small package carrier with tracking services will be required.

RETURN OF GOVERNMENT FURNISHED MATERIALS: All furnished materials MUST be returned to the agency upon completion of each order. If changes are made to the furnished files during the proofing stage at the agency’s request or per the specifications, the contractor must additionally create a revised CD/DVD with all changes incorporated. These materials must be returned to the address in the “Distribution” section.

All returned furnished materials must be separately packaged from other distribution items.

All expenses incidental to the pickup and delivery of all furnished materials and proofs 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).

No definite schedule for notification of availability of furnished materials can be predetermined.

Unless otherwise noted under “PALLETIZING” or “DISTRIBUTION”, all pickups and deliveries must be made Monday through Friday, exclusive of Federal Holidays, before 3:30 pm local prevailing time.

The following schedules begin the workday after notification of the availability of print order and furnished material.

The numbers under the column headed “WD After” represent the number of workdays allowed to complete that certain part of the schedule after completion of the preceding part.

It is anticipated that the agency will require 5 workdays for review of proofs, for both the regular and accelerated schedules.

Notification of press inspection must be made at least 4 workdays in advance of the time and date of inspection.

Regular Schedule (approximately 90% of orders): Production and distribution must be completed within 30 workdays. When author’s alterations are made, the schedule will be extended by the actual number of workdays of agency review time in excess of the 5 workdays of scheduled review time, plus 1 production workday. Grace days are NOT permitted.

	WD After
Contractor delivers proofs	3
Contractor pickup proofs (agency reviews proofs).....	5

Contractor delivers “Release Approval” copies	16
Agency approval to complete distribution.....	1
Contractor completes delivery*	5

Sample Regular Schedule:

For example, if contractor receives notification of availability of government furnished materials and GPO Form 2511 Print Order on Monday, July 2, 2018:

Contractor delivers Proofs	July 6, 2018
[July 4, 2018 is a Federal Holiday]	
Agency reviews proofs, initiates return via overnight delivery service.....	July 13, 2018
[Proofs arrive at destination on July 16, 2018]	
Contractor delivers “Release Approval” copies	August 6, 2018
Agency approves “Release Approval” copies (OK to Distribute).....	August 6, 2018
Contractor completes balance of delivery* at destinations	August 13, 2018

Accelerated Schedule (approximately 10% of orders): Production and distribution of up to 75,000 copies (as specified by the agency) must be completed within 15 workdays, with the balance completed within 30 workdays. When author’s alterations are made, the schedule will be extended by the actual number of workdays of agency review time in excess of the 5 workdays of scheduled review time, plus 1 production workday. Grace days are NOT permitted.

	WD After
Contractor delivers proofs	2
Contractor pickup proofs (agency reviews proofs).....	5
Contractor delivers “Release Approval” copies	6
Agency approval to complete distribution.....	same day
Contractor completes accelerated delivery*	2
<i>Accelerated Schedule Subtotal</i>	<i>(15)</i>
Contractor completes balance of delivery*	15

Release Approval copies for accelerated schedule orders must deliver by 10:30 a.m. Delivery must be to the specific office noted in “Distribution”.

Sample Accelerated Schedule:

For example, if contractor receives notification of availability of government furnished materials and GPO Form 2511 Print Order on Monday, July 2, 2018:

Contractor delivers Proofs	July 5, 2018
[July 4, 2018 is a Federal Holiday]	
Agency reviews proofs, initiates return via overnight delivery service.....	July 12, 2018
[Proofs arrive at destination on July 13, 2018]	
Contractor delivers “Release Approval” copies	July 23, 2018
Agency approves “Release Approval” copies (OK to Distribute).....	July 23, 2018

Contractor completes accelerated delivery	July 25, 2018
Contractor completes balance of delivery* at destinations	August 15, 2018

* Delivery date is the date that the complete order must deliver, including bulk shipments, small package carrier shipments, QARC copies, GPO Samples and returned government furnished materials.

No extension will be made when new proofs are required due to printer’s errors.

Press sheet inspection shall NOT add workdays in the schedule without prior agency approval.

Occasionally, due to warehousing capacity restrictions, a longer schedule may be mutually agreed upon between the agency and the contractor, or some orders may require a schedule shorter than indicated above. If the contractor accepts such orders, the accepted ship date indicated on the print order will be binding upon the contractor. See “REQUIREMENTS” for additional information.

No additional time will be allowed for multiple orders placed at the same time or whose schedules overlap.

No additional charges will be allowed for orders requiring an accelerated schedule.

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.

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 1 year's requirements 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 of time. The following item designations correspond to those listed in the "Schedule of Prices".

	(1)	(2)	(3)	
I. A.	(a)	168	1,400	21,000
	(b)	168	1,400	21,000
B.	(a)	120	1,200	14,400
	(b)	120	1,200	14,400
II. A.	(a)	600	9000	
	(b)	100	1,500	
B.	(a)	500	6,000	
	(b)	100	1,200	
III. A.	(a)	1	10	
	(b)	24	3,600	
B.	(a)	58,000		
C.	(a)	576		
	(b)	576		
	(c)	22		
	(d)	22		

SECTION 4.- SCHEDULE OF PRICES

Bids offered are F.O.B. Destination.

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) or blank spaces for an item may 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.

The contractor is cautioned not to perform any operation(s) or produce any product(s) for which a price has not been offered under the contract. Further, the contractor is not to accept print orders which are outside the scope of the contract. Any changes made to the print order MUST be confirmed in writing by the Contracting Officer, Chicago GPO. If such orders are placed by the agency, and no Modification is received from the Chicago GPO, the contractor is to notify GPO Chicago immediately. Failure to do so may result in nonpayment.

CONTRACTOR MUST INVOICE IN ACCORDANCE WITH SCHEDULE OF PRICES. FAILURE TO ITEMIZE IN ACCORDANCE WITH THE SCHEDULE OF PRICES MAY RESULT IN DELAYED PAYMENT.

All billing submitted to the GPO shall be based on the most economical method of production.

Fractional parts of 1,000 will be prorated at the Per 1,000 rate.

I. PRINTING:

Prices quoted must be all-inclusive for printing and binding text and cover pages.

Only one "Makeready and/or Setup" charge will be allowed for each page regardless of the number of copies ordered. Makeready charges are applicable to any quantity ordered. Running charges are per 1,000 copies.

A printing charge is allowed for each page in the book, whether printed or blank. A blank page (text or cover) is to be charged at the "additional color" rate.

If a page prints in four-color process plus aqueous coating (s), the contractor will be allowed the four-color process charge plus the appropriate number of "additional color" charges.

Charges for extra time required due to gutter crossovers will not be allowed.

(Initials)

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Cover 3 With Glued Pocket: The applicable “per page” charge will be allowed for each page of the cover and pocket. The pocket will be counted as two pages. This applies whether the pocket is on the bottom or side of the cover. Additional charges will be allowed under “III. ADDITIONAL OPERATIONS.”

Stepped Pamphlets: The applicable “per page” charge will be allowed for each page of the stepped pamphlet, based on the final trim size of the pamphlet. Additional charges will be allowed under “III. ADDITIONAL OPERATIONS.”

A. Up to 5-1/2 x 8-1/2”

	MAKEREADY AND/OR SETUP (1)	UP TO <u>100,000 COPIES</u> RUNNING PER 1,000 COPIES (2)	OVER <u>100,000 COPIES</u> RUNNING PER 1,000 COPIES (3)
(a) Print in four-color process, per page	\$ _____	\$ _____	\$ _____
(b) Aqueous coating, dull or gloss, spot or flood coat, per page	\$ _____	\$ _____	\$ _____

B. Over 5-1/2 x 8-1/2 Up to 9 x 12”

	MAKEREADY AND/OR SETUP (1)	UP TO <u>100,000 COPIES</u> RUNNING PER 1,000 COPIES (2)	OVER <u>100,000 COPIES</u> RUNNING PER 1,000 COPIES (3)
(a) Print in four-color process, per page	\$ _____	\$ _____	\$ _____
(c) Aqueous coating, dull or gloss, spot or flood coat, per page	\$ _____	\$ _____	\$ _____

II. 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 trim size leaves furnished for the product(s) ordered. The cost of any paper required for makeready or running spoilage must be included in the prices quoted. Computation of the net number of leaves will be based on the following:

Text - One page-size leaf will contain two text pages.

4-Page Covers - Two page-size leaves will be allowed for each complete 4-page cover.

 (Initials)

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II. PAPER (continued):

4-Page Cover with Glued Pocket - Three page-size leaves will be allowed for each complete 4-page cover with a glued pocket on Cover 3.

Pamphlets with Stepped Pages – One page size leaf will contain two text pages. Will be computed based on the finished trim size of the book, not of the individual pages.

A. Up to 5-1/2 x 8-1/2”

	ORDERS UP TO 100,000 COPIES (1)	ORDERS OVER 100,000 COPIES (2)
(a) 80-lb. Dull Text (No. 1)..... per 1,000 leaves.....	\$ _____	\$ _____
(b) 100-lb. Dull Cover (No. 1) ... per 1,000 leaves.....	\$ _____	\$ _____

B. Over 5-1/2 x 8-1/2 Up to 9 x 12”

	ORDERS UP TO 100,000 COPIES (1)	ORDERS OVER 100,000 COPIES (2)
(a) 80-lb. Dull Text (No. 1)..... per 1,000 leaves.....	\$ _____	\$ _____
(b) 100-lb. Dull Cover (No. 1) ... per 1,000 leaves.....	\$ _____	\$ _____

III. ADDITIONAL OPERATIONS:

4-Page Cover With Glued Pocket - Prices must include all additional costs for materials and operations required to produce covers with a glued pocket on cover 3 including but not exclusive to folding, die-cutting, gluing, etc. as applicable. These charges are in addition to any applicable charges indicated under I. "PRINTING AND BINDING" and II. "PAPER." Contractor will be allowed only one "Makeready and/or Setup" charge for each complete cover set with a glued pocket on Cover 3. Prices are applicable to pockets on any size pamphlet ordered under the terms of this contract.

Pamphlets with Stepped Pages – One page size leaf will contain two text pages. Will be computed based on the finished trim size of the book, not of the individual pages. Prices quoted must include all additional costs for materials and operations required to produced stepped pamphlets including but not exclusive to folding, cutting, collating, etc. as applicable. These charges are in addition to any applicable charges indicated under I. "PRINTING AND BINDING" and II. "PAPER." Contractor will be allowed only one "Makeready and/or Setup" charge for each stepped text page. No additional charges under this category will be allowed for the covers of stepped pamphlets.

(Initials)

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III. ADDITIONAL OPERATIONS (continued):

A. Additional Requirements

	MAKEREADY AND/OR SETUP Per Cover Set (1)	RUNNING Per Cover Set PER 1,000 COPIES (2)
(a) For covers with pocket on cover 3.....	\$ _____	\$ _____

	MAKEREADY AND/OR SETUP Per Stepped Page (1)	RUNNING Per Stepped Page PER 1,000 COPIES (2)
(b) For stepped pamphlets.....	\$ _____	\$ _____

B. Other Bindery Operations

(a) Shrink film wrapping.....per wrap.....\$ _____

C. Proofs and Author's Alterations

(a) Digital color content proofsper page.....\$ _____

(b) One piece laminated proofs per page.....\$ _____

(c) PDF proofsper page.....\$ _____

(d) Typesettingper line.....\$ _____

(Initials)

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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 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)

(Initials)

(COMPLETE AND SUBMIT THIS PAGE WITH YOUR BID)