

PROGRAM:	754-S									
TITLE:	Various Army Publications									
AGENCY:	Department of the Army									
TERM:	March 1, 2021 thru February 28, 2022									
			GRAY GRAPHICS Capitol Heights, MD		IMAGING ZONE Springfield, VA		INT'L PUBLICATIONS MEDIA GROUP Bronx, NY		MONARCH LITHO Montebello, CA	
		BASIS OF AWARD	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST
I.	PRINTING:									
(a)	<i>Text -</i> Printing in black ink . . . per page Makeready and/or Setup									
(1)	Format A-----	2,846	4.00	11,384.00	3.00	8,538.00	5.00	14,230.00	4.50	12,807.00
(2)	Format B-----	340	6.00	2,040.00	4.00	1,360.00	8.00	2,720.00	9.00	3,060.00
	Running Per 100 Copies									
(3)	Format A-----	24,504	0.40	9,801.60	2.00	49,008.00	0.41	10,046.64	0.48	11,761.92
(4)	Format B-----	1,516	0.60	909.60	3.00	4,548.00	0.71	1,076.36	0.95	1,440.20
(b)	<i>Fold-ins -</i>									
1.	Printing one side only in black ink, including folding and inserting/gathering with text . . . per fold-in unit Makeready and/or Setup									
(1)	Format A-----	291	10.00	2,910.00	7.00	2,037.00	10.00	2,910.00	14.00	4,074.00
(2)	Format B-----	XXX	XXX	0.00	XXX	0.00	XXX	0.00	XXX	0.00
	Running Per 100 Copies									
(3)	Format A-----	4,788	1.00	4,788.00	7.50	35,910.00	1.00	4,788.00	1.45	6,942.60
(4)	Format B-----	XXX	XXX	0.00	XXX	0.00	XXX	0.00	XXX	0.00
2.	Printing on second side in black ink . . . per fold-in unit Makeready and/or Setup									
(1)	Format A-----	42	8.00	336.00	7.50	315.00	10.00	420.00	11.00	462.00
(2)	Format B-----	XXX	XXX	0.00	XXX	0.00	XXX	0.00	XXX	0.00
	Running Per 100 Copies									
(3)	Format A-----	131	1.00	131.00	7.50	982.50	0.97	127.07	0.75	98.25
(4)	Format B-----	XXX	XXX	0.00	XXX	0.00	XXX	0.00	XXX	0.00
(c)	<i>Covers -</i> Printing in a single ink color . . . per page Makeready and/or Setup									
(1)	Format A-----	6	40.00	240.00	30.00	180.00	7.00	42.00	398.00	2,388.00
(2)	Format B-----	4	50.00	200.00	40.00	160.00	9.00	36.00	405.00	1,620.00
	Running Per 100 Copies									
(3)	Format A-----	75	10.00	750.00	4.00	300.00	0.77	57.75	1.10	82.50
(4)	Format B-----	20	15.00	300.00	5.00	100.00	0.87	17.40	2.20	44.00
(d)	<i>Covers -</i> Screen-printing in a single ink color . . . per page Makeready and/or Setup									
(1)	Format A-----	45	50.00	2,250.00	75.00	3,375.00	7.00	315.00	95.00	4,275.00
(2)	Format B-----	3	60.00	180.00	100.00	300.00	11.00	33.00	138.00	414.00
	Running Per 100 Copies									
(3)	Format A-----	399	15.00	5,985.00	1,250.00	498,750.00	1.50	598.50	12.00	4,788.00
(4)	Format B-----	28	20.00	560.00	1,500.00	42,000.00	2.00	56.00	20.00	560.00

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TERM:	March 1, 2021 thru February 28, 2022									
			GRAY GRAPHICS		IMAGING ZONE		INT'L PUBLICATIONS		MONARCH LITHO	
			Capitol Heights, MD		Springfield, VA		MEDIA GROUP		Montebello, CA	
							Bronx, NY			
		BASIS OF	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST
		AWARD								
II.	PAPER: (Per 100 Leaves)									
1.	<i>Text and Fold-ins -</i>									
(a)	White Index (110-lb.) . . .									
(1)	Format A-----	561	2.00	1,122.00	2.25	1,262.25	2.00	1,122.00	1.95	1,093.95
(2)	Format B-----	305	3.00	915.00	3.25	991.25	3.50	1,067.50	3.90	1,189.50
(b)	White Printable Plastic Film									
	(Synthetic Paper 4.3 to 4.5 pt) . . .									
(1)	Format A-----	16,479	3.15	51,908.85	18.75	308,981.25	3.00	49,437.00	2.45	40,373.55
(2)	Format B-----	453	6.00	2,718.00	37.50	16,987.50	8.00	3,624.00	4.90	2,219.70
2.	<i>Covers -</i>									
(a)	Green Delustered 0.055"									
	High Impact Linear Polyethylene . . .									
(1)	Format A-----	266	60.00	15,960.00	300.00	79,800.00	40.00	10,640.00	68.00	18,088.00
(2)	Format B-----	19	110.00	2,090.00	600.00	11,400.00	75.00	1,425.00	132.00	2,508.00
(b)	Colored Index (110-lb.) . . .									
(1)	Format A-----	50	3.00	150.00	140.00	7,000.00	2.50	125.00	3.50	175.00
(2)	Format B-----	10	4.00	40.00	280.00	2,800.00	3.55	35.50	7.00	70.00
III.	ADDITIONAL OPERATIONS:									
(a)	Stitching with two wire stitches . . .									
	per book/pamphlet-----	6,854	0.10	685.40	0.10	685.40	0.06	411.24	0.12	822.48
(b)	Coil-binding (both formats) . . . per book/pamphlet-----									
		17,320	1.25	21,650.00	1.00	17,320.00	0.45	7,794.00	0.45	7,794.00
(c)	Shrink-film wrapping . . . per book/pamphlet-----									
		1,187	0.20	237.40	0.15	178.05	0.20	237.40	0.14	166.18
(d)	Drilling (each run) . . . per 100 leaves-----									
		24,621	0.05	1,231.05	0.05	1,231.05	0.07	1,723.47	0.10	2,462.10
IV.	PACKING AND DISTRIBUTION:									
1.	<i>Bulk Shipments -</i>									
(a)	Packing and sealing shipping containers . . .									
	per container-----	525	2.00	1,050.00	2.00	1,050.00	2.00	1,050.00	2.25	1,181.25
(b)	Palletizing . . . per pallet-----									
		6	20.00	120.00	20.00	120.00	20.00	120.00	24.00	144.00
2.	<i>Mailed Shipments -</i>									
(a)	Single copy or multiple copies in kraft envelope									
	(up to 200 leaves) . . . per envelope-----	122	1.00	122.00	1.25	152.50	1.00	122.00	1.25	152.50
(b)	Quantities over 200 leaves, up to 12 pounds,									
	inserted into cushioned shipping bags or									
	wrapped in shipping bundles									
	(maximum gross weight 14 pounds) . . .									
	per bag or bundle-----	12	1.50	18.00	3.00	36.00	1.50	18.00	2.45	29.40
(c)	Quantities over 12 pounds, up to 36 pounds,									
	packed in shipping containers									
	(maximum gross weight 40 pounds) . . .									
	per container-----	5	2.00	10.00	4.00	20.00	2.50	12.50	3.00	15.00
	CONTRACTOR TOTALS			\$142,792.90		\$1,097,878.75		\$116,438.33		\$133,302.08
	DISCOUNT		2.00%	\$2,855.86	1.00%	\$10,978.79	0.00%	\$0.00	2.00%	\$2,666.04
	DISCOUNTED TOTALS			\$139,937.04		\$1,086,899.96		\$116,438.33		\$130,636.04

PROGRAM:	754-S									
TITLE:	Various Army Publications									
AGENCY:	Department of the Army									
TERM:	March 1, 2021 thru February 28, 2022									<b>CURRENT CONTRACTOR</b>
			THUNDERBIRD PRESS Titusville, FL		WBC INC. d/b/a LITHEXCEL Albuquerque, NM		WEST SHORE PRINTING Mechanicsburg, PA		THUNDERBIRD PRESS Titusville, FL	
		BASIS OF AWARD	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST
I.	PRINTING:									
(a)	<i>Text -</i> Printing in black ink . . . per page Makeready and/or Setup									
	(1) Format A-----	2,846	4.00	11,384.00	5.00	14,230.00	5.00	14,230.00	4.00	11,384.00
	(2) Format B-----	340	6.00	2,040.00	5.00	1,700.00	8.00	2,720.00	6.00	2,040.00
	Running Per 100 Copies									
	(3) Format A-----	24,504	0.40	9,801.60	2.50	61,260.00	0.40	9,801.60	0.40	9,801.60
	(4) Format B-----	1,516	0.70	1,061.20	5.00	7,580.00	0.80	1,212.80	0.70	1,061.20
(b)	<i>Fold-ins -</i>									
1.	Printing one side only in black ink, including folding and inserting/gathering with text . . . per fold-in unit Makeready and/or Setup									
	(1) Format A-----	291	8.00	2,328.00	20.00	5,820.00	5.00	1,455.00	8.00	2,328.00
	(2) Format B-----	XXX	XXX	0.00	XXX	0.00	XXX	0.00	XXX	0.00
	Running Per 100 Copies									
	(3) Format A-----	4,788	0.80	3,830.40	5.00	23,940.00	1.00	4,788.00	0.95	4,548.60
	(4) Format B-----	XXX	XXX	0.00	XXX	0.00	XXX	0.00	XXX	0.00
2.	Printing on second side in black ink . . . per fold-in unit Makeready and/or Setup									
	(1) Format A-----	42	5.00	210.00	5.00	210.00	5.00	210.00	8.00	336.00
	(2) Format B-----	XXX	XXX	0.00	XXX	0.00	XXX	0.00	XXX	0.00
	Running Per 100 Copies									
	(3) Format A-----	131	0.80	104.80	4.00	524.00	0.50	65.50	0.95	124.45
	(4) Format B-----	XXX	XXX	0.00	XXX	0.00	XXX	0.00	XXX	0.00
(c)	<i>Covers -</i> Printing in a single ink color . . . per page Makeready and/or Setup									
	(1) Format A-----	6	10.00	60.00	15.00	90.00	5.00	30.00	5.00	30.00
	(2) Format B-----	4	10.00	40.00	20.00	80.00	8.00	32.00	8.00	32.00
	Running Per 100 Copies									
	(3) Format A-----	75	2.00	150.00	5.00	375.00	1.00	75.00	0.50	37.50
	(4) Format B-----	20	5.00	100.00	8.50	170.00	2.00	40.00	0.60	12.00
(d)	<i>Covers -</i> Screen-printing in a single ink color . . . per page Makeready and/or Setup									
	(1) Format A-----	45	15.00	675.00	50.00	2,250.00	10.00	450.00	5.00	225.00
	(2) Format B-----	3	15.00	45.00	85.00	255.00	10.00	30.00	10.00	30.00
	Running Per 100 Copies									
	(3) Format A-----	399	1.00	399.00	35.00	13,965.00	1.00	399.00	1.00	399.00
	(4) Format B-----	28	2.00	56.00	70.00	1,960.00	2.00	56.00	1.50	42.00

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AGENCY:	Department of the Army									
TERM:	March 1, 2021 thru February 28, 2022									<i>CURRENT CONTRACTOR</i>
			THUNDERBIRD PRESS Titusville, FL		WBC INC. d/b/a LITHEXCEL Albuquerque, NM		WEST SHORE PRINTING Mechanicsburg, PA		THUNDERBIRD PRESS Titusville, FL	
		BASIS OF AWARD	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST
II.	PAPER: (Per 100 Leaves)									
1.	<i>Text and Fold-ins -</i>									
(a)	White Index (110-lb.) . . .									
(1)	Format A-----	561	1.85	1,037.85	3.00	1,683.00	1.50	841.50	1.75	981.75
(2)	Format B-----	305	2.75	838.75	5.00	1,525.00	3.00	915.00	3.00	915.00
(b)	White Printable Plastic Film (Synthetic Paper 4.3 to 4.5 pt) . . .									
(1)	Format A-----	16,479	3.00	49,437.00	20.00	329,580.00	2.60	42,845.40	3.00	49,437.00
(2)	Format B-----	453	8.00	3,624.00	50.00	22,650.00	5.00	2,265.00	7.80	3,533.40
2.	<i>Covers -</i>									
(a)	Green Delustered 0.055" High Impact Linear Polyethylene . . .									
(1)	Format A-----	266	55.00	14,630.00	100.00	26,600.00	40.00	10,640.00	40.00	10,640.00
(2)	Format B-----	19	100.00	1,900.00	220.00	4,180.00	80.00	1,520.00	75.00	1,425.00
(b)	Colored Index (110-lb.) . . .									
(1)	Format A-----	50	2.00	100.00	3.65	182.50	3.00	150.00	2.00	100.00
(2)	Format B-----	10	4.00	40.00	6.20	62.00	6.00	60.00	3.50	35.00
III.	ADDITIONAL OPERATIONS:									
(a)	Stitching with two wire stitches . . . per book/pamphlet-----	6,854	0.07	479.78	0.25	1,713.50	0.05	342.70	0.10	685.40
(b)	Coil-binding (both formats) . . . per book/pamphlet-----	17,320	0.45	7,794.00	0.78	13,509.60	1.00	17,320.00	0.45	7,794.00
(c)	Shrink-film wrapping . . . per book/pamphlet-----	1,187	0.25	296.75	0.40	474.80	0.20	237.40	0.20	237.40
(d)	Drilling (each run) . . . per 100 leaves-----	24,621	0.07	1,723.47	0.80	19,696.80	0.05	1,231.05	0.07	1,723.47
IV.	PACKING AND DISTRIBUTION:									
1.	<i>Bulk Shipments -</i>									
(a)	Packing and sealing shipping containers . . . per container-----	525	2.00	1,050.00	1.00	525.00	10.00	5,250.00	2.00	1,050.00
(b)	Palletizing . . . per pallet-----	6	25.00	150.00	45.00	270.00	20.00	120.00	25.00	150.00
2.	<i>Mailed Shipments -</i>									
(a)	Single copy or multiple copies in kraft envelope (up to 200 leaves) . . . per envelope-----	122	1.00	122.00	2.00	244.00	2.00	244.00	1.00	122.00
(b)	Quantities over 200 leaves, up to 12 pounds, inserted into cushioned shipping bags or wrapped in shipping bundles (maximum gross weight 14 pounds) . . . per bag or bundle-----	12	2.00	24.00	2.50	30.00	10.00	120.00	2.00	24.00
(c)	Quantities over 12 pounds, up to 36 pounds, packed in shipping containers (maximum gross weight 40 pounds) . . . per container-----	5	5.00	25.00	2.50	12.50	10.00	50.00	2.75	13.75
	CONTRACTOR TOTALS			\$115,557.60		\$557,347.70		\$119,746.95		\$111,298.52
	DISCOUNT		2.00%	\$2,311.15	0.00%	\$0.00	2.00%	\$2,394.94	2.00%	\$2,225.97
	DISCOUNTED TOTALS			\$113,246.45		\$557,347.70		\$117,352.01		\$109,072.55
				( A W A R D E D )						

U.S. GOVERNMENT PUBLISHING OFFICE

Washington, DC

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

*Various Army Publications*

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

Department of the Army

Single Award

**TERM OF CONTRACT:** The term of this contract is for the period beginning March 1, 2021 and ending February 28, 2022, plus up to four (4) optional 12-month extension periods that may be added in accordance with the “OPTION TO EXTEND THE TERM OF THE CONTRACT” clause in SECTION 1 of this contract.

**BID OPENING:** Bids shall be opened at 11:00 a.m., prevailing Washington, DC time, on February 25, 2021, at the U.S. Government Publishing Office, Washington, DC. (Due to the COVID-19 pandemic, this will not be a public bid opening.)

**BID SUBMISSION:** Due to the COVID-19 pandemic, the physical office will not be open to the public. Based on this, bidders must submit email bids for this solicitation to: [bidsapsdc@gpo.gov](mailto:bidsapsdc@gpo.gov). No other method of bid submission will be accepted at this time. The program number and bid opening date must be specified in the subject line of the emailed bid submission. (Bids received after 11:00 a.m. on the bid opening date specified above will not be considered for award.)

**BIDDERS, PLEASE NOTE:** These specifications have been extensively revised; therefore, all bidders are cautioned to familiarize themselves with all provisions of the specifications before bidding.

Abstracts of contract prices are available at: <https://www.gpo.gov/how-to-work-with-us/vendors/contract-pricing>.

For information of a technical nature, contact Linda Giacomo at: [lgiacomo@gpo.gov](mailto:lgiacomo@gpo.gov) or (202) 512-0307.

## SECTION 1. – GENERAL TERMS AND CONDITIONS

**GPO CONTRACT TERMS:** Any contract which results from this Invitation for Bid will be subject to the applicable provisions, clauses, and supplemental specifications of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 01-18)) and GPO Contract Terms, Quality Assurance through Attributes Program for Printing and Binding (GPO Publication 310.1, effective May 1979 (Rev. 09-19)).

GPO Contract Terms (GPO Publication 310.2) – <https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/contractterms2018.pdf>.

GPO QATAP (GPO Publication 310.1) – <https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/qatap-rev-09-19.pdf>.

**SUBCONTRACTING:** The provisions of GPO Publication 310.2 are modified to permit subcontracting of polyethylene covers and fold-ins that exceed the contractor’s press capacity.

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

Product Quality Levels:

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

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	Average Type Dimension/Electronic Media
P-9. Solid and Screen Tint Color	Pantone Matching System

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

**OPTION TO EXTEND THE TERM OF THE CONTRACT:** The Government has the option to extend the term of this contract for a period of 12 months by written notice to the contractor not later than 30 days before the contract expires. If the Government exercises this option, the extended contract shall be considered to include this clause, except, the total duration of the contract may not exceed five (5) years as a result of, and including, any extension(s) added under this clause. Further extension may be negotiated under the “EXTENSION OF CONTRACT TERM” clause. See also “ECONOMIC PRICE ADJUSTMENT” for authorized pricing adjustment(s).

**EXTENSION OF CONTRACT TERM:** At the request of the Government, the term of any contract resulting from this solicitation may be extended for such period of time as may be mutually agreeable to the GPO and the contractor.

**ECONOMIC PRICE ADJUSTMENT:** The pricing under this contract shall be adjusted in accordance with this clause, provided that in no event will any pricing adjustment be made that would exceed the maximum permissible under any law in effect at the time of the adjustment. There will be no adjustment for orders placed during the first period specified below. Pricing will thereafter be eligible for adjustment during the second and any succeeding performance period(s). For each performance period after the first, a percentage figure will be calculated as described below and that figure will be the economic price adjustment for that entire next period. Pricing adjustments under this clause are not applicable to reimbursable postage or transportation costs, or to paper, if paper prices are subject to adjustment by separate clause elsewhere in this contract.

For the purpose of this clause, performance under this contract will be divided into successive periods. The first period will extend from March 1, 2021 to February 28, 2022, 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 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 November 30, 2020, called the base index. The percentage change (plus or minus) of the variable index from the base index will be the economic price adjustment for the period being considered for adjustment.

The Government will notify the contractor by contract modification specifying the percentage increase or decrease to be applied to invoices for orders placed during the period indicated. The contractor shall apply the percentage increase or decrease against the total price of the invoice less reimbursable postage or transportation costs and separately adjusted paper prices. Payment discounts shall be applied after the invoice price is adjusted.

**PREAWARD SURVEY:** In order to determine the responsibility of the prime contractor or any subcontractor, the Government reserves the right to conduct an on-site preaward survey at the contractor's/subcontractor's facility or to require other evidence of technical, production, managerial, financial, and similar abilities to perform, prior to the award of a contract.

As part of the financial determination, the contractor in line for award may be required to provide one or more of the following financial documents:

- 1) Most recent profit and loss statement
- 2) Most recent balance sheet
- 3) Statement of cash flows
- 4) Current official bank statement
- 5) Current lines of credit (with amounts available)
- 6) Letter of commitment from paper supplier(s)
- 7) Letter of commitment from any subcontractor

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

**ASSIGNMENT OF JACKET, PURCHASE ORDER, AND PRINT ORDER NUMBERS:** A GPO jacket number will be assigned and a purchase order issued to the contractor to cover work performed. The purchase order will be supplemented by an individual print order for each job placed with the contractor. The print order, when issued, will indicate the quantity to be produced and any other information pertinent to the particular order.

**ORDERING:** Items to be furnished under the contract shall be ordered by the issuance of print orders by the Government. Orders may be issued under the contract from March 1, 2021 through February 28, 2022, plus for such additional period(s) as the contract is extended. All print orders issued hereunder are subject to the terms and conditions of the contract. The contract shall control in the event of conflict with any print order. A print order shall be “issued” upon notification by the Government for purposes of the contract when it is electronically transmitted or otherwise physically furnished to 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 activity identified on page 1.

The Government shall not be required to purchase from the contractor, requirements in excess of the limit on total orders under this contract, if any.

Orders issued during the effective period of this contract and not completed within that time shall be completed by the contractor within the time specified in the order, and the rights and obligations of the contractor and the Government respecting those orders shall be governed by the terms of this contract to the same extent as if completed during the effective period of this contract.

If shipment/delivery of any quantity of an item covered by the contract is required by reason of urgency prior to the earliest date that shipment/delivery may be specified under this contract, and if the contractor will not accept an order providing for the accelerated shipment/delivery, the Government may procure this requirement from another source.

The Government may issue orders which provide for shipment/delivery to or performance at multiple destinations.

Subject to any limitations elsewhere in this contract, the contractor shall furnish to the Government all items set forth herein which are called for by print orders issued in accordance with the “ORDERING” clause of this contract.

<p><b>WARNING:</b> Orders may be marked “<i>FOR OFFICIAL USE ONLY.</i>” Proper control and secured handling must be maintained on these orders to prevent any information or materials required to produce the product ordered under these specifications from falling into unauthorized hands. Unless otherwise indicated herein, all extra copies, materials, and/or waste must be destroyed.</p>
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**PAYMENT:** Submitting invoices for payment via the GPO fax gateway (if no samples are required) utilizing the GPO barcode coversheet program application is the most efficient method of receiving payment. Instruction for using this method can be found at the following web address: <http://winapps.access.gpo.gov/fms/vouchers/barcode/instructions.html>.

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

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

*Contractor is expected to submit billing invoices within 30 calendar days of completion of distribution for each order.*

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

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

## SECTION 2. – SPECIFICATIONS

**SCOPE:** These specifications cover the production of self- and separate-covered books and pamphlets requiring such operations as electronic prepress, printing, binding, packing, and distribution.

**TITLE:** Various Army Publications.

**FREQUENCY OF ORDERS:** Approximately 25 to 50 orders per year.

**QUANTITY:** Approximately 100 to 10,000 copies per order.

**NUMBER OF PAGES:** Approximately 4 to 400 pages (plus cover, when required) per order.

**TRIM SIZES:** Various trim sizes will be ordered and paid for in their respective format classification as follows:

*Format A* – 4 x 7” up to and including 5-1/2 x 8-1/2”  
(Approximately 70% of all orders placed.)

*Format B* – Over 5-1/2 x 8-1/2” up to and including 8-1/2 x 11”  
(Approximately 30% of all orders placed.)

Occasionally, fold-ins will be required for Format A orders only. Units will range from two to six, with a maximum width of 27”. No fold-ins exceed page depth. Width includes blank apron as indicated on the print order (i.e., 4”, 6”, 8-1/2”, etc.).

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

Platform: Window Vista 7.0

Storage Media: CD; DVD

Software: Adobe Acrobat 7.0 and 9.0

All platform system and software upgrades (for specified applications) that may occur during the term of the contract must be supported by the contractor.

Fonts: All printer and screen fonts will be embedded.

The contractor is cautioned that furnished fonts are the property of the Government and/or its originator. All furnished fonts are to be eliminated from the contractor’s archive immediately after completion of the contract.

Additional

Information: Files will be furnished in PDF format.  
GPO Form 952 (Desktop Publishing – Disk Information) will be furnished.

Distribution list will be furnished with each print order.

Identification markings such as register marks, commercial identification marks of any kind, etc., except GPO imprint, form number, and revision date, carried in electronic files, must not print on finished product.

**CONTRACTOR TO FURNISH:** All materials and operations, other than those listed under “GOVERNMENT TO FURNISH,” necessary to produce the product(s) in accordance with these specifications.

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

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.

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

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

Upon completion of each order, the contractor must furnish final production native application files (digital deliverables) with the furnished material. The digital deliverables must be an exact representation of the final printed product and shall be returned on the same type of storage media as was originally furnished, unless otherwise specified. The Government will not accept, as digital deliverables, PostScript files, Adobe Acrobat Portable Document Format (PDF) files, or any proprietary file formats other than those supplied, unless specified by the Government. (The Government will accept PDF files as digital deliverables when furnished by the Government.)

**STOCK/PAPER:** The specifications of all paper furnished must be in accordance with those listed herein or listed for the corresponding JCP Code numbers in the “Government Paper Specification Standards No. 13” dated September 2019.

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

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

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

All cover paper must have the grain parallel to the spine – as applicable.

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

*Text and Fold-ins –*

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

White Printable Plastic Film (Synthetic Paper) (Yupo, Polyart, or similar), equal to JCP Code O-90.  
*Exception: The stock thickness must be 4.3 to 4.5 pt.*

*Cover –*

Green (equal to Pantone 348) Delustered 0.055” High Impact Linear Polyethylene.

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

**PRINTING:** At contractor's option, product may be produced via conventional offset or digital printing provided that Quality Level IV standards are maintained. Final output must be a minimum of 133-line screen.

*Text* – Print head-to-head or head-to-foot, as indicated on the print order, in black ink.

Broad pages print head-to-left.

Occasional blank pages scattered throughout.

*Fold-ins* – Print one or two sides with aprons in black ink. Majority of fold-ins print face only.

*Covers* – Print or screen-print Cover 1, Covers 1 and 4, or Covers 1, 3, and 4 in a single ink color – usually black.

Contractor to match Pantone number as indicated on the print order.

*Inks must be formulated for use with synthetic stocks. Inks must not smear, flake, or rub off; must dry properly not allowing for bricking; and must be waterproof.*

**MARGINS:** Margins will be as indicated on the print order or furnished media.

Occasionally, Covers 1 and 4 will require full ink coverage – bleeding all sides.

When indicated on the print order or furnished media, other bleeds such as rules, borders, or thumb indexes may be required on cover and text pages throughout the publication.

Contractor is responsible for establishing margins to allow for drilling holes which will not interfere with image.

**BINDING:** Trim four sides and bind as indicated on the print order.

Various binding styles will be ordered as follows –

NOTE: Occasionally, a cover leaf will collate at the back of a publication – as specified.

*Side-Stitching:* Stitch with two wire stitches on the left binding edge or along the top edge, as indicated. Wire stitches must not be thicker than 20-gauge wire and may be staggered to avoid bulking; however, stitches must be located between the drilled holes and confined to the 3” space nearest top and bottom edges of publication for satisfactory use with automated mailing equipment.

EXCEPTION – Products requiring 32 pages or less produced in one signature may, at contractor's option, be perforated on the fold without stitching. Perforations furnished for this purpose must be such that pages will not separate during normal distribution and handling and must allow pages to be separated by tearing without damage to the pages or drilled holes.

*Coil-Binding:* Gather and collate cover (as applicable) and text pages in proper sequence. Trim four sides. Punch suitably and insert plastic coil binding. When required, color of coil to be specified on the print order. Contractor to determine appropriate size of coil needed for the product ordered.

*Fold-ins:* Fold-ins will require parallel folding. The identification number in the lower right corner must be visible after folding. Insert or gather and bind with text as specified on the print order. All fold-ins will print with an apron.

*Shrink-film Wrap:* Individual books must be shrink-film wrapped with shrink film of sufficient strength to protect contents during mailing to second destination. Paper banding or string tying publications is not acceptable.

*Drilling:* Requirements will be indicated on the individual print orders as follows –

Three Holes – Drill three round holes, centered on the binding edge, 3/8” in diameter, spaced 4-1/4” center-to-center, 3/8” from center of holes to left binding edge.

Five Holes – Drill five round holes, centered on the binding edge, three holes 7/16” in diameter, spaced 3-1/2” center-to-center and two additional holes 3/8” in diameter, spaced 8-1/2” center-to-center, 3/8” from center of all holes to left binding edge.

Seven Holes – Drill seven round holes, centered on the binding edge, 1/4” in diameter, spaced 1” center-to-center, 3/8” from center of hole to binding edge.

NOTE: Some orders may have alternate drilling requirements as specified on the print order. An occasional order may not require drilling.

**PACKING:** Different publications must not be mixed within packages or containers or on pallets.

*Bulk Shipments* –

Pack in shipping containers not to exceed 40 pounds when fully packed.

Pallets are required.

All materials used in packing for distribution must be suitable for safe transportation to destination.

Unless otherwise authorized, shipping container size must be as specified below:

<u>Publication Size</u>	<u>Inside Dimensions</u>
4-1/2 x 8”	11-3/4 x 9-3/4 x 9”
6-1/2 x 9-1/2”	14 x 10 x 10”
9-1/2 x 7”	14 x 10 x 10”
8-1/4 x 10-3/4”	17-1/2 x 11-1/2 x 7-7/8”
8-1/2 x 11”	17-1/2 x 11-1/2 x 7-7/8”

In addition to regular sealing, shipping containers must be reinforced at two points in a cross direction to the closure with: 1) A minimum 3” wide Class 2, Type I asphaltic or Type II nonasphaltic, glass or sisal filament reinforced tape that conforms to Federal Specification PPP-T-45; or 2) A minimum 2” wide Class I, Type III, waterproof, pressure-sensitive, adhesive tape that conforms to Federal Specification PPP-T-60; or 3) A minimum 1” wide Type III, pressure-sensitive, filament tape that conforms to Federal Specification PPP-T-97; or 4) Firmly applied non-metallic banding. If tape is used, the ends must overlap the sides at least 3”.

*Palletizing:* Contractor will be required to furnish pallets for bulk shipments in shipping containers when the containers fill two layers or more on the pallet (not to exceed nine containers per layer). Except for size, pallets must conform with the Federal Specifications NN-P-71c, dated September 10, 1973, and any amendments thereto, as follows –

Type III (4-way (partial), flush, assembled, nonreversible). Size L 48 x W 40”, full entry must be on the 48” side. Group II (medium density wood) or Group III (high density wood), at contractor’s option.

Fasten with straps over edge protectors when the containers fill more than one (1) layer on the pallet. Pallets shall be suitably packed so as to ensure acceptance and safe delivery by common carriers to the point of delivery. Maximum height (including pallet) 55”. Pack flush to corners; no overhang permitted at any edge. Voids must be to the interior of the pallet. Pack with care. Loaded pallets may be stored four (4) high at destination.

All containers on pallets must be secured to prevent containers from shifting when pallets are hoisted to a high shelving area.

Bulk shipments to the U.S. Army Publications and Distribution Center in St. Louis, MO must be palletized with the voids to the outside dimensions of the pallets. A minimum of a 3/4" void must be on the outside dimensions of the pallets. A majority of books and pamphlets procured on this contract require a carton size of 17-1/2 x 11-1/2 x 7-7/8".

Packing List: Each shipment, except envelopes/packages that are mailed, shall contain a packing list showing the following data –

- (1) Name and address of consignor and consignee;
- (2) GPO program, print order, jacket, and requisition numbers;
- (3) Number covering the shipment, if any;
- (4) Description of the material shipped, including:
  - (a) Publication number and title, if applicable, and date;
  - (b) Quantity per container and total quantity;
  - (c) Total number of containers;
  - (d) Total number of pallets.

Each packing list must be sealed in a waterproof envelope, secured to the outside of the container on the upper left front of the pallet, and in the case of truckload shipments, must be placed near the tailgate of the trailer.

*Mailed Shipments –*

Insert single or multiple copies (up to 200 leaves) into kraft envelopes.

Quantities over 200 leaves, up to 12 pounds, must be inserted into cushioned shipping bags or wrapped in shipping bundles (maximum gross weight 14 pounds).

Quantities over 12 pounds, up to 36 pounds, must be packed in shipping containers (maximum gross weight 40 pounds).

**LABELING AND MARKING:**

*Bulk Shipments –* Contractor to download GPO Form 905 (Rev. 7-15), Labeling and Marking Specifications, which can be located at [gpo.gov](http://gpo.gov), fill in appropriate blanks, and attach to shipping containers.

*Mailed Shipments –* Create and affix a recipient address label to each unit of mail packaged in kraft envelopes, cushioned shipping bags, shipping bundles, and shipping containers. At contractor's option, addresses may be imaged directly onto the kraft envelopes, cushioned shipping bags, shipping bundles, and shipping containers.

**DEPARTMENTAL RANDOM COPIES (BLUE LABEL):** All orders must be divided into equal sublots in accordance with the chart below. A random copy must be selected from each subplot. Do not choose copies from the same general area in each subplot. The contractor will be required to certify that the copies were selected as directed using GPO Form 917, Certificate of Selection of Random Copies, which can be located at [gpo.gov](http://gpo.gov). The random copies constitute a part of the total quantity ordered, and no additional charge will be allowed.

<u>Quantity</u> <u>Ordered</u>		<u>Number of</u> <u>Sublots</u>
500 - 3,200		50
3,201 - 10,000		80
10,001 - 35,000		125
35,001 and over		200

These randomly selected copies must be packed separately and identified by a special label, GPO Form 2678 – Departmental Random Copies (Blue Label), which must be printed on blue paper and affixed to each affected container. This form can be located at [gpo.gov](http://gpo.gov). The container and its contents shall be recorded separately on all shipping documents and sent to: U.S. Army Media Distribution Center, 1655 Woodson Road, St. Louis, MO 63114-6181.

A copy of the print order/specification and a signed Certificate of Selection of Random Copies must be included.

A copy of the signed Certificate of Selection of Random Copies must accompany the invoice sent to U.S. Government Publishing Office, Financial Management Services, for payment. Failure to furnish the certificate may result in delay in processing the invoice.

**QUALITY ASSURANCE RANDOM COPIES:** In addition to the Departmental Random Copies (Blue Label), the contractor may be required to submit quality assurance random copies to test for compliance against the specifications. The print order will indicate the number required, if any. When ordered, the contractor must divide the entire order into equal sublots and select a copy from a different general area of each subplot. The contractor will be required to certify that the copies were selected as directed using GPO Form 917, Certificate of Selection of Random Copies, which can be located at [gpo.gov](http://gpo.gov). Copies will be paid for at the running rate offered in the contractor's bid, and their cost will not be a consideration for award. A copy of the print order must be included with the samples.

Business Reply Mail labels will be furnished for mailing the quality assurance random copies. The copies are to be mailed at the same time as the first scheduled shipment. A U.S. Postal Service approved Certificate of Mailing, identified by GPO program, jacket, and print order numbers must be furnished with billing as evidence of mailing.

#### **DISTRIBUTION:**

- Deliver f.o.b. destination all shipments to St. Louis, MO and Redstone Arsenal, AL.
- Mail/ship f.o.b. contractor's city the balance of each order.

Complete addresses and quantities will be furnished with each order.

No guarantees can be made; however, based on historical data, the majority of all copies ordered over the course of the contract will deliver to St. Louis, MO and Redstone Arsenal, AL with balance mailing/shipping to various cities nationwide.

All mailing shall be made at the most economical rate to the Government – *reimbursable*.

Contractor is required to apply the appropriate postage to each mailing. Contractor will be reimbursed for postage by submitting a properly completed postal service form (or equivalent) with billing invoice for payment.

All copies mailed must conform to the appropriate regulations in the U.S. Postal Service manuals for "Domestic Mail" or "International Mail" as applicable.

In accordance with United States Postal Service (USPS) regulations, contractor will be required to run distribution files on each order through the National Change of Address (NCOA) service database to verify addresses are NCOA certified, as required. All related costs to perform this operation must be included in submitted bid pricing. No additional reimbursement will be authorized.

Shipments to the U.S. Army Media Distribution Center in St. Louis, MO must be a single complete shipment delivered on workdays between the hours of 8:00 a.m. and 2:00 p.m. (local time). Split shipments will be reported as short shipments.

A single shipment or several shipments totaling 120 pounds or less scheduled for shipment on the same day to a single destination are to be sent by reimbursable parcel post or small parcel carrier, whichever method is most economical to the Government unless otherwise instructed. However, shipments to APO, FPO, and post office addresses, regardless of the total weight of shipment, must be made by reimbursable U.S. Postal Service.

Upon completion of each order, contractor must notify the ordering agency (on the same day the order delivers/mailed/ships) via email to the address indicated on the print order. The subject line of the email shall be "Distribution Notice for Program 754-S, Print Order XXXXX, Jacket Number XXX-XXX." The notice must provide all applicable tracking numbers, delivery/mailed/shipping methods, and title of product. Contractor must be able to provide copies of all delivery/mailed/shipping receipts upon agency request.

On the same day of the shipment of each order, 7 to 14 printed sample copies (one packaged with the digital deliverables), as indicated on the print order, must be delivered by registered mail (or other traceable means) to: U.S. Army Missile Command, Attn: AMSAM-MMC-LS-LPB, Sparkman Center, Redstone Arsenal, AL 35898-5238. (Contractor must keep records of all tracking numbers so that material can be traced – if necessary.)

All expenses incidental to picking up and returning material and furnishing sample copies must be borne by the contractor.

**SCHEDULE:** Adherence to this schedule must be maintained. Contractor must not start production of any job prior to receipt of the individual print order (GPO Form 2511).

Unless otherwise specified, furnished material must be picked up from and returned to: U.S. Army Missile Command, Attn: AMSAM-MMC-LS-LPB, Sparkman Center, Redstone Arsenal, AL 35898-5238.

No definite schedule for pickup of material can be predetermined.

The following schedule begins the workday after notification of the availability of print order and furnished material; the workday after notification will be the first workday of the schedule.

- Complete production and distribution of a pamphlet up to and including 16 pages, in any quantity, must be made within five (5) workdays of notification of the availability of print order and furnished material.
- Complete production and distribution of a pamphlet or book over 16 pages, in any quantity, must be made within 10 workdays of notification of the availability of print order and furnished material.

NOTE: Ten additional workdays will be allowed for orders requiring green polyethylene covers.

The ship/deliver date indicated on the print order is the date products ordered for delivery f.o.b. destination must be delivered to the destinations specified and products ordered for mailing/shipping f.o.b. contractor's city must be delivered to the U.S. Postal Service or picked up by small package carrier.

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.

For compliance reporting purposes, the contractor is to notify the U.S. Government Publishing Office of the date of shipment or delivery, as applicable. Upon completion of each order, contractor must contact the Shared Support Services Compliance Section via email at: [compliance@gpo.gov](mailto:compliance@gpo.gov). Personnel receiving email will be unable to respond to questions of a technical nature or to transfer any inquiries.



**SECTION 3. – DETERMINATION OF AWARD**

The Government will determine the lowest bid by applying the prices offered in the “SCHEDULE OF PRICES” to the following units of production which are the estimated requirements to produce one (1) year’s production under this contract. These units do not constitute, nor are they to be construed as, a guarantee of the volume of work which may be ordered for a like period of time.

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

	(1)	(2)	(3)	(4)
I. (a)	2,846	340	24,504	1,516
(b)1.	291	XXX	4,788	XXX
2.	42	XXX	131	XXX
(c)	6	4	75	20
(d)	45	3	399	28

	(1)	(2)
II. 1. (a)	561	305
(b)	16,479	453
2. (a)	266	19
(b)	50	10

III. (a)	6,854
(b)	17,320
(c)	1,187
(d)	24,621

IV.1. (a)	525
(b)	6
2. (a)	122
(b)	12
(c)	5

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## SECTION 4. – SCHEDULE OF PRICES

Bids offered are f.o.b. destination for all shipments to St. Louis, MO or Redstone Arsenal, AL and f.o.b. contractor's city for all mailing and other shipments.

Prices must include the cost of all required materials and operations for each item listed in accordance with these specifications.

Bidder must make an entry in each of the spaces provided. Bids submitted with any obliteration, revision, or alteration of the order and manner of submitting bids may be declared non-responsive.

An entry of NC (No Charge) shall be entered if bidder intends to furnish individual items at no charge to the Government.

Bids submitted with NB (No Bid), NA (Not Applicable), or blank spaces for an item will be declared non-responsive.

The Contracting Officer reserves the right to reject any offer that contains prices for individual items of production (whether or not such items are included in the DETERMINATION OF AWARD) that are inconsistent or unrealistic in regard to other prices in the same offer or to GPO prices for the same operation if such action would be in the best interest of the Government.

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

Fractional parts of 100 will be prorated at the per-100 rate.

Bids for each format shall be for any trim size up to the maximum trim size listed for each of the formats, as outlined in "SECTION 2. – SPECIFICATIONS."

The cost of all required paper must be charged under II. PAPER.

***Contractor's billing invoices must be itemized in accordance with the line items in the "SCHEDULE OF PRICES." Failure to submit invoices as instructed may result in delay of payment or rejection of invoice.***

**I. PRINTING:** Prices offered must be all-inclusive for printing, as required, in accordance with these specifications, and shall include the cost of all required materials and operations, as applicable to its respective format trim size group, as defined in "SECTION 2. – SPECIFICATIONS."

*Fold-ins* – A charge will be allowed for each fold-in "unit" based on the maximum square-inch size for each format group, as defined in "SECTION 2. – SPECIFICATIONS." The number of units in a particular fold-in will be determined by dividing its trim size (expressed in square inches) by the maximum square-inch size of its respective format group, with any fractional remainder being counted as a whole.

The cost of all binding must be charged under III. ADDITIONAL OPERATIONS – as applicable.

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

	<u>Makeready and/or Setup</u> Format		<u>Running Per 100 Copies</u> Format	
	<u>A</u> (1)	<u>B</u> (2)	<u>A</u> (3)	<u>B</u> (4)
(a) <i>Text</i> – Printing in black ink ..... per page .....	\$ _____	\$ _____	\$ _____	\$ _____
(b) <i>Fold-ins</i> –				
1. Printing one side only in black ink, including folding and inserting/gathering with text ..... per fold-in unit .....	\$ _____	\$ <u>XXX</u> _____	\$ _____	\$ <u>XXX</u> _____
2. Printing on second side in black ink ..... per fold-in unit .....	\$ _____	\$ <u>XXX</u> _____	\$ _____	\$ <u>XXX</u> _____
(c) <i>Covers</i> – Printing in a single ink color ..... per page .....	\$ _____	\$ _____	\$ _____	\$ _____
(d) <i>Covers</i> – Screen-printing in a single ink color ..... 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 leaves furnished for the product(s) ordered in the applicable format group. The cost of any paper required for makeready or running spoilage must be included in the prices offered.

Computation of the net number of leaves will be based on the following –

*Text:* Each page-size leaf.

*Covers:* Two page-size leaves will be allowed for each complete cover. Prices offered must include the cost of paper for backstrip – if required.

*Fold-ins:* One page-size leaf will be allowed for each fold-in “unit” based on the maximum square-inch size of the format group ordered. The number of units in a particular fold-in will be determined by dividing its trim size (expressed in square inches) by the maximum square-inch size of its respective format group, with any fractional remainder being counted as a whole.

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

	<u>Per 100 Leaves</u>	
	<u>Format A</u>	<u>Format B</u>
	(1)	(2)
1. <i>Text and Fold-ins</i> –		
(a) White Index (110-lb.).....	\$ _____	\$ _____
(b) White Printable Plastic Film (Synthetic Paper 4.3 to 4.5 pt) .....	\$ _____	\$ _____
2. <i>Covers</i> –		
(a) Green Delustered 0.055” High Impact Linear Polyethylene .....	\$ _____	\$ _____
(b) Colored Index (110-lb.) .....	\$ _____	\$ _____

**III. ADDITIONAL OPERATIONS:**

- (a) Stitching with two wire stitches ..... per book/pamphlet..... \$ \_\_\_\_\_
- (b) Coil-binding (both formats)..... per book/pamphlet..... \$ \_\_\_\_\_
- (c) Shrink-film wrapping ..... per book/pamphlet..... \$ \_\_\_\_\_
- (d) Drilling (each run)..... per 100 leaves..... \$ \_\_\_\_\_  
*Four holes will be the maximum for any one run. Each ply of a fold-in will be counted as a single leaf.*

**IV. PACKING AND DISTRIBUTION:** Prices offered must be all-inclusive, as applicable, and must include the cost of packing; kraft envelopes, cushioned shipping bags, shipping bundles, and shipping containers; all necessary wrapping and packing materials; labeling and marking; NCOA certification; and distribution, in accordance with these specifications.

- 1. *Bulk Shipments* –
  - (a) Packing and sealing shipping containers ..... per container..... \$ \_\_\_\_\_
  - (b) Palletizing ..... per pallet..... \$ \_\_\_\_\_
- 2. *Mailed Shipments* –
  - (a) Single copy or multiple copies in  
kraft envelope (up to 200 leaves)..... per envelope..... \$ \_\_\_\_\_
  - (b) Quantities over 200 leaves, up to 12 pounds,  
inserted into cushioned shipping bags or  
wrapped in shipping bundles  
(maximum gross weight 14 pounds)..... per bag or bundle..... \$ \_\_\_\_\_
  - (c) Quantities over 12 pounds, up to 36 pounds,  
packed in shipping containers  
(maximum gross weight 40 pounds)..... per container..... \$ \_\_\_\_\_

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

**SHIPMENTS:** 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 Solicitations 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 point(s), in exact accordance with specifications. *Failure to provide a 60-day bid acceptance period may result in expiration of the bid prior to award.*

**BIDDER'S NAME AND SIGNATURE:** Unless specific written exception is taken, the bidder, by signing and submitting a bid, agrees with and accepts responsibility for all certifications and representations as required by the solicitation and GPO Contract Terms – Publication 310.2. When responding by email, fill out and return one copy of all pages in "SECTION 4. – SCHEDULE OF PRICES," including initialing/signing where indicated. Valid electronic signatures will be accepted in accordance with the Uniform Electronic Transactions Act, §2. Electronic signatures must be verifiable of the person authorized by the company to sign bids. *Failure to sign the signature block below may result in the bid being declared non-responsive.*

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

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

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

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

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

\_\_\_\_\_  
(Email Address) (Fax Number)

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**THIS SECTION FOR GPO USE ONLY**

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

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