

Jacket: 518-572
Title: Misc Pub 27-7, Manual for Courts-Martial (2024)
Agency: US Army / Army Materiel Command
Bid opening: February 15, 2023 at 11:00 a.m., prevailing Eastern Standard Time

Jacket	Contractor Name	Bid	Terms	Discount
518-572	Advantage Mailing LLC*	\$291,456.28	Net % Net days	\$291,456.28
518-572	Execuprint	\$398,000.00	1 % 20	\$394,020.00
			% days	\$0.00
			% days	\$0.00
			% days	\$0.00
			% days	\$0.00
			% days	\$0.00

* AWARD

RW / RG

U.S. Government Publishing Office (GPO)
Midatlantic Region
General Terms, Conditions, and Specifications
For the procurement of
Misc. Pub 27-7, Manual for Courts-Martial (2024)
As requested from U.S. Government Publishing Office (GPO) by the
US Army / Army Materiel Command

BID OPENING: Bids shall be opened at **11:00 a.m.**, prevailing Eastern Standard Time **February 15, 2024** at the U.S. Government Publishing Office, Midatlantic Region.

BID SUBMISSION: Bidders must email bids to bidsmidatlantic@gpo.gov for this solicitation. No other method of bid submission will be accepted at this time. The program number and bid opening date must be specified in the subject line of the emailed bid submission. **Bids received after 11:00 AM EST on the bid opening date specified above will not be considered for award. This will not be a public bid opening.**

Bidders are to fill out, sign/initial, as applicable, Page 7.

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

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

For information regarding the solicitation requirements prior to award, please contact Russ Ward 757-490-7940 Ext. 7 or ward@gpo.gov

GPO CONTRACT TERMS: Any contract which results from this Invitation for Bid will be subject to the applicable provisions, clauses, and supplemental specifications of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 01-18)) and GPO Contract Terms, Quality Assurance Through Attributes Program for Printing and Binding (GPO Publication 310.1, effective May 1979 (revised 9-19)).

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>

PREAWARD SURVEY: In order to determine the responsibility of the prime contractor, the Government reserves the right to conduct an on-site pre-award 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)

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

NOTE: Prior to award the apparent low vendor must be able to show ability to produce the product in question and may be asked to supply samples of similar items.

PAYMENT: Submitting invoices for payment via the GPO fax gateway (if no samples are required) utilizing the GPO barcode coversheet program application is the most efficient method of invoicing. Instruction for using this method can be found at the following web address:

<http://winapps.access.gpo.gov/fms/vouchers/barcode/instructions.html>

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

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

Vendors are expected to submit invoices within 15 days of job shipping/delivery.

MODS: If any additional costs are incurred during the production of this job due to Government action (i.e. AAs), contractor is REQUIRED to submit written request to the Printing Specialist for written approval BEFORE proceeding.

Only a warranted GPO Contracting Officer acting within their appointed limits, has the authority to issue modifications or otherwise change the terms and conditions of this contract. If an individual other than the GPO Contracting Officer attempts to make changes to the terms and conditions of this contract, you shall not proceed with the change and shall immediately notify the GPO Contracting Officer. Proceeding with any work not authorized by the GPO Contracting Officer will be at the Contractor's own risk.

SUBCONTRACTING: The predominant production function is printing. Must be printed on a press capable of printing all colors in a single pass. Bidders who must subcontract this operation will be declared non-responsible.

PRODUCT: Perfect bound books to include notched binding and polyurethane rosin glue. Five color covers and spine, black ink only text pages with 17 individual tab sheets, black ink, reinforced by a lamination. Various quantities ranging from 3 copies to 6,615 copies to be distributed to 48 total locations to include 4 APO/FPO sites.

TITLE: Misc. Pub 27-7, Manual for Courts-Martial (2024)

QUANTITY: 21,468

TRIM SIZE: 7-3/4 x 9-3/4" (covers and text), 8-1/4 x 9-3/4" (tabs) including the 1/2" extensions.

PAGES: 802 text pages, 4-pg. cover, plus 17-tab dividers.

PRINTING:

Covers & spine print in 4 color process, PMS 490C with a gloss aqueous coating on outer covers. Covers 2 and 3 are blank. ADJUST Spine width to ensure title is centered.

Text pages print black ink only. Header must align throughout. Head-to-head.

Tab dividers print 1/1 black on both sides of tab extension only. Tabs must be reinforced by a lamination method of a single thickness of colored plastic (5 yellow and 12 blue), cellulose acetate, or equal material bonded to each side of the divider extension which will overlap at least 3/8 onto the base sheet. Extensions have rounded edges.

GOVERNMENT TO FURNISH: A sample book will be provided to use as stock, color, and construction match. PDFs files will be emailed to contractor after award. Prior to image processing, the contractor shall perform an extensive check (preflight) of the furnished media and publishing files to assure correct output of the required reproduction image. Any errors, media damage, or data corruption that might interfere with proper file image processing must be reported to the Technical Contact on the Desktop Publishing Form, GPO 952. The contractor shall create or 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 TO FURNISH: All materials and operations, other than those listed under "Government to Furnish," necessary to produce the product in accordance with these specifications.

PROOFS: One set of digital color content proofs for covers, spine and all **text pages and tab dividers**. Direct to plate must be used to produce the final product with a minimum resolution of 2400 x 2400 dpi.

Proofs must be created using the same Raster Image Processor (RIP) that will be used to produce the product. Proofs shall be collated with all elements in proper position (not pasted up), imaged face and back, trimmed and folded to the finished size of the product, as applicable.

Also

One set of digital one-piece composite laminated halftone proofs on the actual production stock (Kodak Approval, Polaroid PolaProof, CreoSpectrum, or Fuji Final Proof) with a minimum resolution of 2400 x 2400 dpi for **covers and spine**.

Or:

At contractor's option, one set of inkjet proofs that are G7 profiled and use pigment-based inks may be submitted in lieu of digital one-piece composite laminated halftone proofs. A proofing RIP that provides an option for high quality color matching such as Device Links Technology and/or ICC Profiles Technology, and meets or exceeds industry tolerance to ISO 12647-7 standard for Graphic Technology (as of 2016 and future amendments) must be utilized. Proofs must be ripped and sent at plate resolution (minimum of 2400 x 2400 dpi). If using a 1 bit tiff, the tiff must be made at a minimum of 2400 dpi. Output must be a minimum of 2400 x 1200 dpi on a GRACoL or SWOP certified proofing media. Proofs must contain *both* of the following to be evaluated for accuracy: 3-tier color control strip: IDEAlliance ISO 12647-7 2013(i1), and the GPO Resolution target found at: www.gpo.gov/gporestarget.pdf. NOTE: If a contractor chooses this proof option, prior evaluation and approval of this proofing method must be provided by GPO, Quality Control for Published Products, to ensure that the final

product will be produced in accordance with contract specifications. See instructions at: <https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/qlsamples6f200c30b44a64308413ff00001d133d.pdf>. Failure to obtain this evaluation and approval may be cause for the job to be rejected should the final product not match the proofs for color.

Proofs must contain color control bars (such as Brunner, GATF, GRETAG, or RIT) for each color of ink on the sheet. Control bars must be placed parallel to the press's ink rollers and 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, be in press configuration, and indicate margins. Proofs will be used for color match on press. Direct to plate must be used to produce the final product with a minimum of 2400 x 2400 dpi.

Contractor must not print prior to receipt of an **"OK to Print"**.

STOCK/PAPER: The specifications of all paper furnished must be in accordance with those listed herein or listed for the corresponding JCP Code numbers in the "Government Paper Specification Standards No. 13" dated September 2019. https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/vol_13.pdf.

All paper used in each copy must be of a uniform shade and all paper must have the grain parallel to the fold.

TEXT: JCP Code* A60, Uncoated Text, Basis Size 25 X 38", basis weight 50#

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

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

MARGIN: Covers and spine full bleed, Text pages no bleed, Tabs have no printed bleed.

NOTE: Cover file size is 8-1/3 x 10-1/2" with trim marks, Text Page file is 8-1/5 x 11", files will need to be adjusted by contractor to meet the required 7-3/4 x 9-3/4" with no distortion or loss of information.

BINDING: PERFECT BOUND: Notch bind text and dividers on the left 9-3/4" dimension with glue on wraparound cover with notch perforations. The glue MUST BY POLYURETHANE ROSIN GLUE – no other glue will be accepted. Score the front and back covers along the entire 9-3/4" dimension at a minimum of 3/16" from the bind. Slit perforations are not permitted. Covers 2 and 3 should be cleared of ink and aqueous between the scores.

TAB DIVIDER CONSTRUCTION: Lip – 1/2", 1/9th cut; Round all corners on lips. Score each tab divider along the entire 9-3/4" dimension at 1/2" from outside edge and deliver publications with all tab dividers folded inside of publication along the score. Exact placement of dividers in the text is still to come.

PACKING, LABELING AND MARKING: Each book is individually shrink wrapped.

Carton labels must show title, quantity, form number and control number and must appear on the outside of the mailing and shipping cartons. Use new corrugated fiberboard for mailing and shipping containers. Shipping containers may contain more than one mailing carton provided the weight does not exceed 50 Lbs. Use only new corrugated solid fiberboard containers with minimum bursting strength of 275 p.s.i.

SCHEDULE: Adherence to this schedule must be maintained. See "Notice of Compliance with Schedules", in GPO Pub. 310.2.

Purchase Order and furnished material will be emailed no later than **February 16, 2024**.

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.

Submit proofs as soon as possible in order to comply with the shipping schedule. Deliver one (1) set of content proofs for covers, spine, and text and tab divider pages, and high-resolution proofs for covers and spine. Proofs

will be withheld two (2) workdays from receipt until approval of proofs. Date of receipt is not considered first day.

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

Inside delivery to three (48) locations must be made by **March 27, 2024**, by 2pm local time. Delivery Date is nonnegotiable.

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 on GPO.gov. The random copies constitute a part of the total quantity ordered, and no additional charge will be allowed.

Quantity Ordered	Number of Sublots
10,001 - 35,000	125 books

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 downloaded from GPO.gov. The container and its contents shall be recorded separately on all shipping documents and sent in accordance with the distribution list.

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 Service, for payment. Failure to furnish the certificate may result in delay in processing the invoice.

NOTIFICATION OF SHIPMENT: Immediately after the order has shipped, the contractor must EMAIL tracking numbers to richard.j.sowell2.civ@army.mil, & ward@gpo.gov on same day the product ships. Ensure all boxes contain title & box# of total shipment.

The subject line of this message shall be "Distribution Notice for **Jacket 518-572, Req. 4-089714K**". The notice must provide all applicable tracking numbers, shipping method, and title. Contractor must be able to provide copies of all delivery, mailing, and shipping receipts upon agency request.

DISTRIBUTION: All shipments to be sent by traceable means. All expenses incidental to picking up and returning materials and samples must be borne by the contractor.

F.O.B. DESTINATION – Contractor pays the freight to deliver. Inside delivery must be made by 2pm local time to 48 destinations. 4 destinations are FPO addresses and are to be included in the contractor's bid price. Deliver **NLT March 27, 2024**. ship by traceable means on pallets where applicable, and practical.

Ship 21,467 copies to 47 locations on the attached distribution list.

Ship 1 copy to: Richard Sowell, Printing Officer, Print Management Division, US Army Print and Media Distribution Center, Army Materiel Command, 9301 Chapek Rd. Bldg. 1458, Ft. Belvoir, VA 22060, 520-671-5473

RECEIPT FOR DELIVERY: As applicable, the contractor must furnish their own receipts for deliveries. These receipts must include the GPO jacket number; total quantity delivered, number of cartons, and quantity per carton; date delivery made; and signature of the Government agent accepting delivery. The original copies of these receipts must accompany the contractor's voucher for payment.

NOTE: Pallets are required for all destinations receiving 10 or more shipping containers. Failure to properly palletize may be cause for re-palletizing at contractor's expense. See GPO Contract Terms.

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

Product Quality Levels:

- (a) Printing Attributes -- Level II
- (b) Finishing Attributes -- Level II
- (c) Exceptions: None

Inspection Levels (from ANSI/ASQC Z1.4):

- (a) Non-destructive Tests - General Inspection Level 1.
- (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 Proof
P-8. Halftone Match	Approved Proof
P-9. Solid and Screen Tint Color Match	Pantone Matching System/ Approved Proof
P-10. Process Color Match	Approved Proof

Bidders must fill out this page and return it.

BID PRICE: \$ _____ **ADDITIONAL RATE:** \$ _____ **PER:** _____

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

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 email, fill out and return one completed copy of all applicable pages that include the Jacket Number, Bid Price, Additional Rate, Discounts, Amendments, Bid Acceptance Period, and Bidder’s Name and Signature, including signing where indicated. Valid electronic signatures will be accepted in accordance with the Uniform Electronic Transactions Act, § 2. Electronic signatures must be verifiable of the person authorized by the company to sign bids.

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

Bidder _____
(Contractor Name) (GPO Contractor’s Code)

(Street Address)

(City – State – Zip Code)

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

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

THIS SECTION FOR GPO USE ONLY

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