

U.S. GOVERNMENT PUBLISHING OFFICE

Washington, DC

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

Army Certificates and Dies

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

Department of the Army

Single Award

TERM OF CONTRACT: The term of this contract is for the period beginning August 1, 2025 and ending July 31, 2026, 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 virtually at 11:00 a.m., Eastern Time (ET), on July 22, 2025, at the U.S. Government Publishing Office. All parties interested in attending the bid opening shall email bids@gpo.gov one (1) hour prior to the bid opening date and time to request a Microsoft Teams live stream link. This must be a separate email from the bid submission. The link will be emailed prior to the bid opening.

BID SUBMISSION: Bidders must email bids to bids@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 the bid opening date and time 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 these 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 or (202) 512-2226.

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 the manufacturing of dies only. Contractor is required to perform all other operations required under this contract.

GPO IMPRINT REQUIREMENT: The GPO imprint requirement, GPO Contract Terms, Supplemental Specifications, No. 9, is waived.

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

Product Quality Levels:

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

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

- (a) Non-destructive Tests – General Inspection Level I.
- (b) Destructive Tests – Special Inspection Level S-2.

Specified Standards: The specified standards for the attributes requiring them shall be –

<u>Attribute</u>	<u>Specified Standard</u>
P-7. Type Quality and Uniformity	O.K. Prior to Production Samples/ Average Type Dimension
P-9. Solid and Screen Tint Color Match	O.K. Prior to Production Samples/ Pantone Matching System

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 August 1, 2025 to July 31, 2026, 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 April 30, 2025, 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 for All Paper will apply to all paper required under this contract.
2. The applicable index figures for the month of July 2025 will establish the base index.
3. There shall be no price adjustment for the first three (3) 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:

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

where X = the index for that month which is two (2) 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 under III. 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.

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.

POSTAWARD CONFERENCE: Unless waived by the Contracting Officer, the total requirements of the job as indicated in these specifications will be reviewed by Government representatives with the contractor's representatives at the U.S. Government Publishing Office, Washington, DC – immediately after award. (At the option of the Government, the postaward conference may be conducted via teleconference.)

Person(s) that the contractor deems necessary for the successful implementation of the contract must be in attendance.

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 August 1, 2025 through July 31, 2026, 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.

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>.

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.

WARNING: Proper control and secured handling must be maintained at all times 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.

SECTION 2. – SPECIFICATIONS

SCOPE: These specifications cover the production of certificates (printed, stamped, and/or embossed) and dies (stamping, embossing, and/or signature) requiring such operations as electronic prepress, printing, stamping, embossing, binding, packing, and distribution.

TITLE: Army Certificates and Dies.

FREQUENCY OF ORDERS: Approximately 30 to 70 orders per year.

Multiple orders (up to approximately five) may be placed on a single workday requiring the same schedule – maximum of 10 orders per week.

Most orders will require the production of certificates only.

Occasional orders may require the manufacturing of stamping, embossing, and/or signature dies only.

QUANTITY:

Certificates – Approximately 1,000 to 200,000 certificates per order.
(Occasional orders may require fewer than 1,000 certificates or more than 200,000 certificates.)

Dies – Approximately 1 to 10 dies per order.

NUMBER OF PAGES: Face only.

TRIM SIZES:

Certificates (trim size) – 8 x 10” up to and including 11 x 14”.

Dies (image size) – 1 square inch up to and including 4 square inches.
(Signature dies may exceed 4 square inches.)

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

Platform: Windows (current or near current version)

Storage Media: FTP; Email

Software: Adobe Creative Suite (current or near current version)

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 furnished or embedded – as applicable.
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 native application, PDF, and/or postscript format.
Visual of furnished electronic files will be provided.
Color identification system used is Pantone Matching System.
GPO Form 952 (Digital Publishing Information) will be furnished.

Samples of previously printed/stamped/embossed certificates for color match will be furnished.

On approximately 75% of orders requiring certificates, stamping and/or embossing die(s) will be furnished in brass or magnesium. Contractor must produce an additional die(s) – as required.

On approximately 25% of orders requiring certificates, digital artwork will be furnished to produce die(s) and counter die(s) – as required.

Counter die(s) will be furnished – when available. If counter die is not furnished, contractor is required to produce counter die(s) at no additional cost to the Government.

On orders requiring the manufacturing of dies only, the Government will furnish a stamping and/or embossing die(s) and/or digital artwork. Contractor must produce die(s) and counter die(s) – as required.

Barcoded shipping label (APD Form 128) will be furnished on each order.

For those certificates requiring specified quantities of both signed and unsigned certificates with an additional color of ink (Pantone 288 Blue), two (2) reproduction proofs reflecting different stock numbers will be provided.

Identification markings such as register marks, commercial identification marks of any kind, etc., carried in electronic files, must not print on finished product.

EXHIBITS: Sample pages shown as EXHIBITS A through F are representative of the product requirements which will be ordered under this contract. However, it cannot be guaranteed that future orders will correspond exactly to these exhibits.

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 production image. Any errors, media damage, or data corruption that might interfere with proper file image processing must be reported to Dawn Wood, U.S. Army Print and Media Distribution Center (APMDC), at: teri.d.wood.civ@army.mil.

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 all 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.)

PROOFS: The cost of all required proofing must be included in contractor's bid prices.

Most orders will not require hard-copy proofs. Hard-copy proofs, as specified below, will be required only on certificate orders not utilizing a die.

NOTE: Contractor is required to submit corresponding die(s) with proofs – as applicable. All related shipping costs for this requirement must be borne by the contractor. (Contractor required to return die(s) with proofs only when a new die(s) is produced. This requirement is not necessary if an existing die(s) is used.)

Two (2) sets of inkjet proofs that are G7 profiled and use pigment-based inks for each certificate. 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 3/19/09, and future amendments) must be utilized plus GRACoL 2006 Coated #1 specifications (CGATS TR006) must be achieved. Output must be a minimum resolution of 720 x 720 dpi on a GRACoL or SWOP certified proofing media. Proofs must contain the following color control strip to be evaluated for accuracy: IDEAlliance ISO 12647-7 Control Strip 2009 or 2013(i1).

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 resolution of 2400 x 2400 dpi.

PDF soft proofs will be required for verifying agency changes considered minor in nature.

One (1) press-quality PDF soft proof (for content only) using the same Raster Image Processor (RIP) that will be used to produce the final printed product. PDF proof will be evaluated for text flow, image position, and color breaks. Proof 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 receipt of an "O.K. to Print."

PRIOR TO PRODUCTION SAMPLES: The cost of prior to production samples must be included in contractor's bid prices.

Most orders will require prior to production samples.

Certificates – When required, the sample requirement for this contract is not less than two (2) printed construction samples. Each sample shall be printed and constructed as specified and must be of the size, kind, and quality that the contractor will furnish. All samples must be printed on the required stock, as specified herein.

Dies – When required, the sample requirement for this contract is not less than two (2) stamped and/or embossed construction samples for each type of die ordered. Each sample shall be stamped and/or embossed and constructed as specified and must be of the size, kind, and quality that the contractor will furnish.

Samples will be inspected and tested and for conformance of materials and must comply with the specifications as to construction, kind, and quality of materials.

NOTE: The dies produced to stamp and/or emboss the samples must be submitted with the samples. (Contractor required to return die(s) with samples only when a new die(s) is produced. This requirement is not necessary if an existing die(s) is used.)

Prior to the commencement of production of the contract production quantity, the contractor shall submit samples to the following address via traceable means: U.S. Army Print and Media Distribution Center (APMDC), Army Materiel Command, Attn: Dawn Wood, 9301 Chapek Road, Building 1458, Fort Belvoir, VA 22060-5447. The container and accompanying documentation shall be marked "PREPRODUCTION SAMPLES" and shall include the GPO program, print order, purchase order and jacket numbers. The samples must be submitted in sufficient time to allow Government testing of the samples and production and shipment in accordance with the contract schedule.

The Government will approve, conditionally approve, or disapprove the samples within two (2) workdays of receipt thereof. Approval or conditional approval shall not relieve the contractor from complying with the specifications and all other terms and conditions of the contract. A conditional approval shall state any further action required by the contractor. A notice of disapproval shall state the reasons therefor.

If the samples are disapproved by the Government, the Government, at its option, may require the contractor to submit additional samples for inspection and test, in the time and under the terms and conditions specified in the notice of rejection. Such additional samples shall be furnished, and necessary changes made, at no additional cost to the Government. The Government will require the time specified above to inspect and test any additional samples required.

In the event the additional samples are disapproved by the Government, the contractor shall be deemed to have failed to make delivery within the meaning of the default clause in which event this contract shall be subject to termination for default, provided however, that the failure of the Government to terminate the contract for default in such event shall not relieve the contractor of the responsibility to deliver the contract quantities in accordance with the shipping schedule.

In the event the Government fails to approve, conditionally approve, or disapprove the samples within the time specified, the Contracting Officer shall automatically extend the shipping schedule in accordance with the procedures as indicated in Contract Clause 12, "Notice of Compliance with Schedules," of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 01-18)).

Manufacture of the final product prior to approval of the samples submitted is not permitted.

Samples will not be returned to the contractor.

All related costs for this requirement, including the cost of prior to production samples, shall be included in the contract price for the production quantity.

All samples shall be manufactured at the facilities and on the equipment in which the contract production quantities are to be manufactured.

PAPER SAMPLES: Unless waived by the Government, upon award, contractor is required to submit to the Government not less than 50 samples of the stock/paper to be used in the production of the contract requirements. Each sample shall be approximately 8-1/2 x 11" and must be of the kind and quality required by these specifications.

If required, contractor to submit 25 samples to: U.S. Army Print and Media Distribution Center (APMDC), Army Materiel Command, Attn: Dawn Wood, 9301 Chapek Road, Building 1458, Fort Belvoir, VA 22060-5447 and 25 samples to: U.S. Government Publishing Office, QCPP Paper Samples, Mail Stop CSPS, Room C-613, 732 North Capitol Street, NW, Washington, DC 20401.

Manufacture of the final product prior to approval of the samples submitted is not permitted.

Samples will not be returned to the contractor.

All related costs for this requirement, including the cost of paper samples, shall be included in the contract price for the production quantity.

NOTE: Any change in paper brand made during the term of the contract must be approved by the Government prior to change.

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.

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).

Cream Smooth and Embossed Cover, basis weight: 80 lbs. per 500 sheets, 20 x 26”, equal to JCP Code L21.

The paper finish required on this contract is smooth.

All stock/paper must be consistent within an order – absolutely no variation permitted.

All stock/paper used in the production of this contract must be laser compatible.

PRINTING: All certificates required under this contract must be produced via conventional offset printing with laser-compatible inks. Digital printing is not permitted.

Certificates print face only in black ink or in black ink plus up to four (4) Pantone ink colors.

Contractor must match Pantone number specified on print order.

GPO imprint requirement is waived and must not print on the finished product.

STAMPING AND EMBOSSING: When ordered, contractor will be required to stamp and/or emboss certificates in a single foil or multiple foils – up to six (6) foils per certificate.

Most orders will require foil stamping/embossing to match All Purpose Roll Leaf Corporation foils in gold, silver, and/or bronze – as specified on the print order. Occasional orders may require foil stamping/embossing to match an alternate color(s), including All Purpose Roll Leaf Corporation foils in green, red, blue, and/or black – as specified on the print order.

Contractor must match All Purpose Roll Leaf Corporation number – as specified on print order.

An occasional order may require blind embossing.

An occasional order may require stamping only – no embossing.

An occasional order may require printing only – no stamping or embossing.

Stamping must have solid impressions – no picking, pinholes, or filled letters.

Stamping and/or embossing images will be approximately 4-1/2” apart.

Images will be from 1 square inch up to and including 4 square inches.

An occasional order may require an image size up to and including 7 x 2”. (This image size will accommodate the production of signature dies.)

NOTE: Any change in foil brand made during the term of the contract must be approved by the Government prior to change.

MANUFACTURING OF DIES: When ordered, contractor will be required to manufacture brass and/or magnesium with wood block base stamping/embossing die(s). The required metal will be specified on the print order.

Combination dies may be permissible – when authorized by the Government.

Counter die(s) will be furnished – when available. If counter die(s) is not furnished, contractor is required to produce counter die(s) at no additional cost to the Government.

Dies must be cleanly etched. Undercut or mushroom dots and dirty or ragged etching must be avoided.

The degree of level and depth of cut in embossing dies must be sufficient to ensure the required level in the finished product.

Stamping dies for signatures must be wood-mounted, type-high, letterpress cuts where signature cuts align parallel with long edges of mounting.

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

Margins are critical.

BINDING: Trim four sides.

PACKING: Shrink-film wrap in units of 100 certificates. Pack units in shipping containers not to exceed 45 pounds when fully packed. (All units must be packed flat in shipping containers.)

Most orders will require either 700 or 1,400 certificates per container – unless otherwise specified.

Most orders will require a container size of 17-1/2 x 11-1/2 x 7-7/8” – unless otherwise specified.

All shipments which fill less than a shipping container must be packaged with materials of sufficient strength and durability and in such a manner which will guarantee that the product will not be damaged, and the package will not open nor split during distribution.

Pallets are required. Containers must be stacked on four-way pallets.

NOTE: Shipments to the U.S. Army Print and Media Distribution Division (USAPMDD), 1655 Woodson Road, St. Louis, MO 63114 must be palletized in accordance with attached exhibits. (See EXHIBITS G and H.)

LABELING AND MARKING: Contractor must use agency-furnished barcoded shipping label (APD Form 128), fill in appropriate blanks, and attach to shipping containers.

Facsimile labels for signed and unsigned certificates will be furnished – as required.

Quantities of signed and unsigned certificates requested on an individual print order must be separated on different pallets when delivered.

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

<u>Quantity Ordered</u>	<u>Number of 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. The container and its contents shall be recorded separately on all shipping documents and sent to: U.S. Army Print and Media Distribution Division (USAPMDD), 1655 Woodson Road, St. Louis, MO 63114.

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. 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 to one (1) address in St. Louis, MO and/or up to approximately three (3) addresses within the commercial zone of Washington, DC. (Most orders require complete delivery to: U.S. Army Print and Media Distribution Division (USAPMDD), 1655 Woodson Road, St. Louis, MO 63114.)

NOTE: An occasional order may require the contractor to deliver to an alternate destination – reimbursable. Unless otherwise indicated, delivery must be made at the most economical method to the Government. Contractor will be reimbursed for delivery to alternate destination by submitting signed delivery receipt(s) with billing invoice for payment.

Complete addresses and quantities will be furnished with each print order.

Contractor must deliver by traceable means and must be able to furnish signed delivery receipts.

Shipments to the U.S. Army Print and Media Distribution Division (USAPMDD), 1655 Woodson Road, St. Louis, MO 63114 must be a single complete shipment, delivered on workdays between the hours of 8:00 a.m. and 2:00 p.m. (local time).

Upon completion of each order, contractor must notify the ordering agency (on the same day the order delivers) via email to the address indicated on the print order. The subject line of the email shall be “Distribution Notice for Program 118-S, Print Order XXXXX, Jacket Number XXX-XXX.” The notice must provide all applicable tracking numbers, delivery method, and title of product. Contractor must be able to provide copies of all delivery receipts upon agency request.

Within five (5) workdays upon completion of each order, contractor must return, via traceable means, all furnished material, artwork, dies(s) and counter(s), and five (5) printed sample copies to: U.S. Army Print and Media Distribution Center (APMDC), Army Materiel Command, Attn: Dawn Wood, 9301 Chapek Road, Building 1458, Fort Belvoir, VA 22060-5447.

NOTE: Contractor is not permitted to store die(s) and counter(s). Contractor must return die(s) and counter(s) to the above address upon completion of each order.

Within 10 workdays of completion of each order, contractor must email an itemized copy of each billing invoice to: Dawn Wood, U.S. Army Print and Media Distribution Center (APMDC), at: teri.d.wood.civ@army.mil.

All expenses incidental to picking up and returning material (as applicable); submitting and returning proofs – including electronic media and corresponding die(s) (as applicable); furnishing prior to production and paper samples (as applicable); 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).

Furnished material (as applicable) and proofs (as applicable) must be picked up from and delivered to: U.S. Army Print and Media Distribution Center (APMDC), Army Materiel Command, Attn: Dawn Wood, 9301 Chapek Road, Building 1458, Fort Belvoir, VA 22060-5447.

Furnished electronic media, visual(s), and corresponding die(s) must be returned with proofs.

PDF proofs must be emailed to the address specified on the print order.

No definite schedule for pickup of material/placement of orders 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.

ORDERS REQUIRING CERTIFICATES –

When required, contractor to submit proofs within three (3) workdays of notification of availability of print order and furnished material.

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

When required, contractor to submit prior to production samples within five (5) workdays of receipt of “O.K. to Print” on proofs.

Government will approve, conditionally approve, or disapprove within two (2) workdays of receipt thereof.

Contractor must complete production and distribution within 15 workdays of receipt of “O.K. to Print” on proofs or receipt of approval on prior to production samples – as applicable.

If dies are required, seven (7) additional workdays shall be added to the above schedule.

If neither proofs nor prior to production samples are required, contractor must complete production and distribution within 15 workdays of receipt of the print order and furnished material. (Seven (7) additional workdays will be added to orders requiring the production of dies.)

If the quantity exceeds 50,000 copies, the contractor will be allowed one (1) additional workday for each additional 10,000 copies – or portion thereof. (Maximum number of days allowed is 90 workdays.)

ORDERS REQUIRING DIES ONLY –

When required, contractor must submit prior to production samples within seven (7) workdays of notification of availability of print order and furnished material.

Government will approve, conditionally approve, or disapprove within two (2) workdays of receipt thereof.

Contractor must complete production and distribution within eight (8) workdays of receipt of approval on prior to production samples.

If prior to production samples are not required, contractor must complete production and distribution within eight (8) workdays of receipt of the print order and furnished material.

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 destination(s) specified.

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.

For compliance reporting purposes, the contractor must 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 or via telephone at: (202) 512-0520. Personnel receiving email or call 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 under this contract 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)	28	1,654	33	2,122
	(b)	7	422	18	1,055

		(1)	(2)
II.	(a)	13	1,136
	(b)	3	11
	(c)	38	3,755

III.	(a)	1,654
	(b)	422

IV.	(a)	55
	(b)	160

SECTION 4. – SCHEDULE OF PRICES

Bids offered are f.o.b. destination.

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 may 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 1,000 will be prorated at the per-1,000 rate.

Cost of all required paper must be charged under "III. PAPER."

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

I. PRINTING, BINDING, PACKING, AND DISTRIBUTION: Prices offered shall include the cost of all required materials and operations necessary (including proofs and prior to production samples – excluding stamping/embossing operations, stock/paper, and production of dies) for the printing, binding, packing, and distribution of the product listed in accordance with these specifications.

	<u>Black Ink</u>		<u>Each Additional Ink Color</u>	
	<u>Makeready and/or Setup</u>	<u>Running Per 1,000 Copies</u>	<u>Makeready and/or Setup</u>	<u>Running Per 1,000 Copies</u>
	(1)	(2)	(3)	(4)
(a) Per Certificate – (8 x 10” up to and including 8-1/2 x 11”).....	\$ _____	\$ _____	\$ _____	\$ _____
(b) Per Certificate – (Over 8-1/2 x 11” up to and including 11 x 14”).....	\$ _____	\$ _____	\$ _____	\$ _____

II. STAMPING AND EMBOSSING: Prices offered shall include the cost of all required materials and operations necessary for the stamping and/or embossing of the product listed in accordance with these specifications.

Prices offered are applicable to all certificate trim sizes: 8 x 10” up to and including 11 x 14”.

	<u>Makeready and/or Setup</u>	<u>Running Per 1,000 Copies</u>
	(1)	(2)
(a) Stamping Only.....per foil/per image.....	\$ _____	\$ _____
(b) Embossing Onlyper impression/per image.....	\$ _____	\$ _____
(c) Stamping and Embossing Combinationper foil/per image.....	\$ _____	\$ _____

(Initials)

III. 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. The cost of any paper required for makeready or running spoilage must be included in the prices offered.

The paper finish required on this contract is smooth.

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

Certificates – Each certificate-size leaf. Per 1,000 leaves

(a) Cream Smooth and Embossed Cover (80-lbs.)
(8 x 10" up to and including 8-1/2 x 11").....\$ _____

(b) Cream Smooth and Embossed Cover (80-lbs.)
(Over 8-1/2 x 11" up to and including 11 x 14").....\$ _____

IV. PRODUCTION OF DIES:

Square inches for die(s) are calculated by measuring the height and width of the image area only. All additional working area required on the die must be included in submitted price.

Prices submitted must include the cost of creating counter die(s) – when required.

(a) Creating Brass Die..... per die/per square inch\$ _____

(b) Creating Magnesium with Wood Block Base Die
(Signature)..... per die/per square inch\$ _____

(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 Name) (GPO Contractor 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)

THIS SECTION FOR GPO USE ONLY

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

EXHIBIT A

1" EMBOSSMENT



EXHIBIT B

***CERTIFICATE REQUIRING PRINTING ONLY
(NO STAMPING OR EMBOSSING)***



DEPARTMENT OF THE ARMY

THE UNITED STATES ARMY RESERVE OFFICERS' TRAINING CORPS

MERIT UNIT AWARD

AWARDED TO

FOR THE SCHOOL YEARS

In recognition of

Significant Performance in all areas of the Junior ROTC Program

SECRETARY OF THE ARMY

EXHIBIT C

CERTIFICATE REQUIRING COMBINATION PRINTING AND STAMPING/EMBOSSMENT



DEPARTMENT OF THE ARMY

THIS IS TO CERTIFY THAT THE SECRETARY OF THE ARMY HAS AWARDED THE
DISTINGUISHED CIVILIAN SERVICE MEDAL
TO



DATE

EXHIBIT D

EXAMPLE OF LINE ART FOR CREATION OF STAMPING OR EMBOSSING DIES

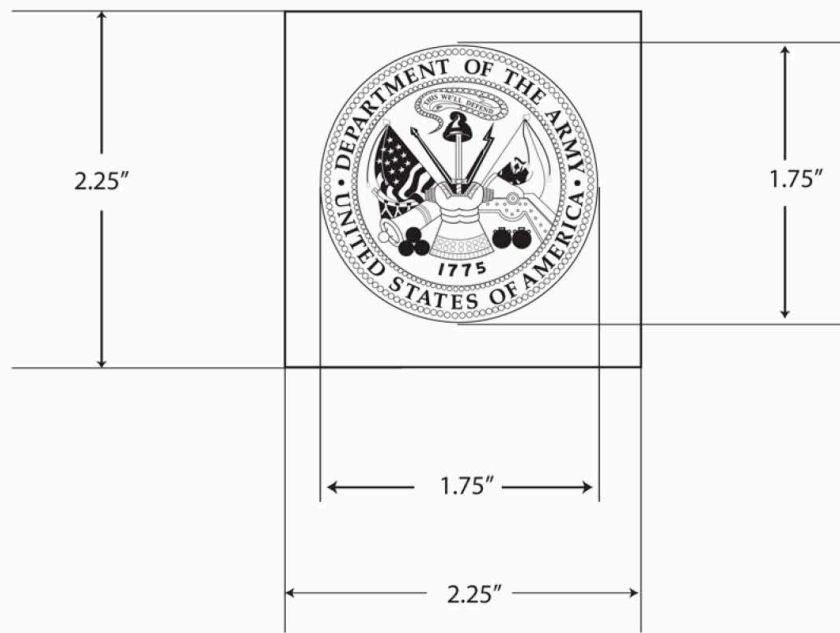


EXHIBIT E

***EXAMPLE OF COMBINATION PRINTING, STAMPING,
AND/OR EMBOSSING WITH CRITICAL ALIGNMENT DETAILS***



EXHIBIT F

EXAMPLE OF SIGNATURE STAMPING DIES

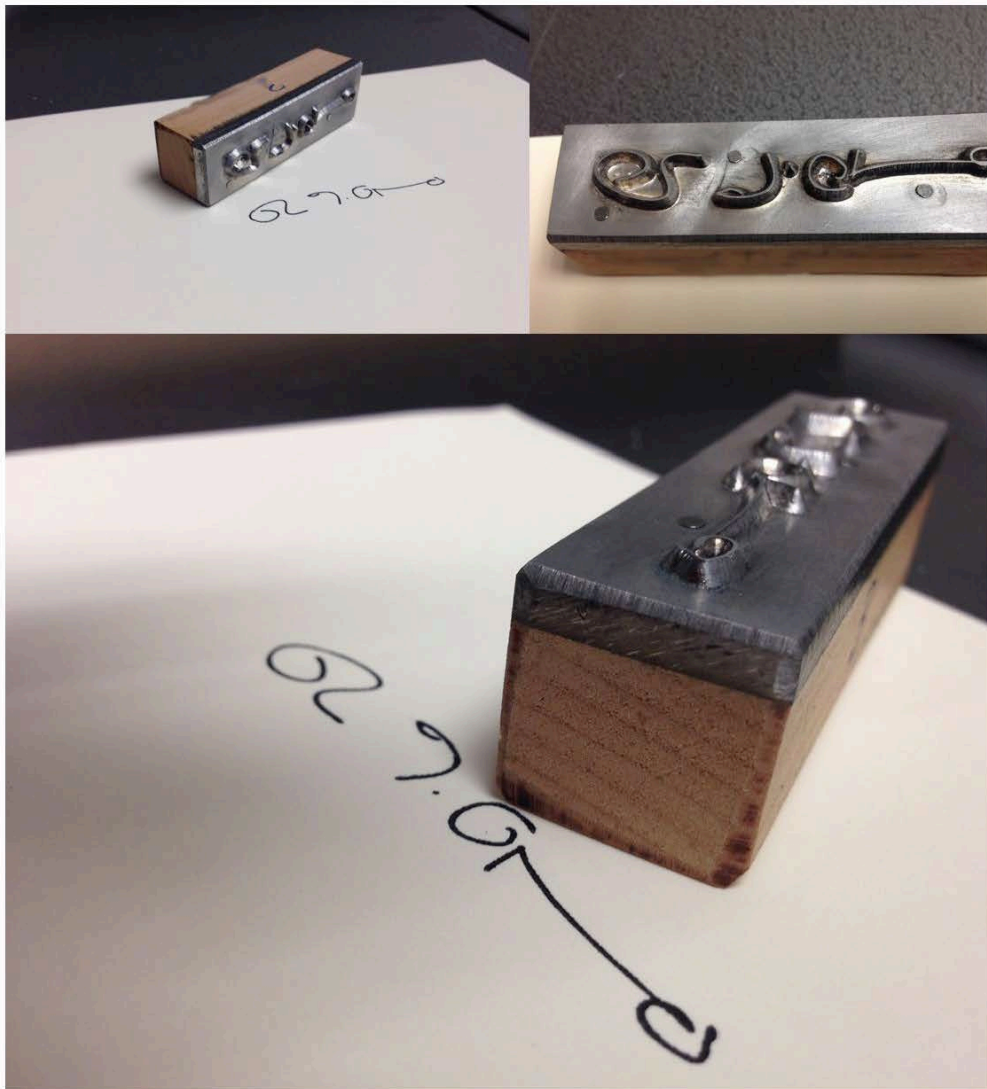
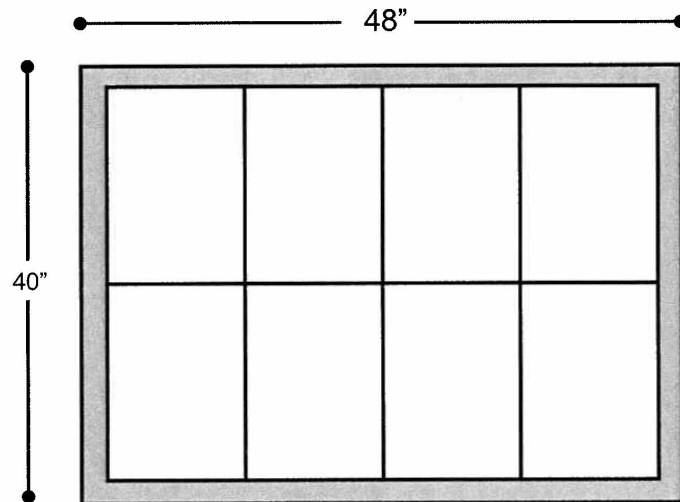


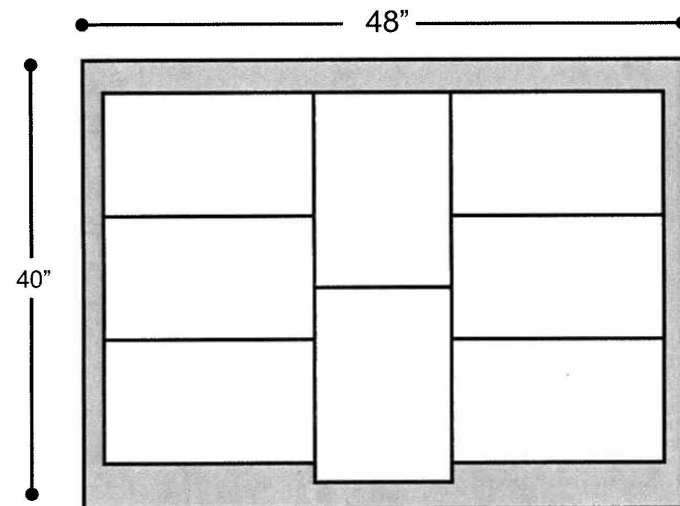
EXHIBIT G

Pallet Requirements

For Army Deliveries to St. Louis, Missouri



8 CARTON LAYER



**8 CARTON LAYER
(ALTERNATING TIERS)**

Total of 5 Layers

(NOTE: Pallet diagram gray areas designate "free space")

SHIPPING AND PACKING REQUIREMENTS (In accordance with GPO Contract Terms (GPO Publication 310.2)

- .Pallets of 40" (L) X 48" (W) assembled flush with 4 stringers
- .Pallets must be 4-way (partial) with full entry on 48" width
- .Cartons must be fastened securely to pallets
- .Height of full pallet must not exceed 55"

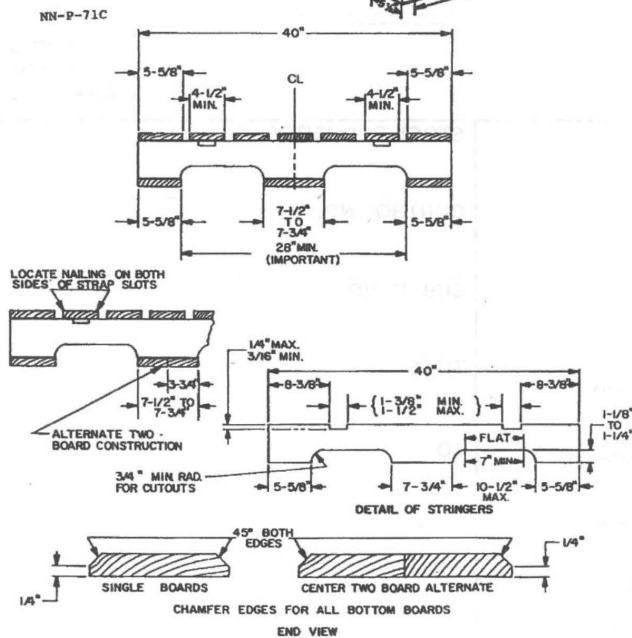
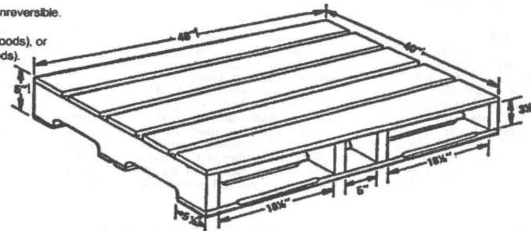
- .Cartons must be 275 psi bursting strength
- .Cartons must be packed solidly; not to exceed 45 lbs.
- .White labels with black image of bold, 1/4" height entries
- .Inner packages require labels

NOTE: Shipments to U.S. Army Distribution center in St. Louis, MO, must be palletized with a minimum of a 19 mm (3/4") void, on all sides, to the outside of the pallet.

EXHIBIT H

Stringer and Deckboard Design for Type III, Four-way (Partial) Flush Pallet

- a) Federal Specification Pallets, Material Handling, Wood,
Stringer Construction, 2-way and 4-way (partial),
NN-P-71C, dated 9-10-73.
- b) Classification:
1. Type III—four-way (partial), flush, assembled, nonreversible.
 2. Size 2—40" x 48".
 3. Wood Group II—medium density woods (softwoods), or
Wood Group III—high density woods (hardwoods).
 4. Grade A—untreated.
- c) Preproduction model not required.
d) Moisture content as per specification.
e) Manufacturer's identification not required.
f) Bundling for shipment not required.



1. Dimensions are in inches.
2. Notches are to be centered about the centerline (CL).
3. Corners of notches shall be rounded as indicated.
4. One or two bottom deckboards may be used at the center.