

INVITATION FOR BIDS

U.S. GOVERNMENT PRINTING OFFICE
200 N. LaSalle St., Suite 810
Chicago, IL 60601-1055

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

Copying/Duplicating

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

Department of the Treasury
(Internal Revenue Service)

Single Award

PRODUCTION AREA: It is assumed that all production facilities used in the manufacture of the product(s) ordered under this contract will be located within a 60-mile radius of Bloomington, IL.

However, any bidder intending to use production facilities outside this area should furnish information, with the bid, which will on its face demonstrate ability to meet the schedule requirements. The determination by the Government of the acceptability of this information in no way relieves the successful bidder of the responsibility for compliance with these schedule requirements.

BIDS: Facsimile bids are not acceptable. To submit a bid, the contractor must return a signed and completed GPO Bid Form 910 and "Schedule of Prices" (pages 11 through 12). All necessary forms are included in this solicitation. If you are downloading these specifications from the GPO website, you must download Bid Form 910 as a separate operation from the following web site: <http://www.access.gpo.gov/procurement/bids910.pdf>

BID OPENING: Bids shall be publicly opened at 2 p.m. prevailing Chicago, IL time on November 4, 2004.

CONTRACT TERM: The term of this contract is for the period beginning Date of Award and ending July 31, 2005, plus up to four optional 12-month extension periods that may be added in accordance with the "Option to Extend the Contract Term" clause in this contract.

INFORMATION: For information of a technical nature call Jennifer Kurisu (312) 353-3916, ext. 18.

NOTE: THERE IS NO PREVIOUS ABSTRACT AVAILABLE.

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 Pub. 310.2, effective December 1, 1987 (Rev. 6-01), available online at the following GPO web-site: http://www.gpo.gov/procurement/ctterms/ct_title.html), and GPO Contract Terms, Quality Assurance Through Attributes Program (GPO Pub. 310.1, effective May 1979 (revised August 2002), available online at the following GPO web-site: <http://www.gpo.gov/procurement/qatap/qatap1.pdf>).

SUBCONTRACTING: The predominant production function under the contract is copy/duplicating. Bidders who must subcontract this operation will be declared non-responsible.

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

Product Quality Levels:

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

Copies will not be acceptable if they contain background tone, strip-lines, or are not equal to the furnished copy.

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 | Camera Copy/Disk Output |

OPTION TO EXTEND THE CONTRACT TERM: 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 60 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 years as a result of, and including, any extension(s) added under this clause. Further extension may be negotiated under the "Extension of Contract Term" clause. See also "Economic Price Adjustment" for periodic pricing revision.

EXTENSION OF CONTRACT 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 prices set forth in this contract shall be adjusted in accordance with the provisions of this clause, provided that, in no event will prices be revised to exceed the maximum permissible under any law existing as of the date of the contract or as may be hereafter promulgated.

Price adjustment period: For the purpose of this clause, the program years shall comply with the Contract Term clause. There shall be no price adjustment for orders placed during the first program year of this contract.

Price adjustment: The prices shall be adjusted on the basis of the "Consumer Price Index For All Urban Consumers - Commodities Less Food, Seasonally Adjusted," published monthly in the CPI Detailed Report by the Department of Labor, Bureau of Labor Statistics, in the following manner:

- (1) The contract price of orders placed during the adjusted period (excluding reimbursable postage or transportation costs) shall be adjusted by the percentage increase or decrease in the average,

seasonally adjusted Consumer Price Index For All Urban Consumers - Commodities Less Food (seasonally adjusted) as follows: An index shall be calculated by averaging the 12 seasonally adjusted months ending 3 months prior to the expiration of the first period of the contract. This average is then compared with the average index for the 12-month period ending 3 months prior to the beginning of the contract, called the base index. The percentage increase or decrease by comparing these two indexes shall be applied to the contractor's invoices for orders placed during the price adjustment period.

(2) The Government will notify the contractor in writing of the percentage increase or decrease to be applied to any invoices to be submitted for orders subject to price adjustment in accordance with this clause. Such percentage will be determined from the published index as set forth above. The contractor shall apply the percentage increase or decrease against the total price of the invoice less reimbursable postage or transportation costs. Any applicable discounts will be calculated on the basis of the invoice price as adjusted.

If the Government exercises an option, the extended contract shall be considered to include this economic price adjustment clause.

ASSIGNMENT OF JACKETS, PURCHASE AND PRINT ORDERS: A Government 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.

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.

SECURITY CLAUSE: Safeguards: Any Treasury Department information made available, which is marked "Official Use Only", shall be used only for the purpose of carrying out the provisions of this contract, and shall not be divulged or made known in any manner to any person except as may be necessary in the performance of the contract. All copies must be accounted for and waste sheets destroyed beyond recognition or reconstruction.

Official Use Only material must be kept in a locked container or area when the order is not actually being worked on. Work areas must be physically separated and secured from public access and monitored by employees responsible for safeguarding the material.

Criminal/Civil Sanctions: Each officer or employee of the contractor to whom "Official Use Only" information may be made available or disclosed shall be notified in writing by the contractor that "Official Use Only" information disclosed to such officer or employee can be used only for a purpose and to the extent authorized herein, and that further disclosure of any such "Official Use Only" information, by any means for a purpose or to an extent unauthorized herein, may subject the offender to criminal sanctions imposed by 18 U.S.C. 641.

That Section provides, in pertinent part, that whoever knowingly converts to his use or another, or without authority, sells, conveys or disposes of any record of the United States or whoever received the same with the intent to convert it to his use or gain, knowing it to have been converted, shall be guilty of a crime punishable by a fine of up to \$10,000 or imprisoned up to ten years or both.

PAYMENT: Submit all billing to: Comptroller, Stop FMCE, Office Of Financial Management, U.S. Government Printing Office, Washington, D.C. 20401. (NOTE: GPO offers a Contractor Fax Billing System. Please visit <http://winapps.access.gpo.gov/fms/vouchers/barcode> for more information.)

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 Date of Award through July 31, 2005, plus for such additional period(s) as the contract is extended. All print orders issued hereunder are subject to the terms and conditions of the contract. The contract shall control in the event of conflict with any print order. A print order shall be "issued" for purposes of the contract, when it is either deposited in the U.S. Postal Service mail or otherwise furnished to the contractor in conformance with the schedule.

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

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

REGULATIONS GOVERNING PROCUREMENT: The U.S. Government Printing Office (GPO) is an office in the legislative branch of the United States Government. Accordingly, the Federal Acquisition Regulation is inapplicable to this, and all GPO procurements. However, the text of certain provisions of the Federal Acquisition Regulation as contained in the Code of Federal Regulations (CFR), are referenced in this solicitation. The offeror should note that only those provisions of the Federal Acquisition Regulation which are specifically incorporated by reference into this solicitation, are applicable.

POLLUTION PREVENTION AND RIGHT-TO-KNOW INFORMATION

(a) Federal facilities are required to comply with the provisions of the Emergency Planning and Community Right-to-Know Act of 1986 (EPCRA) (42 U.S.C. 11001-11050) and the Pollution Prevention Act of 1990 (PPA) (42 U.S.C. 13101-13109).

(b) During performance, in whole or in part, of this contract on a Federal facility, the Contractor shall provide to the Contracting Officer all information needed by the Federal facility to comply with the emergency planning reporting requirements of Section 302 of EPCRA, the emergency notice requirements of Section 304 of EPCRA, the list of Material Data Safety Sheets required by Section 311 of EPCRA, the emergency and hazardous chemical inventory forms of Section 312 of EPCRA, and the toxic chemical release inventory of

Section 313 of EPCRA, which includes the reduction and recycling information required by Section 6607 of PPA.

SECTION 2.- SPECIFICATIONS

SCOPE: These specifications cover the production of self- or separate-cover publications and flat sheet forms, requiring such operations as electronic prepress, copying/duplicating, binding, and distribution. Products produced under the contract may contain sensitive material, and/or may be classified as "Official Use Only". Contractor MUST adhere to the security provisions listed under SECURITY CLAUSE (see page 3).

TITLE: Copying/Duplicating.

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

FREQUENCY OF ORDERS: Approximately 300 orders per year.

TRIM SIZE: 8-1/2 x 11"

QUANTITY: It is anticipated that most of the orders will range from 1 to approximately 200 copies, with an average of 40 copies; however, an occasional order may require up to 1,500 copies.

NUMBER OF PAGES: It is anticipated that approximately 5% of the orders will be single leaf products, and approximately 95% of the orders will be publications consisting of 4 to approximately 1,500 pages (average 100 pages – including covers, when required). It is anticipated that approximately 10% of the publications will require a separate cover.

Note: The aggregate amount of pages (printed or blank) required in any one workday (24 hours) shall not exceed 100,000 pages. The aggregate amount of pages for an item is computed as follows:

Number of pages in a product times the number of copies ordered.

GOVERNMENT TO FURNISH: Camera copy (approximately 25% of the orders) consisting of line copy and line art to be reproduced at various focuses (enlargement and reduction) as indicated on the print order. Furnished copy may be face only or face and back. .

Electronic Media (approximately 75 % of the orders):

Platform: Windows NT or XP.

Storage Media: CD-R, CD-RW, or 100 MB ZIP disk. At the option of the contractor, files may also be e-mailed or made available on the contractor's FTP site. (The contractor must establish an FTP site suitable for receiving the files, and provide a Uniform Resource Locator (URL) to upload files to – i.e. <ftp.contractor.com>. Contractor must set the Government's user ID and password, and provide the name of the remote site folder to upload to, if applicable.)

Software: Adobe Acrobat version 5 and 6. Files will be furnished in PDF format.

Note: All software upgrades (for specified applications), including the system OS, which may occur during the term of the contract, must be supported by the contractor. Current or near current versions will be used.

Fonts: All printer and screen fonts will be furnished. 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 contract.

Facsimile, IRS Form 6153 (R. 6/00) with labeling and marking specifications.

Print orders.

Identification markings such as register marks, ring folios, rubber stamped jacket numbers, commercial identification marks of any kind, etc., except form number, and revision date, carried on copy or 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.

The GPO imprint requirement is waived.

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

Jennifer Kurisu at (312) 353-3916, ext. 18.

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 PostScript files are not furnished - prior to making revision, the contractor shall copy the furnished files and make all changes to the copy.

Upon expiration of the contract, 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. 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.

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. 11" dated February 1999.

NOTICE: Copies of the "Government Paper Specifications Standards, No. 11," dated February 1999, are for sale, on a subscription basis, by the Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402; or on the GPO web site @ <http://www.gpo.gov/qualitycontrol/paperspecs/index.html>.

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

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

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 opinion, materially differs from that of the color sample(s).

Text: White Plain Copier, Xerographic, grammage 75 g/m² (basis weight: 20 lbs per 500 sheets, 17 x 22"), equal to JCP O-65.

Cover: White and Colored Vellum-Finish Cover, grammage 175 g/m² (basis weight: 65 lbs per 500 sheets, 20 x 26"), equal to JCP Code L20.

COPYING/DUPLICATING: Copy/duplicate face only or face and back in black ink, as indicated on the print order.

MARGINS: Margins will be specified on the print order, PDF file, or furnished copy.

BINDING: Trim four sides. Various binding styles will be ordered as follows:

Single leaf products will shrink-film wrap in units of up to 500.

Multi-leaf products will collate in numerical sequence and bind as follows:

- 1) stitch with one or two wire stitch in the upper left corner or on the left side (as indicated);
- 2) shrink-film wrap individual books; or
- 3) tape bind along the left side.

Occasionally, one or more of the above may be required on the same order, as indicated.

Drilling: Drill as indicated on the print order. Typically products will require three round holes, 3/8" in diameter, 4-1/4" center to center, 3/8" from the left edge; however, occasional orders may vary somewhat.

PACKING: Pack in shipping containers. Each shipping container must not exceed 30 pounds when fully packed.

Shipping containers shall have a minimum bursting strength of 275 pounds per square inch or a minimum edge crush test (ECT) of 507 kg per mm width (44 pounds per inch width).

Cartons must be corrugated or solid fiber shipping containers, 200 psi minimum bursting strength. Bottom flaps may be glued, stapled, or sealed with polyester tape 2 to 3" width, minimum 65 lbs./inch transverse tensile strength). If stapled, cartons must be stapled before packing and without damage to the product. Cartons are to be sealed at the top with 2 to 3" paper polyester taped (not reinforced). Approximate carton size is 17-1/2 x 11-1/2 x 9". Contractor will determine exact dimensions of carton in accordance with folded and/or trim size of the product produced.

LABELING AND MARKING: Reproduce shipping container label from furnished copy, fill in appropriate blanks and attach to shipping containers in accordance with the instructions at the top of the base carton label sheet.

Strict adherence to labeling specifications are required. Noncompliance with these labeling and marking specifications shall be cause for the Government to relabel and/or remark in accordance with the specifications and charge all costs thereof to the contractor.

DISTRIBUTION: Deliver f.o.b. destination to the Bloomington, IL area. Complete addresses will be indicated on the print order. Inside Delivery Required.

The contractor must return all Government furnished materials under separate cover via Registered Mail or any other traceable means to the address listed under SCHEDULE.

All expenses incidental to returning materials and furnishing samples 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). NOTE: The Government will fax or email the print order when files are electronically transmitted.

Furnished material (other than the electronically transmitted files) must be picked up from and delivered to IRS, 2402 E. Empire, Bloomington, IL 61799.

No definite schedule can be predetermined; however the furnished material (other than that electronically transmitted) will be available for pickup upon notification by the Government.

Only one pickup per day will be scheduled; however, a pickup may consist of more than one print order.
(NOTE: If the contractor chooses to use a small carrier service, the Government will not be responsible for completing air bills.)

All pickups must be made Monday through Friday, exclusive of Federal holidays, before 2:30* p.m. local prevailing Bloomington, IL time.

The following schedules begin upon notification of the availability of each individual print order and furnished material. When notification of availability is given after 2:00 p.m. the date of notification shall be 9:00 a.m. the following workday.

Orders must be completed and delivered within 2 hours to 3 workdays after notification of the availability of the print order and furnished material. While no guarantees can be made, it is anticipated that: approximately 10% of the orders will be required on the same day (but not less than 2 hours), approximately 20% within 24 hours/one workday, and the balance within 2 to 3 workdays, dependent upon the needs of the Government.

***EXCEPTION - SAME DAY DELIVERY:** Furnished material for same day orders will be electronically transferred when possible; however, in the event that the furnished material is not available in electronic format, the contractor must pickup within **45 minutes** of notification.

The following also apply to same day orders:

- 1) No more than one "same day" order will be placed on any given day;
- 2) The aggregate number of copies will not exceed 4,000;
- 3) Notification of availability for pickup will be given prior to 10:00 a.m.

When more than one order is placed this schedule shall apply to each order separately.

The ship/deliver date indicated on the print order is the date products ordered 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.

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 year's orders 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 during the term of the contract.

The following item designations correspond to those listed in the "Schedule of Prices".

- I. (a) 2,089,962

- II. (a) 10,823
(b) 36
(c) 1

- III. (a) 9,500
(b) 7,441
(c) 1,700
(d) 8,748

(Page 10 is blank)

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 nonresponsive.

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

Bids submitted with NB (No Bid) or blank spaces for an item may be declared nonresponsive.

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

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

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

I. COPYING/DUPLICATING:

(a) Per impression..... \$ _____

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. 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 each page-size leaf.

Per 100 leaves

(a) White, Plain Copier, Xerographic (20-lb.)..... \$ _____

(b) White Vellum-finish Cover (65-lb.) \$ _____

(c) Colored Vellum-finish Cover (65-lb.) \$ _____

III. BINDING:

(a) Stitching with one or two wire stitches (as specified) per publication \$ _____

(b) Shrink-film wrap per wrap \$ _____

(c) Tape binding per publication \$ _____

(d) Drilling (each run) per 100 leaves \$ _____

Three holes will be the maximum for any one run. When drilling or punching publications with separate covers, each thickness of cover stock will be counted as three leaves.

(Initials)

(COMPLETE AND SUBMIT THIS PAGE WITH YOUR BID)

ASSUMED AREA OF PRODUCTION: My production facilities are located within the assumed area of production. Yes_____ No_____.

NOTICE: Bidders whose answer to the above is NO should furnish the following information.

1. Proposed carrier(s) for pickup of Government Furnished Material:

a. Number of hours from acceptance of print order to pickup of Government Furnished Material _____

b. Number of hours from pickup of Government Furnished Material to delivery at contractor's plant _____

2. Proposed carrier(s) for delivery of completed product:

a. Number of hours from notification to carrier to pickup of completed product..... _____

b. Number of hours from pickup of completed product to delivery at destination..... _____

BIDDER'S NAME AND SIGNATURE: Fill out and return all pages in "Section 4.- Schedule of Prices," initialing or signing each in the space provided attached to a completed and signed GPO Form 910, "Bid." Do not enter bid prices on GPO Form 910.

Bids should be submitted in a sealed envelope identified on the outside with the Program number and bid opening date and time. For this solicitation, submit bids to: U.S. Government Printing Office, Chicago Regional Printing Procurement Office, 200 N. LaSalle St., Suite 810, Chicago, IL 60601-1055.

BIDS MUST BE SUBMITTED TO ARRIVE AT THE ABOVE SPECIFIED OFFICE NOT LATER THAN THE EXACT DATE AND TIME SET FOR OPENING OF BIDS.

Bidder _____

Address: _____

By _____

(Signature and title of person authorized to sign this bid)

(Person to be contacted)

Telephone: _____ Fax: _____

GPO Contractor's Code No. _____
(If known)

(COMPLETE AND SUBMIT THIS PAGE WITH YOUR BID)

SAMPLE ENVELOPE FOR SUBMITTING BIDS:

From: _____

Apply postage

Program 3537-S

- Bid
- No Bid

US GOVERNMENT PRINTING OFFICE
CHICAGO RPP0 SUITE 810
200 N LASALLE ST
CHICAGO IL 60601-1055

Bid opens November 4, 2004
At 2 pm