

|               |                                                    |          |                  |           |       |       |
|---------------|----------------------------------------------------|----------|------------------|-----------|-------|-------|
| 1439S         | July 1, 2026 thru June 30, 2027                    |          |                  |           |       |       |
| -----         | -----                                              | -----    | -----            | -----     | ----- | ----- |
|               |                                                    |          |                  |           |       |       |
|               |                                                    |          |                  |           |       |       |
| ITEM          |                                                    | Basis of | Straub Marketing |           |       |       |
| NUMBER        | ITEM DESCRIPTION                                   | AWARD    | UNIT RATE        | COST      |       |       |
| -----         | -----                                              | -----    | -----            | -----     |       |       |
| I.            | PRINTING:                                          |          |                  |           |       |       |
|               | Certificates                                       |          |                  |           |       |       |
|               | (including affixing gold foil seals)               |          |                  |           |       |       |
|               | per certificate.....                               | 103      | 64.75            | 6,669.25  |       |       |
|               |                                                    |          |                  |           |       |       |
| II.           | ADDITIONAL OPERATIONS:                             |          |                  |           |       |       |
|               | Matting & Framing (including all hanging hardware) |          |                  |           |       |       |
|               |                                                    |          |                  |           |       |       |
|               | per certificate.....                               | 48       | 347.00           | 16,656.00 |       |       |
|               |                                                    |          |                  |           |       |       |
| III.          | PACKING AND DISTRIBUTION                           |          |                  |           |       |       |
|               | Packing and sealing shipping containers            |          |                  |           |       |       |
|               |                                                    |          |                  |           |       |       |
|               | per container.....                                 | 52       | 0.00             | 0.00      |       |       |
|               | TOTAL                                              |          |                  | 23,325.25 |       |       |
|               | PROMPT PAYMENT DISCOUNT                            |          | 0.00%            | 0.00      |       |       |
|               | NET TOTAL                                          |          |                  | 23,325.25 |       |       |
|               |                                                    |          |                  |           |       |       |
|               |                                                    |          | Awarded          |           |       |       |
|               |                                                    |          |                  |           |       |       |
| By: SSS       |                                                    |          |                  |           |       |       |
| Reviewer: FAB |                                                    |          |                  |           |       |       |
|               |                                                    |          |                  |           |       |       |

U.S. GOVERNMENT PUBLISHING OFFICE  
Government Publishing & Print Procurement

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of  
SES WALL COMMISSIONS

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

Department of the Treasury  
Internal Revenue Service (IRS)  
(Washington, DC)

Single Award

**TERM OF CONTRACT:** The term of this contract is for the period beginning July 1, 2026, and ending June 30, 2027, 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 May 29, 2026, at the U.S. Government Publishing Office. All parties interested in attending the bid opening shall email [bids@gpo.gov](mailto: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](mailto: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:** The specifications have been extensively revised; therefore, all bidders are cautioned to familiarize themselves with all provisions of these specifications before bidding with particular attention to the following:

- FRAME MOULDING SAMPLES (specified on page 7 of 16)
- CONSTRUCTION, *Framing* (specified on page 10 of 16)
- DISTRIBUTION (specified on page 11 of 16)
- SCHEDULE (specified on page 11 of 16)
- EXHIBIT C

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 Simone Silva-Sutton at [ssilva-sutton@gpo.gov](mailto:ssilva-sutton@gpo.gov) or (202) 512-2024.

## 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 predominant production function will be printing. Any contractor who cannot perform the predominant production function will be declared non-responsible.

**GPO IMPRINT REQUIREMENTS:** 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 (page related) Attributes – Level III
- (b) Finishing (item related) Attributes – Level III

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

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

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

| <u>Attribute</u>                 | <u>Specified Standard</u> |
|----------------------------------|---------------------------|
| P-7. Type Quality and Uniformity | Average Type Dimension    |

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

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

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

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

For the purpose of this clause, performance under this contract will be divided into successive periods. The first period will extend from July 1, 2026 to June 30, 2027, and the second and any succeeding period(s) will extend for 12 months from the end of the last preceding period, except that the length of the final period may vary. The first day of the second and any succeeding period(s) will be the effective date of the economic price adjustment for that period.

Pricing adjustments in accordance with this clause will be based on changes in the seasonally adjusted “Consumer Price Index For All Urban Consumers - Commodities Less Food” (Index) published monthly in the CPI Detailed Report by the U.S. Department of Labor, Bureau of Labor Statistics.

The economic price adjustment will be the percentage difference between Index averages as specified in this paragraph. An index called the variable index will be calculated by averaging the monthly Indexes from the 12-month interval ending three (3) months prior to the beginning of the period being considered for adjustment. This average is then compared to the average of the monthly Indexes for the 12-month interval ending March 31, 2026, called the base index. The percentage change (plus or minus) of the variable index from the base index will be the economic price adjustment for the period being considered for adjustment.

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

**PREAWARD SURVEY:** In order to determine the responsibility of the 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(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.

**ASSIGNMENT OF JACKETS, PURCHASE AND PRINT ORDERS:** A GPO jacket number will be assigned and a purchase order issued to the contractor to cover work performed. The purchase order will be supplemented by an individual print order for each job placed with the contractor. 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 July 1, 2026 through June 30, 2027, 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.

**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.

**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.

NOTE: Contractor is expected to submit invoices within 30 calendar days of complete distribution for each order.

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

Contractor's billing invoice must be itemized in accordance with the items in the "SCHEDULE OF PRICES."

## **SECTION 2. - SPECIFICATIONS**

**SCOPE:** These specifications cover the production of certificates requiring such operations as electronic prepress, composition, printing, binding, construction, packing, and distribution.

**TITLE:** SES Wall Commissions.

**NOTE:** For the purpose of this contract, the Commissions will be referred to as certificates throughout these specifications.

**FREQUENCY OF ORDERS:** Approximately 5 to 10 orders per year.

**QUANTITY:**

Certificates: Approximately 1 to 75 certificates per order.

Matting/Framing: Up to approximately 50 certificates per order.

**NOTE:** The printing of the certificates and the matting/framing of certificates will be ordered on the same order. Not all certificates ordered to be printed will require matting/framing.

**NUMBER OF PAGES (Certificates):** Face only.

**TRIM SIZE (Certificates):** 20 x 16".

**GOVERNMENT TO FURNISH:** All Government-furnished materials will be provided to contractor immediately after award.

Electronic media will be furnished as follows:

Platform: Mac OS 10.4.3, or later.

Storage Media: Email; contractor-hosted SFTP.

Software: Master template and page layout provided as Adobe InDesign and/or Adobe Acrobat (current or near current version) for each of the four (4) basic certificates. Current or near current versions will be used.

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

Fonts: All 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 and/or PDF format.  
Contractor must have the ability to edit PDF files (when furnished by the Government).  
Master template has a place holder for names and titles. Contractor to use the same fonts as the place holders.

Names and titles for the individual certificates will be supplied as a Microsoft Excel file provided with each print order.

At time of award, IRS will furnish the required gold foil, embossed seals (see “BINDING”). Contractor to hold for use throughout the term of the contract. *It is the contractor's responsibility to maintain the quantity needed and to inform the ordering agency if quantities are decreasing to the point of needing replenishing. Contractor will not be allowed additional time in schedule for failing to alert the ordering agency for replenishment.*

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

**EXHIBITS:** The facsimile of sample pages shown as EXHIBITS A, B, and C are representative of the requirements which will be ordered under this contract. However, it cannot be guaranteed that future orders will correspond exactly to these exhibits.

- Exhibit A is representative of one of the four certificates and the gold seal location.
- Exhibit B is representative of the furnished gold foil, embossed seals.
- Exhibit C is representative of the frame moulding required.

**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 contractor must be able to accept files electronically via their secure contractor-hosted SFTP server. Appropriate log-on instructions and protocol shall be provided by the contractor at time of award. The contractor shall provide security, which at a minimum, shall require a unique user ID and password for access.

**FRAME MOULDING SAMPLES:** *On the first order only*, the sample requirement for this contract is not less than three (3) samples of the frame moulding (see “CONSTRUCTION, *Frame*” and EXHIBIT C). The moulding samples must be not less than 6” in length. The container and accompanying documentation shall be marked “FRAME SAMPLE” and shall include the GPO jacket, purchase order, and program numbers.

The samples must be of the color, size, kind, and quality that the contractor will furnish. Samples will be inspected as to color, size, kind, and quality of materials.

**NOTE:** *The IRS will approve and return a signed sample. Once approved, the approved moulding sample will be the standard for the frame on all orders throughout the term of the contract.*

Contractor to submit samples as follows:

- Two (2) samples to: IRS, Attn: Joseph Moyer, Room 6425, 1111 Constitution Avenue, NW, Washington, DC 20224. (Telephone: (202) 317-6067)
- One (1) sample to: GPO, Publishing Support Operations, Quality Control for Published Products, Attn: John Carey/Sarah Coffin, Stop: CSPS, Room C613, 732 North Capitol Street, NW, Washington, DC 20401. (Telephone: (202) 512-0542)

Contractor to submit samples within two (2) workdays of receipt of notification of availability of print order and furnished materials.

The Government will approve, conditionally approve, or disapprove the samples within two (2) workdays of the 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 and with no extension in the shipping schedule. 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 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 at the contractor's risk. Samples will not be returned to the contractor. All costs, including the costs of all samples, shall be included in the contract price in accordance with the applicable line item in the "SCHEDULE OF PRICES."

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

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.

High resolution (150-line screen for all screens and halftones, 1200 (or higher) dpi for the balance) output required.

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, contractor shall copy the furnished files and make all changes to the copy.

**COMPOSITION:** Contractor will be required to set type for approximately 2 or 3 lines using data from furnished Excel file for each certificate. Contractor to use the same typestyle/size as the place holders in the master template.

**PROOFS:** For each certificate ordered on a print order –

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. Proof must contain all crop marks.

The contractor will be responsible for performing all necessary proofreading to ensure that the proofs are in conformity with the copy submitted.

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.

Contractor must not print prior to written receipt of an "O.K. 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.

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

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

Cream White Vellum-Finish Cover, basis weight: 80 lbs. per 500 sheets, 20 x 26”, equal to JCP Code L20.

**PRINTING:** At contractor’s option, the product may be produced via conventional offset or digital printing provided that Quality Level III standards are maintained. Final output must be a minimum of 150-line screen and at a minimum resolution of 1200 x 1200 dpi x 1 bit or 600 x 600 dpi x 4-bit depth technology. Digital device must have a RIP that provides an option for high quality color matching such as Device Links Technology and/or ICC Profiles. NOTE: Contractor must produce the entire job either conventional offset or digital printing; split production methods are not acceptable without prior approval.

Certificates print face only in black ink (see EXHIBIT A).

**MARGINS:** Margins will be as indicated on the master template for each certificate.

**BINDING:** Trim each certificate four (4) sides.

**Gold Seals:** Furnished seals are gold-foil, press-sensitive, self-adhesive seals and have a “burst” die-cut design with IRS logo embossed in center (see EXHIBIT B.)

Contractor is to affix a gold-foil seal in lower left with the center of the seal located 4-1/4” horizontally from the left edge of the certificate and 3-1/2” vertically from the bottom edge of the certificate (+/- 1/8”, see EXHIBIT A).

Seals are to be affixed so that the IRS logo is level with the type on the certificate. Contractor must ensure that all points on the burst seal are securely affixed. Folded, creased, or un-adhered points of the burst seal are not allowed.

***After printing/trimming/affixing seals, the contractor is to return the certificates to the IRS (see “DISTRIBUTION”) for signature using the IRS-furnished small package carrier account number.***

**CONSTRUCTION:** When ordered, contractor is to mat and frame the returned, signed certificates as specified below. (NOTE: Not all certificates returned to the IRS for signature will be furnished back to the contractor for matting/framing.)

**Matting:** Mat as follows –

**Top Matboard:** Larson Juhl A4861 Artique Buff (or equivalent). Cut mat at beveled angle to allow a 3” border on all sides.

**Bottom Matboard:** Crescent Gold Foil B575 (or equivalent) with white core. Cut mat at beveled angle to allow a 3/16” border showing on all sides under top matboard.

IRS Form Number printed in the lower left corner of each certificate MUST be completely covered by the matboard.

Overall mat outside dimensions is 26 x 22”, equal to glass size.

Mats must be square to the frame, not more than 1/64” variance over 20 inches and free of manufacturing and handling imperfections.

Mats to be affixed to one another with the strongest available suitable tape (e.g., 3M 969), 3/4" wide (ATG), completely affixed around both the inner (window) and outside perimeters to minimize buckling due to humidity and separation of the mats over time.

**Glazing:** Before glazing, the face of the mats and the certificate must be completely clean of fingerprints, hairs, dust, or other foreign matter.

Framing quality TruVue© (<http://www.tru-vue.com>) Premium Clear Glass, or equivalent, (minimum 40% UV protection) for color stability. There shall be no occlusion shadows or distortions on the certificate or mats. Thickness of glazing will be no less than 2.5 mm.

Glazing shall be cut square and free of unsightly manufacturing imperfections with no hidden scallops or chipping.

Seal edges of the "glazing-mats-artwork sandwich" with 1-1/2" artist's tape. Glass must be clean of any fingerprints, hairs, dust, or other foreign matter. Tape must not be visible from the front when completed.

**Framing:** Frame as follows –

*Frame:* Mahogany-colored wood with gold lip, W 2" x H 3/4" – R 5/16" (see EXHIBIT C). Frame must match 78596 Executive Mahogany Reverse Gold Lip by Omega Moulding Company for color and moulding.

Frames to be cut with 1/8" allowance (1/16" each side) to prevent shifting and tilting of the certificate within the frame. No opening of the corners is allowed.

The back of the framed certificate shall be suitably covered with brown kraft paper. All four corners will be backed with 3M Bumpo<sup>TM</sup> brand clear/transparent SJ-5302 (or equivalent) corner bumpers, positioned 1/4" from each corner on the completed wood frame.

Contractor is to install picture-hanging hardware, including steel 2-hole hangers (attached 1/4 of the height from the top of the frame and equidistant from the top on each side of the rear of the frame) and nylon-coated steel framer's wire of suitable gauge and strength to hold 40 pounds of weight. Wire connections shall include double-crimped metal collars over looped wire to ensure no pullouts.

Contractor must enclose two (2) picture hanger hooks (hooks with nails), each rated to hold 20 pounds of weight, with the finished product.

**PACKING:** 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 shipment.

*Printed Certificates for Signature:* Pack suitably in shipping containers not to exceed 32 pounds when fully packed.

*Matted/Framed Certificates:* Pack suitably in shipping containers not to exceed 32 pounds when fully packed. If more than one matted/framed certificate is destined to the same address, they may be packed together; however, the contractor is to wrap securely each matted/framed certificate to prevent damage during shipping.

**LABELING AND MARKING:** Contractor to download the "Labeling and Marking Specifications" form (GPO Form 905, R. 7-15) from gpo.gov, fill in appropriate blanks, and attach to shipping containers.

#### **DISTRIBUTION:**

- *Printed Certificates for Signature:* Ship f.o.b. contractor's city to: IRS, Attn: Joseph Moyer, Room 6425, 1111 Constitution Avenue, NW, Washington, DC 20224. (Telephone: (202) 317-6067)
- *Matted/Framed Certificates:* Ship f.o.b. contractor's city to various addresses nationwide (including Alaska, Hawaii, American Territories, and APO/FPO addresses).

Complete addresses and quantities will be furnished with each order.

The contractor is required to ship all packages (both certificates for signature and matted/framed certificates) via small package carrier (SPC) using IRS' shipping accounts. IRS will provide an IRS small package carrier account number(s) with each print order. (NOTE: These shipments will be via GROUND unless otherwise noted on the print order.) All small package carriers must ship packages by traceable means and must be able to provide a manifest to verify traceability. If multiple small package carriers are to be used, an account will be assigned for each carrier. Contractor is required to ship using the designated carrier(s) and IRS account number(s) or be responsible for any additional shipping costs. IRS may require framed certificates be mailed via the U.S. Postal Service (USPS). If the USPS is used, camera copy for postage and fees paid labels will be furnished. NOTE: Shipping containers may weigh no more than 32 pounds when fully packed.

Upon completion of each order, contractor must notify the ordering agency via email to the address indicated on the print order. The subject line of the email shall be "Distribution Notice for Program 1439-S, Print Order XXXXX, Jacket Number XXX-XXX." The notice must provide all applicable tracking numbers, shipping methods, and title of product. Contractor must be able to provide copies of all shipping receipts upon agency request.

Upon completion of each order, all furnished material (if applicable) must be returned to: IRS, Attn: Joseph Moyer, Room 6425, 1111 Constitution Avenue, NW, Washington, DC 20224.

All expenses incidental to picking up and returning furnished materials (if applicable) and submitting PDF soft proofs must be borne by the contractor.

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

Print order and furnished electronic files to be provided via email or SFTP. The contractor must email confirmation of receipt and successful pre-flight to the email address listed on the print order.

Contractor to email PDF soft proofs to the agency contact as specified on the print order.

No definite schedule for placement of orders can be predetermined.

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

- Contractor to acknowledge receipt of order and affirm pre-flight within one (1) workday of receipt of notification of availability of print order and furnished materials.
- Contractor to submit frame moulding samples within two (2) workdays of receipt of notification of availability of print order and furnished materials.
- The Government will approve, conditionally approve, or disapprove the samples within two (2) workdays of the receipt thereof.
- Contractor to submit PDF soft proofs within three (3) workdays of receipt of notification of availability of print order and furnished materials.
- Proofs will be withheld no more than two (2) workdays from their receipt at the ordering agency until corrections/changes/"O.K. to Print" are provided from the ordering agency via email. (The first workday after receipt of proofs at the ordering agency is day one (1) of the hold time.)
- Contractor to deliver printed certificates for signature within five (5) workdays of receipt of "O.K. to Print" on proofs.

- Ordering agency to hold printed certificates for signature no more than 15 workdays of receipt thereof. NOTE: Contractor may be required to pick up the signed certificates or the ordering agency may return via small package carrier. ***Only signed certificates that are to be matted/framed will be returned to the contractor.***
- Contractor to complete production and distribution within 15 workdays of receipt of signed certificates.

The ship/deliver date indicated on the print order is the date products ordered for shipping f.o.b. contractor's city must be made available for pickup by the small package carrier indicated by the IRS or delivered to the U.S. Postal Service (if requested by IRS).

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, for proofs and delivery schedules in accordance with the contract requirements. Upon completion of each order, contractor must contact the Shared Support Services Compliance Section via email at [compliance@gpo.gov](mailto:compliance@gpo.gov); or via telephone at (202) 512-0520. Personnel receiving the 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 the 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.”

- I. 103
- II. 48
- III. 52

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#### SECTION 4. - SCHEDULE OF PRICES

Bids offered are f.o.b. contractor's city.

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 quotes 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), NA (Not Applicable), or blank spaces for an item will be declared non-responsive.

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

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

Contractor's billing invoices must be itemized in accordance with the line items in the "SCHEDULE OF PRICES."

- I. PRINTING AND BINDING:** The price offered shall include the cost of all required materials and operations (including composition and proofs; excluding matting and framing) necessary for the printing and binding of the products listed in accordance with these specifications.

Contractor is not allowed to include costs for the gold-foil seals furnished by the Government.

Certificates (including affixing gold foil seals) ..... per certificate .....\$ \_\_\_\_\_

- II. ADDITIONAL OPERATIONS:** The price offered shall include the cost of all required materials and operations necessary for the matting and framing of certificates in accordance with these specifications.

Line item II. must include the cost of the frame moulding samples.

Matting and framing (including all hanging hardware) ..... per certificate .....\$ \_\_\_\_\_

- III. PACKING AND DISTRIBUTION:** Prices must be all-inclusive, as applicable, and must include the cost of packing; all shipping containers; all necessary wrapping and packing materials; labeling and marking; and distribution in accordance with these specifications.

Packing and sealing shipping containers ..... per container .....\$ \_\_\_\_\_

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

**SHIPMENT(S):** Shipments will be made from: City \_\_\_\_\_, State \_\_\_\_\_.

The city(ies) indicated above will be used for evaluation of transportation charges when shipment f.o.b. contractor's city is specified. If no shipping point is indicated above, it will be deemed that the bidder has selected the city and state shown below in the address block, and the bid will be evaluated and the contract awarded on that basis. If shipment is not made from evaluation point, the contractor will be responsible for any additional shipping costs incurred.

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

**AMENDMENT(S):** Bidder hereby acknowledges amendment(s) number(ed) \_\_\_\_\_

**BID ACCEPTANCE PERIOD:** In compliance with the above, the undersigned agree, if this bid is accepted within \_\_\_\_\_ calendar days (60 calendar days unless a different period is inserted by the bidder) from the date for receipt of bids, to furnish the specified items at the price set opposite each item, delivered at the designated points(s), in exact accordance with specifications. *NOTE: Failure to provide a 60-day bid acceptance period may result in expiration of the bid prior to award.*

**BIDDER'S NAME AND SIGNATURE:** Unless specific written exception is taken, the bidder, by signing and submitting a bid, agrees with and accepts responsibility for all certifications and representations as required by the solicitation and GPO Contract Terms – Publication 310.2. When responding by 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'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)

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**THIS SECTION FOR GPO USE ONLY**

Certified by: \_\_\_\_\_  
(Initials and Date)

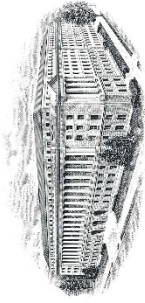
Contracting Officer: \_\_\_\_\_  
(Initials and Date)

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EXHIBIT A

# The United States of America



Department of the Treasury ∴ Internal Revenue Service



*Know Ye, That, I repose special trust and confidence in the Integrity and Ability of*

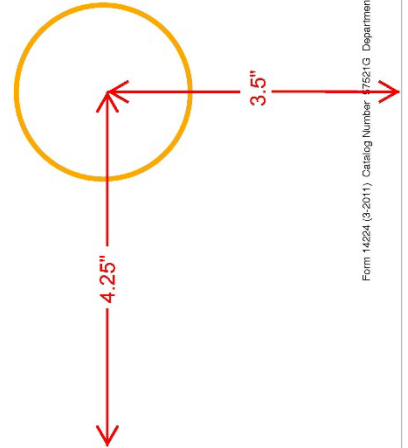
## Commissioner Name Here

*Who is appointed*

**Title Here**

*and is authorized and empowered to execute and fulfill the duties of that Office, according to law, and to have and to hold the said Office with all the powers, privileges and emoluments thereunto appertaining, subject to the conditions prescribed by law and rules promulgated thereunder.*

*Effected in the City of Washington, on the sixth day of February, two thousand five, and of the Independence of the United States of America, the two hundred twenty-ninth.*



*Commissioner of Internal Revenue*

## EXHIBIT B



## EXHIBIT C

