

Program No 4971-S Term 05/01/2024 To 04/30/2025 (up to 4 option years)																										
TITLE: IRS training materials		(Contr #1 - E4)			(Contr #2 - G4)			(Contr #3 - I4)			(Contr #4 - K4)			(Contr #5 - M4)			(Contr #6 - O4)			(Contr #7 - Q4)			(Contr #8 - S4)			
ITEM NO	DESCRIPTION	AWARD	UNIT RATE	BASIS OF		CCPPM dba Cornerstone Copy Elk Grove, CA		Custom 1 Printing, Inc. Torrance, CA		Power Imaging, Inc. Denver, CO		K-B Offset Printing, Inc. State College, PA		KM Media Clifton, NJ		Patterson Printing Benton Harbor, MI		Image Square, Inc. Los Angeles, CA		The PA Hutchison Compay Mayfield, PA						
				UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST			
<b>I. COMPLETE PRODUCT:</b>																										
<b>Per 1,000 Pages</b>																										
Black only (copying or digital printing) one or two sides.....																										
4,870		16.00	77,920.00		20.00	97,400.00		17.00	82,790.00		28.00	136,360.00		195.00	949,650.00		14.43	70,274.10		10.00	48,700.00		50.00	243,500.00		
<b>II. PAPER: Per 1,000 Leaves</b>																										
JCP Code* O60, Plain Copier, Xerographic, White, Basis Weight 20 lbs.....																										
2,435		6.75	16,436.25		12.00	29,220.00		17.00	41,395.00		12.70	30,924.50		26.50	64,527.50		16.13	39,276.55		12.50	30,437.50		8.55	20,819.25		
<b>III. ADDITIONAL OPERATIONS:</b>																										
a) Slip sheeted using a colored separator between sets.....Price per set.....																										
1,000		N/C			0.05	50.00		0.05	50.00		0.50	500.00		0.50	500.00		0.25	250.00		N/C		0.18	180.00			
b) Shrink film wrapped with chipboard.....																										
15,000		0.25	3,750.00		0.35	5,250.00		0.10	1,500.00		0.18	2,700.00		0.50	7,500.00		0.30	4,500.00		0.15	2,250.00		0.35	5,250.00		
c) Stapled with one staple in upper left corner.....																										
1,000		0.02	20.00		0.03	30.00		0.05	50.00		0.70	700.00		0.25	250.00		0.25	250.00		N/C		0.80	800.00			
4,870		1.00	4,870.00		15.00	73,050.00		0.50	2,435.00		0.30	1,461.00		0.50	2,435.00		1.00	4,870.00		N/C		1.00	4,870.00			
<b>IV. PACKAGING:</b>																										
Pallets.....Per Each.....																										
81		50.00	4,050.00		50.00	4,050.00		20.00	1,620.00		40.00	3,240.00		50.00	4,050.00		25	2,025.00		79	6,399.00		35.00	2,835.00		
<b>CONTRACTOR TOTALS</b>																										
			<b>\$107,046.25</b>			<b>\$209,050.00</b>			<b>\$129,840.00</b>			<b>\$175,885.50</b>			<b>\$1,028,912.50</b>			<b>\$121,445.65</b>			<b>\$87,786.50</b>			<b>\$278,254.25</b>		
<b>DISCOUNT</b>																										
			<b>1.00%</b>	<b>\$1,070.46</b>		<b>1.00%</b>	<b>\$2,090.50</b>		<b>2.00%</b>	<b>\$2,596.80</b>				<b>0.25%</b>	<b>\$2,572.28</b>		<b>2.00%</b>	<b>\$2,428.91</b>			<b>5.00%</b>	<b>\$13,912.71</b>				
<b>DISCOUNTED TOTALS</b>																										
				<b>\$105,975.79</b>			<b>\$206,959.50</b>			<b>\$127,243.20</b>			<b>\$175,885.50</b>			<b>\$1,026,340.22</b>			<b>\$119,016.74</b>			<b>\$87,786.50</b>				
<b>AWARDED</b>																										
																								4/22/2024 (JY)		

U.S. GOVERNMENT PUBLISHING OFFICE  
Southwest Region

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS  
For the Procurement of

**IRS training materials**

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

Department of the Treasury – Internal Revenue Service

Single Award

**TERM OF CONTRACT:** The term of this contract is for the period beginning **May 1, 2024** and ending **April 30, 2025**, 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.**, prevailing Eastern Standard Time, on **April 4, 2024** at the Government Publishing Office, Southwest Region. All parties interested in attending the bid opening shall email [bids@gpo.gov](mailto:bids@gpo.gov) prior to bid opening date to request a Microsoft Teams live stream link. The link will be emailed on the day of 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 jacket number and bid opening date must be specified in the subject line of the emailed bid submission. Bids received after 11:00am EST on the bid opening date specified above will not be considered for award.

**BIDDERS, PLEASE NOTE:** The GPO 910 “BID” Form is no longer required. Bidders are to fill out, sign/initial, as applicable, all pages of SECTION 4. – SCHEDULE OF PRICES.

**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 75MB may 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.

This is a new term contract, there are no previous abstracts.

For information of a technical nature *before* award, contact Jennifer Yarbrough at 707-748-1976 or [jiyarbrough@gpo.gov](mailto:jiyarbrough@gpo.gov).

## 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 (revised 9-19)).

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

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

**SUBCONTRACTING:** The predominant production function is copying/duplicating/printing and binding of loose-leaf books. Any contractor who cannot perform the predominant functions 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

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	Electronic Files/Approved Proofs

**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 **May 1, 2024** through **April 30, 2025** 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 **January 31, 2024** called the base index. The percentage change (plus or minus) of the variable index from the base index will be the economic price adjustment for the period being considered for adjustment.

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

**PREAWARD SURVEY:** In order to determine the responsibility of the prime contractor or any subcontractor, the Government reserves the right to conduct an on-site pre-award survey at the contractor's/subcontractor's facility or to require other evidence of technical, production, managerial, financial, and similar abilities to perform, prior to the award of a contract. As part of the financial determination, the contractor in line for award may be required to provide one or more of the following financial documents:

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

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.

**PREAWARD PRODUCTION PLANS:** As part of the preaward survey, the contractor shall present, in writing, to the Contracting Officer within two (2) workdays of being notified to do so by the Contracting Officer or his/her representative, detailed production plans as outlined below. The workday after notification to submit will be the first day of the schedule. If the Government requests additional information after review of plans, the contractor must submit updated plans within one (1) workday of request.

**Option Years** - For each option year that may be exercised, the contractor may be required to review their production plans and re-submit in writing the above plans detailing any changes and/or revisions that may have occurred. The revised plans are subject to Government approval. The revised plans must be submitted to the Contracting Officer or his/her representative within two (2) workdays of notification of the option year being exercised. NOTE: If there are no changes/revisions, the contractor will be required to submit to the Contracting Officer or his/her representative a statement confirming that the current plans are still in effect. These proposed plans are subject to review and approval by the Government, and award will not be made prior to approval of same. The Government reserves the right to waive some or all of these plans.

**Production Plan** – The contractor is to provide a detailed plan of the following:

- (a) List of all production equipment and equipment capacities to be utilized on this contract;
- (b) The production capacity currently being utilized on this equipment;
- (c) Capacity that is available for these workloads; and,
- (d) If new equipment is to be utilized, documentation of the purchase order, source, delivery schedule, and installation dates are required.

**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 **May 1, 2024 through April 30, 2025**, 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 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 invoicing. Instructions for using this method can be found at the following web address:

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

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

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

Contractors are expected to submit invoices within 30 days of job shipping/delivery.

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

**NOTIFICATION:** The contractor will be notified a minimum of 30 days before the end of the current contract annual period of availability or non-availability of funds for subsequent periods. Cancellation is effected if (i) the Contracting Officer notifies the contractor that funds are not available for the next year, or (ii) the Contracting Officer fails to notify the contractor that funds are available for the next year.

## SECTION 2.- SPECIFICATIONS

**SCOPE:** These specifications cover the reproduction (copying or digital printing) of various loose-leaf books. Operations include download of government furnished digital print files, collation, and shrink film wrapping, cutting, drilling, labeling, packing, and shipping.

**TITLE:** IRS training materials

**FREQUENCY OF ORDERS:** It is not possible to predetermine the number or frequency of orders that will be placed during the term of this contract. Historical data accumulated over a period of time for similar type products purchased by this office have been used to project the anticipated usage on this contract. As many as 10 orders may be placed in any one 5 workday period. Contractor may be required to produce as many as 2,000,000 impressions in any one 5 workday period.

It is anticipated that approximately 75 orders may be per year placed as follows.

	<u>QUANTITY</u>
Black only (copying or digital printing) – one or two sides.....	75

**QUANTITY AND NUMBER OF PAGES:** Estimated from 10 to 2,000 (average of 200) copies per order. A few orders may be for fewer than 10 copies or for more than 2,000 copies. No guarantee can be made as to the quantity and number of pages that will be ordered and actual quantities may be less than or exceed those indicated.

Black only copying one or two sides, from 4 to 2,400 pages. A page is one side of a leaf of paper. It is estimated that most work will be in the following ranges.

	<u>PAGES</u>	<u>APPROX. # OF ORDERS</u>
Approx. 30% of orders will be for fewer than 100 pages .....	Up to 100.....	23
Approx. 60% of orders will be for 100 to 500 pages .....	101 to 500.....	44
Approx. 10% of orders will be for over 500 pages .....	over 500 .....	8

### TRIM SIZE:

Training Materials: 8-1/2 x 11”

**GOVERNMENT TO FURNISH:** Furnished Files: Electronic files in Adobe Acrobat PDF (RGB) format, created in a Windows platform, will be furnished via email or through GPO File Sharing. Contractor must be a registered user of GPO File Share (instructions for registration can be provided). Files will be encrypted using SecureZIP by PK Ware. Contractor must be able to use the latest version of Adobe Acrobat as well as be backwards compatible.

Print Order (GPO Form 2511). Print orders will generally be sent via email or to GPO File Share. Contractor must be able to accept via email and/or GPO File Share.

The following material will be furnished for use in distribution:

1. Distribution list. Distribution List (Form 2040 F/T) (Exhibit 2) or other distribution list will be furnished in Acrobat PDF format or Excel via email with each order. Each distribution list will contain the names, addresses and contact information of all potential shipping destinations. Destinations that will receive copies will have a quantity designated. If the quantity field is left blank, then there is no shipment to that destination for that order.
2. Electronic file for IRS Package/Carton Labels (IRS Form 6153) (Exhibit 3) will be included with each order. This label must be reproduced by the contractor on white or yellow stock, as specified on the individual print order. Contractor will be required to complete all labels from the information provided on the Form 2040 F/T Distribution List. Delivery address may be printed on the label(s) or may be required to be inserted by the contractor, carton number of total (e.g., 1 of 3, 2 of 3, 3 of 3) in shipment, and similar. Occasionally, more than one label may be furnished, and contractor is cautioned to use the correct label for the correct destination.
3. Training Materials Label (IRS Document 6310) (Exhibit 4). Labels are 8.5 x 5.5". Every carton requires application of this label. These are crack and peel labels that will be provided to the contractor.

**PROOFS:** Rarely, some orders may require PDF soft proof. This must be emailed to address provided on the Form 2511 within one (1) workday of receiving PDF of text for the job. Proof OK will be returned within one (1) workday. Delivery date may be changed at to accommodate delays in return of the proof with agreement between the IRS, contractor, and GPO.

**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 or data corruption that might interfere with proper file image processing must be reported to the IRS contact on the Form 2511.

The contractor shall set proper screen angles and screen frequency if necessary, and define file output selection for the imaging device being utilized. Furnished files must be imaged as necessary to meet the assigned quality level.

**RIGHTS ON DATA REGARDING FONTS:** The fonts provided (see GOVERNMENT TO FURNISH) are the property of the ordering agency and are provided for use on this contract only. Using the furnished fonts on any job other than the one for which the fonts were submitted violates copyright law. All fonts should be eliminated from contractor's archive immediately after completion of the production run.

**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 is required to have Internet access provided through an Internet Service Provider, an email account, and a web browser equivalent to Internet Explorer 6.0 or Microsoft Edge. The contractor is also required to have Adobe Acrobat 9.1 (or higher) software (not Adobe Reader). The contractor is required to purchase SecureZIP by PK Ware. The contractor must furnish an email address for the IRS to email the forms mentioned above.

The contractor must be able to send and receive password-encrypted, zipped files via email or GPO File Share.

**STOCK:** The specifications of all stock 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, and any subsequent amendments thereto.

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

Unless otherwise indicated, all black only copies will be on JCP O60.

The following stocks may be ordered:

- a) JCP Code\* O60, Plain Copier, Xerographic; White (Archival Quality), Basis Size 17 x 22", Basis Weight 20 lbs. \*Infrequently, colored sheets may be ordered for slip sheeting if necessary.

**PRINTING/COPYING:** Reproduce one side in black; both sides in black (head to head or as specified).

Full reverse, bleed pages and a solid area over two square inches per page shall not be required.

Copies or digital printing WILL NOT be acceptable if they contain background tone, faded out or inconsistent images, or are not otherwise equal to the furnished files.

**MARGINS:** No bleeds. At least 1/4" white space will be allowed on all edges.

**BINDING:**

- a) Slip sheeted using a colored separator between sets;
- b) Shrink film wrapped with chipboard;
- c) Stapled with one staple in upper left corner;
- d) Most orders will require 3 round holes, 4-1/4" center to center, along 11" dimension or 2 holes, 2-3/4" center to center along 8-1/2" dimension. Holes will be ordered either 1/4" or 3/8" in diameter; and center of holes to be 3/8" from left or top edge.

**IDENTIFICATION MARKINGS:** Identification markings such as register marks, ring folios, rubber stamped jacket numbers, commercial identification marks of any kind, etc., must not print on finished product.

**PACKAGING:** NOTE: Critical packaging requirements. Failure to package correctly will result in rejection.

Do not mix different print orders within any form of packing. Each form of packing whether envelope, padded bag, container, or pallet must be for the individual print order. Contractor may have more than one print order with the same destination(s). These are to be kept separate; they are NOT to be combined. When pallets are required, they must meet the specifications in Exhibit 1.

Shrink film wrap individual books or quantities as required. (See “BINDING”). When agency re-ships individually shrink-film wrapped packages, the shrink-film wrap must be of sufficient strength as to not break open.

Insert single or multiple copies up to 200 leaves into Kraft envelopes. For quantities over 200 leaves up to 12 lbs., pack in padded shipping bags, and over 12 lbs. up to 32 lbs., pack in shipping containers. Shipping container must

not exceed 32 lbs. when fully packed. Use only new corrugated or solid fiberboard containers with a minimum bursting strength of 275 psi. Boxes must be of sufficient strength to withstand handling through the US Mail or a small package carrier.

**Shipping containers for shipments to NDC, Bloomington, IL must be 17-1/2 x 11-1/2 x 7-1/4". This is the only acceptable size container – NO EXCEPTIONS.** Container size to other destinations is not critical.

No additional charges will be allowed in the schedule of prices for packing other than the line item for pallet.

**LABELING AND MARKING:** Reproduce shipping container label from furnished files, fill in appropriate blanks (where necessary) and attach to shipping containers per instructions. Full shipments are required. All expenses incidental to labeling and marking bundles and containers must be borne by the contractor.

**RECEIPTS FOR DELIVERY:** Contractor must furnish their own receipts for delivery. These receipts must include the GPO jacket, program, and print order numbers; total quantity delivered, number of cartons, and quantity per carton; date delivery made; and signature of the Government agent accepting delivery. The original copy of these receipts or other acceptable proof must accompany the contractor's invoice for payment.

**NOTIFICATION OF DELIVERY:** Contractor must notify the ordering agency (printing specialist listed on the Form 2511) on the same day that the product ships/delivers via e-mail. The subject line of this message must include the program and print order number. The notice must include all applicable tracking numbers.

NOTE: During the October, November, December time frame there will be a specific set of jobs (up to 30 jobs) sent to the contractor. The tracking numbers for these jobs must be listed on an Excel spreadsheet and keep being recorded on the spreadsheet as jobs are shipped. Pro numbers for bills of lading must also be recorded on the spreadsheet when truck shipments are used. Instructions will be given to the contractor on where to email the spreadsheet.

**DISTRIBUTION: FOB Contractor City:** Ship/Deliver F.O.B. Contractor's City (at Government's expense):

Shipping to various destinations throughout the United States. Most orders will have shipment to Bloomington, IL. Generally, each order will have multiple destinations. For most orders, the number of destinations range from 2 to 12. Occasionally, additional destinations may be required. It is unusual for the total number of destinations to exceed 20.

Shipments Up to 750 lbs. per destination per print order. Shipments that are up to 750 lbs. per individual destination on a print order are to be shipped via the Government's designated small package carrier. Contractor must use the small package carrier designated by the Government. The designated carrier may change during the term of the contract. The Government will provide the contractor with the account number to be used. Contractor MUST use this account number for these shipments. This account number can only be used for IRS designated shipments under this contract. The account number cannot be used for private use. It cannot be used for any other contracts unless those are IRS contracts where its use is specifically authorized.

Occasionally, the contractor will be required to use an expedited delivery service, such as an overnight service for a portion or all of a print order. This is not covered under the IRS shipping account. For destinations specifically designated on the print order, contractor is to deliver **reimbursable** using the service designated on the print order (e.g., overnight delivery by 10:30 a.m., two day, etc.). **Contractor must deliver at their expense and they will be reimbursed for the actual shipping charges.** Contractor will be required to submit a copy of the carrier's billing with their invoice for reimbursement. Do NOT send orders using other than the IRS account number unless the expedited service is specially authorized on the print order.

Shipments over 750 lbs. per destination per print order. Shipments that are over 750 lbs. are to be sent via freight carriers. The IRS will provide the Government Bill(s) of Lading (GBL's) for each required destination per print order. It is not anticipated that "blank" or "partially completed" GBL's will be provided for general use under this contract but rather that IRS GBL's will be provided per print order when required. At the Government's option, these GBL's may be provided as hard copy, via fax, or via e-mail. It is anticipated that email will be most often used and contractor must be able to accept via this means. If GBL's are furnished, specific instructions will be furnished with them which the contractor must follow. Contractor must use the Government designated carrier.

Use of a carrier other than the designated carrier, without the express permission of the IRS, is not authorized.

The IRS will not pay for shipping charges for other than their designated carrier(s). It is anticipated that GBL's will be furnished via email two days in advance of shipment. GBL's may be accompanied by instructions for "distribution" as well as the designated carrier. Contractor must follow those instructions. GBL's are obligating documents and GBL's furnished for one print order under this contract cannot be used for another agency, contract, print order, shipment, or any other use. All unused GBL's must be returned to the IRS point of contact as designated on the GPO Form 2511 Print Order or as otherwise instructed. If GBL's are furnished via email, then an email notification of GBL numbers not used will be acceptable.

NOTE: Contractor is not to combine shipments from one print order with another, even if going to the same destination(s). All print orders must be considered individually. This applies to all shipments – whether sent via small package carrier or via Government Bill of Lading.

**SCHEDEULE:** 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).

No definite dates can be predetermined for placement of orders. Contractor will be notified by email when furnished material has been transmitted.

All orders must ship within 8 working days (as indicated on the GPO Form 2511) to any destination in the contiguous 48 states via UPS Ground method after receipt of the work order.

### **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 12 months' work under this contract. These units do not constitute, nor are they to be construed as, a guarantee of the volume of work which may be ordered for the term of this contract.

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

- I. 4,870
- II. 2,435
- III.
  - a) 1,000
  - b) 15,000
  - c) 1,000
  - d) 4,870
- IV. 81

## 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.

Contractor 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 contractor 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.

Fractional parts of 1,000 shall be prorated at the "per 1,000" rate and fractional parts of 100 shall be prorated at the "per 100" rate.

**I. COMPLETE PRODUCT:** Prices quoted shall include the cost of all required materials and operations (excepting Items II and III) necessary for the complete production and distribution of the product listed in accordance with these specifications.

Paper costs to be charged under Item II.

**Per 1,000 Pages**

Black only (copying or digital printing) – one or two sides .....\$ \_\_\_\_\_

**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 8-1/2 x 11" leaves furnished for the product(s) ordered. The cost of any paper required for makeready or running spoilage must be included in the prices bid.

**Per 1,000 Leaves**

JCP Code\* O60, Plain Copier, Xerographic,  
White, Basis Weight 20 lbs. .....\$ \_\_\_\_\_

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

**III. ADDITIONAL OPERATIONS:** The following are charges that are in addition to Item I. These charges will only be allowed when specified on the print order.

- a) Slip sheeted using a colored separator between sets ..... Price per set .....\$ \_\_\_\_\_
- b) Shrink film wrapped with chipboard..... Price per shrink wrap....\$ \_\_\_\_\_
- c) Stapled with one staple in upper left corner ..... Price per each .....\$ \_\_\_\_\_
- d) Round hole drilled ..... Price per 1,000 leaves...\$ \_\_\_\_\_

**IV. PACKAGING:**

Per Each

Pallets.....\$ \_\_\_\_\_

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

**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).

**BID ACCEPTANCE PERIOD:** In compliance with the above, the undersigned agree, if this bid is accepted with \_\_\_\_\_ 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.

NOTE: Failure to provide a 60-day bid acceptance period may result in expiration of the bid prior to award.

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

**BIDDER NAME AND SIGNATURE:** Unless specific written exception is taken, the bidder, by signing and submitting a bid, agrees with and accepts responsibility for all certifications and representations as required by the solicitation and GPO Contract Terms – Publication 310.2. When responding by email, fill out and return one completed copy of all applicable pages (pg. 8) that include the Jacket Number, Bid Price, Additional Rate, Discounts, Amendments, Bid Acceptance Period, and Bidder's Name and Signature, including signing where indicated. Valid electronic signatures will be accepted in accordance with the Uniform Electronic Transactions Act, § 2. Electronic signatures must be verifiable of the person authorized by the company to sign bids.

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

Firm \_\_\_\_\_ GPO Contractor's Code \_\_\_\_\_

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

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

By \_\_\_\_\_

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

(Date)

\_\_\_\_\_  
(Printed Name)

\_\_\_\_\_  
(Telephone Number)

\_\_\_\_\_  
(Email)

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**THIS SECTION FOR GPO USE ONLY**

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

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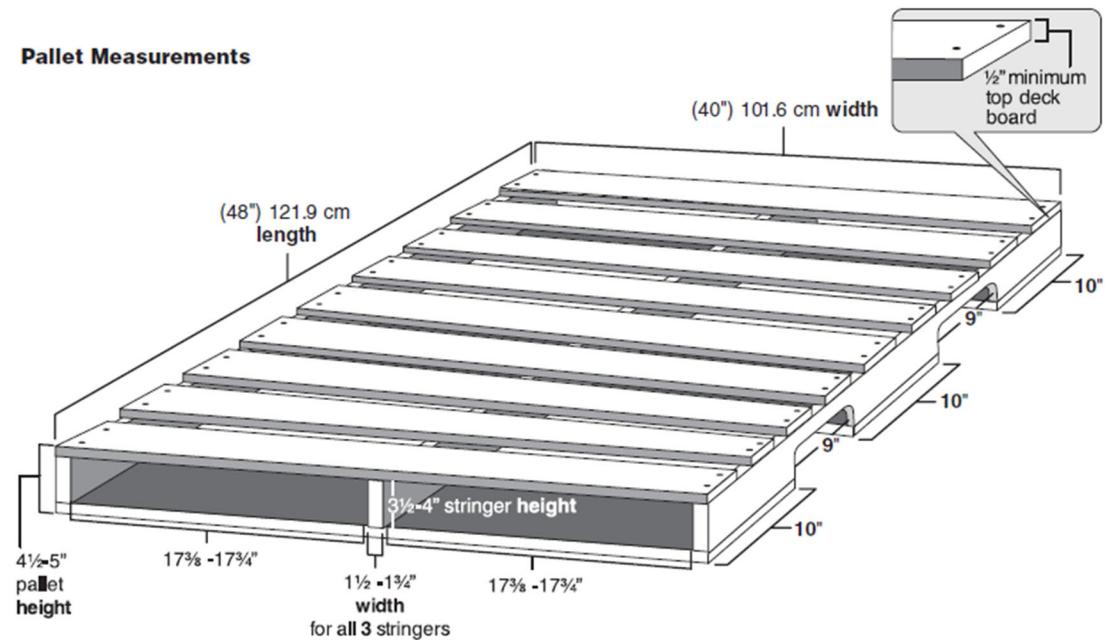


## IRS Pallet Specifications

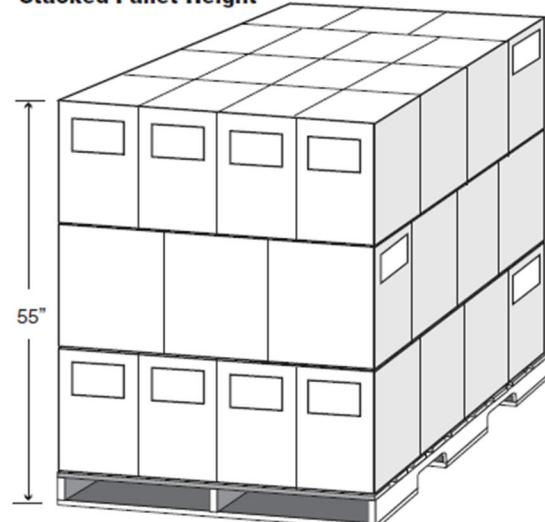
### EXHIBIT 1

All shipments delivered to the National Distribution Center (NDC), must conform to the specifications outlined in this document. To ensure shipments are 100% compliant and received by the NDC, please reference Publication 4803 and any relating information outlined in the work contract specifications. Non-conformance to the specifications of this document, the standards described in Publication 4803 and or specific instructions outlined in the work contract specifications, may result in corrections at the vendor's expense.

#### Pallet Measurements

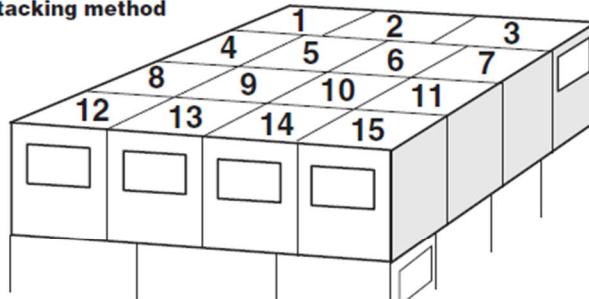


#### Stacked Pallet Height



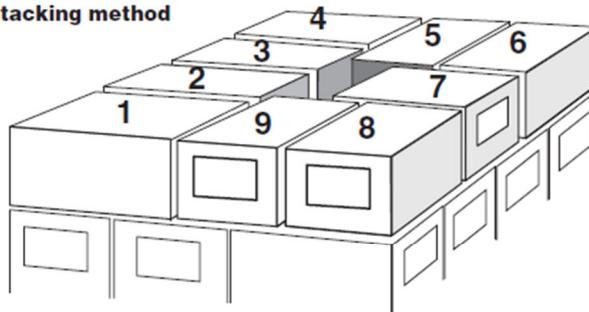
For IRS products the maximum full pallet height (pallet + cartons) **must not** exceed 55".

#### 15 tier stacking method



Shipments requiring palletization of cartons for non-Standard (i.e products that are not and can not be folded down to an 8.5' x 11' size without destroying the functionality or integrity of the product) IRS products should be stacked using this 15 tier method.

#### 9 tier stacking method



Products that are 8.5' x 11' or can be folded to those dimensions are considered standard IRS products and should be stacked using this 9 tier method.



## Exhibit 3

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### Read Prior to Producing or Labeling Cartons

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Labels MUST be generated from the PDF file provided. Handwritten updates are not allowed on any label. If these instructions are not followed, the Contractor will be held responsible for all re-labeling charges.

#### Section I – Prior to Producing Label

- 1) Contact the IRS for a new carton label if any of the following fields are blank when the label is received:  
(a) Catalog number, (b) Revision, (c) Requisition number, (d) Product number, or (e) Product title.
- 2) Fields for Contractor to Update Electronically: (a) Carton # of # (see number Section I, 3 below); (b) From address;  
(c) To address (see exception under Section II, 2, Cartons via Small Package Carrier (SPC) below); and (d) Carton quantity  
(if carton quantity is blank, it must be updated with the correct packing quantity).
- 3) Automated Carton # of # fields: To print the correct number of labels for each address with sequential carton numbers,  
input the total number of cartons in second # field and press "Print Labels" button. Warning: Once the print button is pressed,  
printing cannot be canceled. Be sure all information is correct prior to printing.
- 4) Printing: Labels must be produced same-size in black ink on white paper.
- 5) Proof: An electronic proof of the label may be required if indicated on the contract or print order.

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#### Section II – Labeling for Shipment

- 1) Cartons: All cartons must have IRS shipping label affixed to one end of the carton only (never on top, long-side, or bottom).
- 2) Cartons via Small Package Carrier (SPC): Affix SPC label to top of carton on edge nearest to IRS label. If shipping via SPC to the IRS National Distribution Center, leave the "To (Consignee)" address field blank.
- 3) Small SPC packages/boxes/envelopes via SPC: Affix IRS label to front of package and SPC label to the back. This includes advance distributions and IRS samples.

*cut here* \_\_\_\_\_

\_\_\_\_\_ *cut here*

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### Carton Shipping Label

Department of the Treasury <b>Internal Revenue Service</b>		Publishing analyst		Phone number	Carton #	of #
GPO Jacket number 634-066		Print order number 61506		Program number 5540		
From (Contractor name and address)		To (Consignee)				
Catalog number <b>51348N</b>	Revision (YYYY-MM-DD) <b>2020-02-00</b>	 <b>*51348N2020-02-00*</b>				
Product number (Form, Document, Publication, etc) <b>T 11559 007</b>		Product title Revenue Agent Corporate, Tab Set for Participant Guide				
Carton quantity <b>55</b>	Requisition number (YY-nnnnn) <b>22-05140</b>	 <b>*5522-05140*</b>				

Internal Revenue Service

Exhibit 4

# training material

