

THIS PROCUREMENT IS BEING SOLICITED AS A SMALL PURCHASE REQUEST FOR QUOTATION (RFQ). THE SEALED BIDDING TERMINOLOGY AS USED THROUGHOUT THESE SPECIFICATIONS IS SYNONYMOUS WITH THEIR NEGOTIATED PROCUREMENT COUNTERPART UNLESS SPECIFICALLY STATED OTHERWISE. NEGOTIATED PURSUANT TO 41 U.S.C. 5(1).

QUOTATION REQUEST

U.S. GOVERNMENT PUBLISHING OFFICE
Atlanta, GA

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/IRS (Washington, DC)

Single Award

TERM OF CONTRACT: The term of this contract is for the period beginning June 1, 2021 and ending May 31, 2022, 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.

QUOTES DUE: Quotes are due by 11:00 a.m., prevailing Atlanta, GA time, on May 20, 2021.

QUOTE SUBMISSION: This is a Small Purchase Term Contract. Due to the COVID-19 pandemic, the physical office will NOT be open to accept quotes via mail or small package carrier. Bidders must email quotes to bidsatlanta@gpo.gov for this solicitation. No other method of quote submission will be accepted at this time. The program number and quote due date must be specified in the subject line of the emailed quote submission. To submit a quote, contractor must return a completed "SCHEDULE OF PRICES", which is included at the end of this specification. *Quotes received after 11:00 a.m. on the quotes due date specified above will not be considered for award.*

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 Renee Sessum, (404) 605-9160, Ext. 6, or rsessum@gpo.gov. Refer all other questions to the contract administrator – Amina Harvey, (404) 605-9160, Ext. 1, or aharvey@gpo.gov.

SECTION 1. - GENERAL TERMS AND CONDITIONS

GPO CONTRACT TERMS: Any contract which results from this Quotation Request 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/File Setup

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 June 1, 2021 to May 31, 2022, 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 February 28, 2022, 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.

PRE-AWARD SURVEY: In order to determine the responsibility of the contractor, the Government reserves the right to conduct an on-site pre-award survey at the contractor’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 June 1, 2021 through May 31, 2022, 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: Vendors are expected to submit invoices within 30 days of job shipping/delivery.

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

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 printing, composition, matting and framing, packing and distribution.

TITLE: SES Wall Commissions.

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

All ranges/percentages/etc. herein are based on past requirements and/or anticipated requirements and are NOT be construed as a guarantee.

FREQUENCY OF ORDERS: Approximately 5-10 orders per year.

TRIM SIZE: 20" x 16"

EXHIBITS:

- Exhibit A is representative of the Wall Commission certificate and the gold seal location.
- Exhibit B is representative of the frame required.

QUANTITY: While there are no guarantees, based upon past performance and anticipated future requirements, the orders will consist of:

- Approximately 1 to 75 certificates
- Approximately 0-20 matting/framing per order

GOVERNMENT TO FURNISH: All Government-furnished materials will be provided to contractor immediately after award. NOTE: Master template has a place holder for names and titles. Contractor to use the same fonts as the place holders.

- Print orders (GPO Form 2511).
- At time of award, IRS will furnish the required gold foil-stamped seals (as described on page 8, under **MATTING AND FRAMING**) directly to the contractor.
- Electronic print files will be furnished (see "ELECTRONIC MEDIA" below). Names and titles for the individual commissions will be supplied as an MS Excel file provided with each print order (Electronic manuscript copy).
- Performance Records: A *Facsimile Transmission Sheet* will be furnished to the contractor. Information such as the GPO program, jacket, and print-order numbers, quantity, and date of shipment must be filled in by the contractor and faxed to Atlanta GPO (800-270-4758) on the day shipment is due.

ELECTRONIC MEDIA:

-PLATFORM: Mac OS 10.4.3 or later.

-STORAGE MEDIA: All files will be e-mailed to the contractor or transferred electronically via contractor-maintained FTP site to which the Government can send files. Contractor must 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 where the files should be uploaded, if applicable.

-SOFTWARE: Master template and page layout provided as Adobe InDesign native application format for each of the four basic certificates.

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 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 archives immediately after completion of the contract. **NOTE: In the event fonts are missing from the native files, contractor is to notify GPO immediately at (404-605-9160, EXT. 6).**

-**COLOR:** Colors identified as black.

-**OUTPUT:** 150 line screen for all screens and halftones; 1200+ DPI for the remainder.

ADDITIONAL INFORMATION:

- Contractor must have the ability to edit PDF files (when furnished by the Government).
- Contractor is not to request that electronic files provided be converted to a different format. If contractor wishes to convert files to a different file format, the final output must be of the same or higher quality.
- 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.
- Identification markings such as register marks, commercial identification marks of any kind, etc., except GPO imprint, form number and revision date, carried in the electronic files, must not print on the finished product.
- **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 YOUR CONTRACT ADMINISTRATOR.**
- **THE CONTRACTOR SHALL CREATE/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 revisions, the contractor shall copy the furnished files.

Identification markings such as register marks, ring folios, rubber stamped jacket numbers, commercial identification marks of any kind, etc., (including GPO imprint), except form number, and revision date, carried on copy, electronic files, or film, 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.

COMPOSITION: Orders will require typesetting of approximately 2 - 3 type lines from furnished Excel file (electronic manuscript copy) for each certificate.

PROOFS: One "Press Quality" PDF proof (for content only) using the same Raster Image Processor (RIP) that will be used to produce the final printed product. Proof must contain all crop marks. **NOTE: THIS PROOF WILL NOT BE USED/APPROVED FOR COLOR MATCH OR RESOLUTION.**

The contractor will be responsible for performing all necessary proofreading to insure 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 furnished proof approval letters will not be recognized for proof approval/disapproval. Only GPO generated proof letters will be recognized for proof approval/disapproval. Contractor must not print prior to written receipt of an "OK to print".

FILMS: Films are not required. If, at the contractor's option, films are used, the Government will not pay for new films due to Author's Alterations. The Government will pay for making digital corrections - not for new films. At the completion of the order, the contractor must provide the Government with storage media (same type of storage media as was originally furnished) containing corrected files in the same format as the original Government furnished material.

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.

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

Cream White Satin-Finish Cover, Basis Size 20 X 26", Basis Weight 80lbs., JCP Code L20 equal to Mohawk Via Satin.

PRINTING: Print one side only in black ink.

NOTE: At contractor's option, the product may be produced via conventional offset or digital printing provided that Quality Level 3 standards are maintained. Final output must be a minimum of 150 line screen and at a minimum resolution of 1200 x 1200 x 1 dpi or 600 x 600 x 4 bit depth technology.

INK: If lithographic ink is used in the performance of this contract, the ink shall contain not less than the following percentages of vegetable oil: (a) news ink, 40 percent; (b) sheet-fed and forms ink, 20 percent; and (c) heat-set ink, 10 percent. High quality color process printing on high speed heat-set presses is excepted when slow drying time significantly increases production costs.

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

BINDING: Trim four sides. After printing and trimming, contractor is required to return the certificates to the IRS (as indicated on the individual print order) for signature using the IRS-furnished small package carrier account number.

MATTING AND FRAMING: On return of the signed certificates, contractor is to affix Government-furnished gold foil-stamped seal on lower left of each certificate and provide matting and framing services, including dry-mounting, for the individual certificates as follows:

Gold seal: Contractor to attach in lower left, centered horizontally approximately 4.25" from the left (approximately 2.25" from the left edge of the image), and centered vertically 3.5" from the bottom, (+/- 1/8", see Exhibit A), using a national-brand superglue compliant with Commercial Standard A-A-3097 and having the following properties at a minimum:

- Non-running gel rated to fill spaces 0.01" between surfaces without losing bonding strength
- Able to bond dissimilar, porous and non-porous surfaces such as paper and metal
- Begin to harden within 60 – 120 seconds and reach full cure strength within 24 hours
- Accommodate temperatures ranging from -65° to +180° F.

Mounting: All Commissions (certificates) to be dry-mounted to 3/16", acid-free, archival quality, foam board, free of unsightly bubbling, tracking marks, surface dents, or other imperfections. Foam board must not cause acid damage nor the formation of corrugation marks to the Commission over time.

Top Matboard: Larsen Juhl A4861 Artique Buff (<http://www.larsonjuhl.com/OurProducts/Matboards/Artique-Solids/A4861/>), or equivalent, to match the Commission (certificate) paper color. Cut mat at beveled angle to allow a 3-inch border on all sides.

Bottom Matboard: Crescent Metallics Thin Gold Foil 1021 (.20" thick) (<http://www.crescentcardboard.com>), or equivalent. Cut mat at beveled angle to allow 3/16" border showing on all sides under top matboard.

IRS Form No. printing in the lower left corner of each certificate MUST be completely covered by the matboard.

Overall mat outside dimensions: 26" x 22", equal to glass size.

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

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

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

Glazing: Framing quality TruVue© (<http://www.tru-vue.com>) Premium Clear Glass (40% UV protection) for color stability, or equivalent. There shall be no occlusion shadows or distortions on the Commission or mat. 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-art-foam board sandwich with 1-1/2" artist's tape. Glass must be clean of any fingerprints, hairs, dust, or other foreign matter.

Frame: Turner Associates, Inc., K-8435 Furniture-finish, Hunt Country (mahogany with gold line), w: 1-3/4" x h: 1-1/8" x r: 5/8", or equivalent (see Exhibit B). (Frame material available from Turner Associates, Inc., 1501 Moran Rd., Suite 150, Sterling, VA 20166-9339; (800) 336-3775 or (703) 430-6999.)

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

Back-side of the Wall Commission shall be suitably covered with brown kraft paper. All four corners will be backed with 3M Bumpon™ brand clear/transparent SJ-5302 (or equivalent) corner bumpons positioned 1/4" from each corner on the completed wood frame.

Contractor is to install picture-hanging hardware, including steel 2-hole hangers attached ¼ of the height (approximately 6") 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 also to enclose two picture hanger hooks (hooks with nail(s)), each rated to hold 20 pounds of weight, with the finished product.

Final finished size of framed Wall Commission will be approximately 28" x 24".

PACKING: Box in suitable units, packaged to avert damage during transport.

LABELING AND MARKING: Reproduce shipping container label from furnished copy, fill in appropriate blanks and attach to shipping containers.

DISTRIBUTION:

-- PROOFS: Email proofs as indicated on individual print orders.

-- F.O.B. CONTRACTOR’S CITY: Ship to specified address(es) as indicated on individual print orders.

The contractor is required to ship via small package carrier (SPC). IRS will provide an IRS small package carrier account number. **These shipments will be via GROUND unless otherwise noted on the print order.** All small package carriers must ship packages by traceable means and shipper 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. Contractors are required to ship using the designated carrier(s) and IRS account number(s) or be responsible for any additional shipping costs. If the U.S. Postal Service is used, camera copy for postage and fees paid labels will be furnished. Note: Shipping containers may weigh no more than 32 pounds.

Upon completion of each order, all furnished material must be returned as indicated on individual print orders.

All expenses incidental to the pickup and return of furnished materials, proofs, and furnishing samples must be borne by the contractor.

RECEIPT FOR DELIVERY: Contractor must furnish its 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 this receipt must accompany the contractor's billing for payment.

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).

No definite schedule for pickup of material can be predetermined; the Government will e-mail or transfer via contractor-maintained FTP-site furnished material to the contractor. The contractor must e-mail confirmation of receipt and successful pre-flight to the e-mail address listed on the print order.

The following schedule begins upon notification of the availability of print order and furnished material. The numbers under the column headed “WD After” represent the number of workdays allowed to complete that certain part of the schedule. NOTE: Workdays allowed are based on Government needs.

	<u>WD After</u>
Contractor to acknowledge receipt and affirm pre-flight	same day – 1
Contractor to submit PDF proofs	3
Contractor to receive “OK-to-Print”	2
Contractor to print certificates and ship to IRS for signature	3
Contractor to pick-up (or IRS will return via small package carrier) the signed certificates for matting and framing	within 15
Contractor must make complete production and ship	15

The ship/deliver date indicated on the print order is the date products ordered f.o.b. contractor's city must be made available for pickup by the small package carrier indicated by the 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.

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. 84

II. 33

SECTION 4. - SCHEDULE OF PRICES

Quotes offered are f.o.b. contractor 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. Quotes 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.

Quotes 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."

The contractor is cautioned not to perform any operation(s) or produce any product(s) for which a price has not been offered under the contract. Further, the contractor is not to accept print orders which are outside the scope of the contract. Any changes made to the print order MUST be confirmed in writing by the Contracting Officer, Atlanta GPO. If such orders are placed by the agency, and no Modification is received from the Atlanta GPO, the contractor is to notify GPO Atlanta immediately. Failure to do so may result in nonpayment.

I. PRINTING: The prices offered shall include the cost of all required materials and operations necessary for the production and distribution of the products listed in accordance with these specifications, except for Items II.

Wall Commission (including type setting & affixing foil seal).....each.....\$ _____

II. ADDITIONAL OPERATIONS: Prices offered shall include the cost of all materials used.

Framing (including hanging hardware) and
Matting (including top and bottom).....each.....\$ _____

(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)

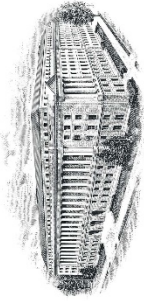
THIS SECTION FOR GPO USE ONLY

Certified by: _____
(Initials and Date)

Contracting Officer: _____
(Initials and Date)

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

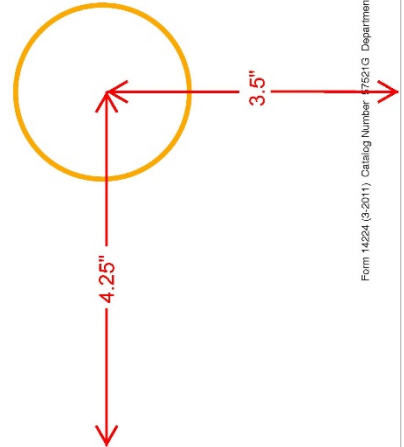


EXHIBIT B

