

Program 5519-S Contract Term: December 1, 2021 through November 30, 2022 plus 4 option years

TITLE: IRS OCR Snapsets and OCR Cut Forms

| ITEM | DESCRIPTION | BASIS OF AWARD | Ennie Inc./DBA NorthStar Brooklyn Park, MN | | KMD Products Carpentersville, IL | | GPO EST based on prev costs and 1503 for paper | | |
|-------------|---|----------------|---|--------------|-------------------------------------|-----------------|---|----------------|-----------|
| | | | UNIT RATE | COST | UNIT RATE | COST | UNIT RATE | COST | |
| I. | COMPLETE PRODUCT | | | | | | | | |
| A | Cut Forms: | | | | | | | | |
| 1) | Face Only | | | | | | | | |
| (a) | Makeready Per Item | 5 | NC | | \$200.00 | 1,000.00 | \$125.00 | 625.00 | |
| (b) | Up to 25,000 Running, Price per 1,000 | 2 | \$50.85 | 101.70 | \$102.90 | 205.80 | \$82.80 | 165.60 | |
| (c) | 25,001 to 100,000, Running, Price per 1,000 | 26 | \$22.84 | 593.84 | \$28.90 | 751.40 | \$18.61 | 483.86 | |
| (d) | 100,001 to 200,000, Running, Price per 1,000 | 101 | \$18.42 | 1,860.42 | \$17.60 | 1,777.60 | \$9.00 | 909.00 | |
| (e) | 200,001 to 500,000, Running, Price per 1,000 | 201 | \$17.11 | 3,439.11 | \$16.05 | 3,226.05 | \$8.54 | 1,716.54 | |
| (f) | Over 500,000, Running, Price per 1,000 | 501 | \$16.67 | 8,351.67 | \$15.08 | 7,555.08 | \$7.75 | 3,882.75 | |
| 2) | Face / Back | | | | | | | | |
| (a) | Makeready Per Item Running | 5 | NC | | \$300.00 | 1,500.00 | \$175.00 | 875.00 | |
| (b) | Up to 25,000, Running, Price per 1,000 | 18 | \$65.57 | 1,180.26 | \$115.29 | 2,075.22 | \$95.14 | 1,712.52 | |
| (c) | 25,001 to 100,000, Running, Price per 1,000 | 26 | \$22.42 | 582.92 | \$71.85 | 1,868.10 | \$22.68 | 589.68 | |
| (d) | 100,001 to 200,000, Running, Price per 1,000 | 101 | \$19.84 | 2,003.84 | \$52.47 | 5,299.47 | \$9.38 | 947.38 | |
| (e) | 200,001 to 500,000, Running, Price per 1,000 | 201 | \$18.14 | 3,646.14 | \$36.09 | 7,254.09 | \$8.70 | 1,748.70 | |
| (f) | Over 500,000, Running, Price per 1,000 | 10328 | \$17.23 | 177,951.44 | \$27.39 | 282,883.92 | \$7.55 | 77,976.40 | |
| B | OCR Snapsets: | | | | | | | | |
| 1) | 2- Part form | | | | | | | | |
| (a) | Makeready Per Item | 5 | NC | | \$350.00 | 1,750.00 | \$200.00 | 1,000.00 | |
| (b) | Up to 25,000, Running, Price per 1,000 | 2 | \$179.73 | 359.46 | \$390.00 | 780.00 | \$300.00 | 600.00 | |
| (c) | 25,001 to 100,000, Running, Price per 1,000 | 26 | \$98.67 | 2,565.42 | \$51.80 | 1,346.80 | \$33.78 | 878.28 | |
| (d) | 100,001 to 200,000, Running, Price per 1,000 | 101 | \$84.75 | 8,559.75 | \$38.60 | 3,898.60 | \$29.50 | 2,979.50 | |
| (e) | 200,001 to 500,000, Running, Price per 1,000 | 201 | \$74.22 | 14,918.22 | \$37.10 | 7,457.10 | \$27.50 | 5,527.50 | |
| (f) | Over 500,000, Running, Price per 1,000 | 501 | \$71.18 | 35,661.18 | \$35.65 | 17,860.65 | \$26.50 | 13,276.50 | |
| 2) | Quantity 25 to 1,000 3- Part form | | | | | | | | |
| (a) | Makeready Per Item | 11 | NC | | \$325.00 | 3,575.00 | \$225.00 | 2,475.00 | |
| (b) | Up to 25,000, Running, Price per 1,000 | 19 | \$227.24 | 4,317.56 | \$200.00 | 3,800.00 | \$50.00 | 950.00 | |
| (c) | 25,001 to 100,000, Running, Price per 1,000 | 330 | \$135.00 | 44,550.00 | \$63.16 | 20,842.80 | \$43.56 | 14,374.80 | |
| (d) | 100,001 to 200,000, Running, Price per 1,000 | 423 | \$120.46 | 50,954.58 | \$57.55 | 24,343.65 | \$41.11 | 17,389.53 | |
| (e) | 200,001 to 500,000, Running, Price per 1,000 | 407 | \$105.77 | 43,048.39 | \$53.90 | 21,937.30 | \$38.50 | 15,669.50 | |
| (f) | Over 500,000, Running, Price per 1,000 | 1112 | \$103.15 | 114,702.80 | \$51.50 | 57,268.00 | \$36.79 | 40,910.48 | |
| 3) | 4- Part form | | | | | | | | |
| (a) | Makeready Per Item | 5 | NC | | \$300.00 | 1,500.00 | \$250.00 | 1,250.00 | |
| (b) | Up to 25,000, Running, Price per 1,000 | 2 | \$275.72 | 551.44 | \$540.00 | 1,080.00 | \$400.00 | 800.00 | |
| (c) | 25,001 to 100,000, Running, Price per 1,000 | 26 | \$172.30 | 4,479.80 | \$94.98 | 2,469.48 | \$65.50 | 1,703.00 | |
| (d) | 100,001 to 200,000, Running, Price per 1,000 | 101 | \$157.13 | 15,870.13 | \$60.90 | 6,150.90 | \$42.00 | 4,242.00 | |
| (e) | 200,001 to 500,000, Running, Price per 1,000 | 201 | \$139.42 | 28,023.42 | \$58.27 | 11,712.27 | \$20.00 | 4,020.00 | |
| (f) | Over 500,000, Running, Price per 1,000 | 501 | \$136.01 | 68,141.01 | \$55.70 | 27,905.70 | \$38.00 | 19,038.00 | |
| 4) | 5- Part form | | | | | | | | |
| (a) | Makeready Per Item | 18 | NC | | \$325.00 | 5,850.00 | \$275.00 | 4,950.00 | |
| (b) | Up to 25,000, Running, Price per 1,000 | 84 | \$324.42 | 27,251.28 | \$340.00 | 28,560.00 | \$70.00 | 5,880.00 | |
| (c) | 25,001 to 100,000, Running, Price per 1,000 | 705 | \$209.83 | 147,930.15 | \$86.27 | 60,820.35 | \$59.50 | 41,947.50 | |
| (d) | 100,001 to 200,000, Running, Price per 1,000 | 1509 | \$194.02 | 292,776.18 | \$79.95 | 120,644.55 | \$57.09 | 86,148.81 | |
| (e) | 200,001 to 500,000, Running, Price per 1,000 | 1694 | \$172.60 | 292,384.40 | \$76.30 | 129,252.20 | \$54.40 | 92,153.60 | |
| (f) | Over 500,000, Running, Price per 1,000 | 8954 | \$163.01 | 1,459,591.54 | \$74.25 | 664,834.50 | \$53.01 | 474,651.54 | |
| 5) | 6- Part form | | | | | | | | |
| (a) | Makeready Per Item | 6 | NC | | \$350.00 | 2,100.00 | \$300.00 | 1,800.00 | |
| (b) | Up to 25,000, Running, Price per 1,000 | 2 | \$373.45 | 746.90 | \$700.00 | 1,400.00 | \$500.00 | 1,000.00 | |
| (c) | 25,001 to 100,000, Running, Price per 1,000 | 70 | \$247.65 | 17,335.50 | \$130.50 | 9,135.00 | \$90.00 | 6,300.00 | |
| (d) | 100,001 to 200,000, Running, Price per 1,000 | 101 | \$232.21 | 23,453.21 | \$123.90 | 12,513.90 | \$85.45 | 8,630.45 | |
| (e) | 200,001 to 500,000, Running, Price per 1,000 | 286 | \$206.10 | 58,944.60 | \$97.87 | 27,990.82 | \$67.50 | 19,305.00 | |
| (f) | Over 500,000, Running, Price per 1,000 | 9117 | \$202.38 | 1,845,098.46 | \$86.45 | 788,164.65 | \$61.75 | 562,974.75 | |
| II. | PAPER: | | | | | | | | |
| | Multi-Part Sets, Per 1,000 Leaves - Part 1 | | | | | | | | |
| (a) | White OCR Bond - CB (20-21.5 lb.) | 26475 | NC | | 288.85 | 7,647,303.75 | 26.18 | 693,115.50 | |
| | Multi-Part Sets, Per 1,000 Leaves - Part 2-6 as applicable | | | | | | | | |
| (b) | White OCR Bond CFB/CF as applicable (10-16 lb) | 75605 | NC | | 824.85 | 62,362,784.25 | 26.18 | 1,979,338.90 | |
| | Cut Forms | | | | | | | | |
| (c) | White OCR Bond (20-21 lb) | 11505 | NC | | 80.75 | 929,028.75 | 8.2 | 94,341.00 | |
| III. | PROOFS: | | | | | | | | |
| A | PDF Proofsper page | 330 | NC | | \$20.00 | 6,600.00 | \$12.00 | 3,960.00 | |
| B | Prior-to-Production Samples, quantity of 210 samples per order: | 15 | | \$1,500.00 | 22,500.00 | \$400.00 | 6,000.00 | \$250.00 | 3,750.00 |
| IV | SHIPPING: | | | | | | | | |
| | Bloomington, IL 61705 (National Distribution Center) - Per Approx. 25-30 lb. Carton | | | | | | | | |
| (1) | Price per 25-30 lb. carton (Orders up to 750 lbs.) up to 25 ctns | 762 | | \$30.39 | 23,157.18 | \$17.50 | 13,335.00 | \$10.00 | 7,620.00 |
| (2) | Per CWT (Hundredweight) (Orders over 750 lbs.) over 25 ctns | 6730 | | \$13.31 | 89,576.30 | \$9.40 | 63,262.00 | \$10.00 | 67,300.00 |
| | CONTRACTOR TOTALS | | | | \$4,937,160.20 | \$73,410,654.70 | | \$4,393,883.57 | |
| | DISCOUNT | | 2.00% | | \$98,743.20 | \$1,468,213.09 | 0 | \$0.00 | |
| | DISCOUNTED TOTALS | | | | \$4,838,417.00 | \$71,942,441.61 | | \$4,393,883.57 | |
| | | | Award | | | | | | |

U.S. GOVERNMENT PUBLISHING OFFICE
Chicago Regional Office

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

IRS OCR Snap-sets and OCR Cut Forms

As requisitioned from the U.S. Government Printing Office (GPO) by the
Internal Revenue Service
Single Award

BID OPENING: Bids shall be opened at **2 p.m.** prevailing Chicago, IL time on
November 19, 2021.

BID SUBMISSION: Due to the COVID-19 pandemic, the physical office will NOT be open. Based on this, bidders MUST submit email bids to **bidschicago@gpo.gov** for this solicitation. See also “ADDITIONAL EMAILED BID SUBMISSION PROVISIONS” below.

No other method of bid submission will be accepted at this time.

The contract number “5519-S” and bid opening date “**November 19, 2021**” must be specified in the subject line of the emailed bid submission. Bids received after “**2:00 p.m. Central**” on the bid opening date specified above will not be considered for award

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 10 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.

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.

NOTE: Bidder must use the exact bid pages in “SECTION 4. – SCHEDULE OF PRICES,” and MUST NOT substitute their own bid formatting in their submitted bid. Substitution may result in a determination of the bid as non-responsive.

CONTRACT TERM: The term of this contract is for the period beginning December 1, 2021 and ending November 30, 2022, plus up to 4 optional 12-month extension period(s) that may be added in accordance with the “Option to Extend the Contract Term” clause in this contract.

NOTE: Changes from the previous specifications are scattered throughout. Pricing Schedule is revised. All bidders are cautioned to familiarize themselves with all provisions of these specifications before bidding.

INFORMATION: For questions about these specifications contact cszopo@gpo.gov. Information regarding the specifications or abstracts is available on the GPO website at: <http://www.gpo.gov/gpo/abstracts/abstract.action?region=Chicago>

Email requests for new award information (available approximately 2 weeks after bid opening) to GPO Chicago Front Desk at kdodson@gpo.gov.

Doing Business with GPO Customer Services During the Coronavirus Pandemic:

Contractors should continue performance on contracts. Contractors must continue to fully comply with the terms and conditions of these contracts. Deliveries, proof approvals, and press sheet inspections for agencies may be impacted. It is requested that contractors contact a Government employee at the delivery location to confirm their availability to receive prior to shipping.

Schedules and other adjustments will be made in accordance with GPO Contract Terms. Caution should be used to safeguard all products should any delivery delays be imposed by the Government.

As a reminder, contractors must furnish contract compliance information required in accordance with GPO Contract Terms, Contract Clause 12: Notice of Compliance With Schedules.

Contractors should immediately contact your GPO contract administrator(s) and/or contracting officer(s) to identify impacted orders if any delay is anticipated, including temporarily closure of a production facility or the planned suspension of any services.

If you have any questions on a particular contract, please contact the Customer Services contract administrator and/or contracting officer for your contract (best method of communicating with them is via email). Office team e-mail addresses can be found at <https://www.gpo.gov/how-to-work-with-us/agency/services-for-agencies/procurement-services-team>.

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. 1-18) and GPO Contract Terms, Quality Assurance Through Attributes Program for Printing and Binding (GPO Publication 310.1, effective May 1979 (revised 9-19)).

Contract Terms, Forms and Standards information for contractors can be found on the GPO website at <http://www.gpo.gov/vendors/sfas.htm>. The Contract Terms publication noted above can be downloaded at <http://www.gpo.gov/pdfs/vendors/sfas/terms.pdf> and <http://www.gpo.gov/pdfs/vendors/sfas/qatap.pdf>

DOING BUSINESS WITH THE GPO: Contractors wishing to do business with the GPO are referred to the GPO web site <http://www.gpo.gov/vendors/index.htm>, where one can register as a GPO contractor using the ‘**GPO Contractor Connection**’ link in accordance with the furnished instructions on this page.

NOTE: Prospective and existing GPO contractors are to note that as of January 1, 2008, all contractors seeking to do business with GPO must first complete and thereafter maintain the accuracy of their GPO Contractor Connection registration with the following mandatory taxpayer information boxes: “EIN/TIN #” (Employer Identification Number of Taxpayer Identification Number): “Subject to Backup Withholding” (See IRS Form W-9, available for download at <http://www.irs.gov/pub/irs-pdf/fw9.pdf>). GPO will withhold payment of invoices for work completed by any contractor who fails to provide this tax data in GPO Contractor Connection. Such invoices will be declared ineligible for payment until all requirements for payment, including providing this tax data in GPO Contractor Connection, have been satisfied.

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

Product Quality Level:

- (a) Printing Attributes - Level IV.
- (b) Finishing Attributes - Level IV.
- (c) Exceptions: Trim size and margins, of the finished product, and detached size of forms, must be within a tolerance of + 1/16" and the register from form to form must be within 1/16". Any deviation will be considered a major defect.

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 | OK Press Sheets/Approved Proofs/Electronic Media |
| P-9 Solid/Screen Tint Color Match | OK Press Sheets/Flint Ink Corp.'s J-6983 |

When electronic files are furnished, in the absence of hard copy proofs and/or originals, the Specified Standard will be uniformity of image throughout the press run.

PREDOMINANT PRODUCTION FUNCTION: The predominant production function is printing. Bidders who must subcontract this operation will be declared non-responsible.

TIME CRITICAL ORDERS: This is part of the annual Federal Income Tax printed forms program. This program includes a time critical order fulfillment program which depends upon receipt of material by a certain date. Failure to meet any delivery dates may be cause for termination of contract for default.

PREAWARD SURVEY: In order to determine the responsibility of the prime contractor or any subcontractor, the Government reserves the right to conduct a preaward survey or to require other evidence of technical, production, managerial, financial, and similar abilities to perform, prior to the award of a contract.

OPTION TO EXTEND THE CONTRACT TERM: The Government has the option to extend the term of this contract for a period of 12 months by written notice to the contractor not later than 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 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 periodic pricing revision.

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

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

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

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

- (1) The contract price of orders placed during the adjusted period (excluding reimbursable postage or transportation costs) shall be adjusted by the percentage increase or decrease in the average, seasonally adjusted Consumer Price Index For All Urban Consumers - Commodities Less Food (seasonally adjusted) as follows: An index shall be calculated by averaging the 12 seasonally adjusted months ending 3 months prior to the expiration of the first period of the contract. This average is then compared with the average index for the 12-month period ending 3 months prior to the beginning of the contract, called the base index. The percentage increase or decrease by comparing these two indexes shall be applied to the contractor's invoices for orders placed during the price adjustment period.
- (2) The Government will notify the contractor in writing of the percentage increase or decrease to be applied to any invoices to be submitted for orders subject to price adjustment in accordance with this clause. Such percentage will be determined from the published index as set forth above. The contractor shall apply the percentage increase or decrease against the total price of the invoice less reimbursable postage or transportation costs. Any applicable discounts will be calculated on the basis of the invoice price as adjusted.

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

PAPER PRICE ADJUSTMENT: Paper prices charged under this contract will be adjusted in accordance with "Table 6 - Producer Price Indexes and Percent Changes for Commodity Groupings and Individual Items" in Producer Price Indexes report, published by the Bureau of Labor Statistics (BLS), as follows:

1. BLS code 0913 for All Paper will apply to all paper required under this contract.
2. The applicable index figures for the month of September 2021 will establish the base index.

3. There shall be no price adjustment for the first three months of the contract.
4. Price adjustments may be monthly thereafter, but only if the index varies by an amount (plus or minus) exceeding 5% by comparing the base index to the index for that month which is two months prior to the month being considered for adjustment.
5. Beginning with order placement in the fourth month, index variances will be calculated in accordance with the following formula:

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

where X = the index for that month which is two months prior to the month being considered for adjustment.

6. The contract adjustment amount, if any, will be the percentage calculated in 5 above less 5%.
7. Adjustments under this clause will be applied to the contractor's bid prices for line items III. (a) and (b) in the Schedule of Prices and will be effective on the first day of any month for which prices are to be adjusted.

The Contracting Officer will give written notice to the contractor of any adjustments to be applied to invoices for orders placed during months affected by this clause.

In no event, however, will any price adjustment be made which would exceed the maximum permissible under any law in effect at the time of the adjustment. The adjustment, if any, shall not be based upon the actual change in cost to the contractor, but shall be computed as provided above.

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 individual "Print Orders" for each job placed with the contractor. The print order, when issued, will indicate the quantity to be produced and 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 December 1, 2021 through November 30, 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" for purposes of the contract, when it is emailed or otherwise furnished to the contractor in conformance with the schedule.

RIGHTS ON DATA: Any fonts provided are the property of the ordering agency and are provided for use on this contract only. Using furnished fonts on any job other than the one for which the fonts were submitted violates copyright law.

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.

The contract shall control in the event of conflict with any print order. A print order shall be "issued" for purposes of the contract, when it is either deposited in the U.S. Postal Service mail or otherwise furnished to the contractor in conformance with the schedule.

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.

OPTIONS: Whenever an option is indicated in the specifications, it is the Government's option, not the contractor's, unless it is specifically stated otherwise.

PAYMENT: Submit all billing vouchers to: Comptroller FMCE, Office of Financial Management Services, U.S. Government Publishing Office, Washington, DC 20401, fax (202) 512-1851. Using the GPO barcode cover sheet and faxing your invoice to GPO is the fastest and safest method of getting paid. Your voucher goes directly into the electronic database of vouchers and is scheduled for payment. Visit the following website to create the GPO payment barcode cover page: <http://winapps.access.gpo.gov/fms/vouchers/barcode/>. For complete instructions on preparing your voucher, go to <http://www.gpo.gov/vendors/payment.htm>.

CONTRACTOR'S INVOICE FOR PAYMENT MUST BE ITEMIZED IN ACCORDANCE WITH THE SCHEDULE OF PRICES. FAILURE TO ITEMIZE IN ACCORDANCE WITH THE SCHEDULE OF PRICES MAY RESULT IN DELAYED PAYMENT.

Contractor is required to furnish a courtesy copy of each invoice voucher via email to agency point of contact provided on each print order within (1) workday of faxing of invoice voucher to GPO FMCE:

Email provided on each print order

SECTION 2.- SPECIFICATIONS

SCOPE: These specifications cover the production of optically scanned cut forms and multi-part optically scanned NCR snap-set forms with a stub, and requiring such operations as receipt of government furnished electronic mechanicals, prepress operations, proofs, printing in one and two colors (Flint Ink, non-reflective black ink, and standard black ink), binding, labeling, packing, palletizing, shipping notifications and distribution.

TITLE: IRS OCR Snap-sets and OCR Cut Forms.

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

FREQUENCY OF ORDERS: Approximately 55 total print orders will be placed each year. Orders may be placed at any time throughout the contract year. Multiple orders may be placed at the same time and for the same schedule.

QUANTITY: From 2,000 to 4,500,000. It is anticipated that approximately:

19% of orders will be for quantities under 25,000
56% of orders will be for quantities between 25,000 and 500,000
25% of orders will be for quantities over 500,000 (up to 4,500,000)

It is anticipated that approximately 10 of the total orders may be placed for cut forms may be placed, with quantities ranging from approximately 5,000 to 700,000.

CUT FORM AND DETACHED SNAPSET FORM SIZE: 8 x 11" or 8-1/2 x 11", at the option of the IRS depending on the product type. Dimensions may change throughout the term of the contract. All snap-sets have a 1/2- to 3/4-inch stub along the 11" dimension. For ease of pricing, contractor's bid price will apply irrespective of which size is ordered by the Government.

GOVERNMENT TO FURNISH:

Electronic media for the form and layout. Electronic files will be emailed to contractor. Contractor must be able to accept files by this method. These files should be held for the term of the contract unless otherwise directed.

Platform: Windows (current version).

Software: Artwork furnished in Portable Document Format (PDF) generated from Adobe Acrobat 9.1 or later. Backward compatible Adobe Acrobat 8.0 (PDF 1.7). Application used: Adobe LiveCycle or AEM Forms Designer 6.5.

IRS will supply a color composite PDF file and/or a color separation PDF file.

All images in the PDF files will be high resolution and all fonts will be embedded in the files prior to image processing. Contractor must not unembed fonts, this may result in a loss of data and/or layout. The contractor is responsible for checking all settings in the furnished electronic files to ensure that correct file output selection has been provided for, so as to correctly output for printing.

IRS Form 2040 Distribution list will be provided via email as a fillable Adobe Acrobat 10.1 PDF file. Distribution List will contain addresses for creating shipping and mailing labels. (See Exhibit A).

IRS Form 6153 Carton Labels (image size 7-3/4 x 4-5/8"): Will be provided via email as a fillable Adobe Acrobat PDF. Contractor must reproduce as necessary to complete shipping and mailing. (See Exhibit B).

Document 12321, IRS Pallet Specifications will be provided via e-mail in a PDF file format. (See Exhibit C).

Internal Revenue Bills of Lading (IRBL) will be furnished via email – when required.

IRS Small Package Carrier (SPC) account number will be furnished if the contractor does not have an IRS furnished account number already established and currently active. Contractor must only use this account number for the shipping of prior to production samples and final copies produced under this contract.

GPO Form 2511 Print Order will be sent via email. Contractor must confirm receipt of the print order. Contractor must not start production of any job prior to receipt of the signed individual print order.

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.

Contractor must have, or put in place (production plan must be provided during preaward survey), a quality control program to assure OCR ink density. In addition, the contractor must have at, or adjacent to, the production area a densitometer in order that testing may be accomplished at regular intervals throughout a shift.

Any use of public address or web-based mail servers (i.e., Hotmail, Yahoo, Juno) is strictly prohibited

ELECTRONIC PREPRESS: Prior to image processing, the contractor shall perform a basic check (preflight) of the furnished media and publishing files to assure accurate output of the required reproduction image. Any errors, media damage or data corruption that might interfere with proper file imaging must be reported to the Agency and cszopo@gpo.gov in sufficient time to comply with the shipping schedule. 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 Assurance Through Attributes Program (QATAP) quality level. Contractor must maintain the latest version of all programs and operating systems used in this contract as well as maintain backwards- compatibility.

TYPESETTING: Contractor must place GPO imprint line per GPO Pub. 310.2 at no additional charge to the Government.

The contractor will be required to create a 2-up or 3-up layout from the provided PDF file. Follow the provided measurements for the margins and spacing between the forms as stated on the print order. The contractor may be required to screen the back pages of certain parts at 80% using a 110-line screen. All electronic files generated must be produced on a high resolution output device producing quality equal or better than an image resolution of 1200 dpi.

Occasionally, the contractor may be required to make adjustments to the provided copy to make it fit the required specifications. It is anticipated that there will be an adjustment to the “Printed on recycled paper” logo to ensure it fits within the form’s specified margins. These changes are to be made at no additional charge to the Government.

STOCK: The specifications of all paper furnished must be in accordance with those listed herein or listed for the corresponding JCP Code numbers in the “Government Paper Specification Standards No. 11” dated February 1999 and any amendments thereto.

Part 1: White OCR Chemical Transfer Bond, CB, basis weight 17 x 22”, 20 to 21.5 lbs. per 500 sheets. Black image transfer required. Equal to JCP Code O25.

Parts 2 through 6 (as applicable): White chemical transfer bond, CFB (or CF as appropriate), basis weight 17 x 22”, 10 to 16 lbs. per 500 sheets. Black image transfer required. Follow the print order for the paper combination requested for Parts 2-6.

Cut Forms: White OCR Bond, basis weight: 20 to 21 lbs. per 500 sheets, 17 x 22", equal to JCP Code O25.

PRINTING:

Snap-sets: Part 1 prints face only, with line copy and screen area in red as indicated, and one or more lines printing in non-reflective black ink. Part 1 will be optically scanned. Red color ink must be highly reflective, matching Flint Ink Corp. J-6983. One line of type plus the GPO imprint prints on stub. Part 1 back is blank.

Parts 2 through 6 for these items print line copy in black ink. At contractor's option, black ink may be either non-reflective or standard. Backs may print screened in black (80%) or other to match furnished screen artwork. There are major changes to both faces and backs from part to part.

Cut Forms: Print either one side only or head-to-head in red and black. The face red ink color must be highly reflective, matching Flint Ink Corp. J-6983. On the face, line matter prints in non-reflective black ink. For 2-sided forms, the back line copy prints in black ink (non-reflective or standard at contractor's option) and does not back up the form on the face of the form.

MARGINS: Margins will be as indicated on print order or furnished copy. Margins must be maintained within a tolerance of +/- (1/16"). An example of a common configuration would be: Face – Head 1/2"; foot 1/4", left 1/2", right 1/2".

IDENTIFICATION MARKINGS: Identification markings such as register marks, ring folios, rubber stamped jacket numbers, commercial identification marks of any kind, etc., except GPO imprint, form number, and revision date, carried on copy, film or file, must not print on finished product.

CONSTRUCTION: Assemble snap-sets in the order indicated by the agency. An example of a common instruction would be: Assemble the form in the following order, Copy A (one side only); Copy 1 (one side only); Copy B (one side only), Copy C (head to head), Copy 2 (one side only); and Copy D (head to head). Samples can be provided to the contractor if needed.

BINDING: All parts of each snap-set are to be held together in the 11" left stub. Stub perforations must be such as to guarantee easy separation of all parts in one operation, but of sufficient strength to prevent disengagement of any part under normal handling and mailing conditions. The stub is held together with internal glue or paste, and has a length 11", width 1/2 to 3/4". Perforations requiring clean separations will be required for the stub.

Trim three non-binding edges of the form to the finished size, making sure to maintain the required margins.

In addition to the vertical perforation at the stub, horizontal perforations are required on parts 2 through 6 (but not on the detachable portion of part 1), perpendicular to the stub at 3-2/3 and 7-1/3" from top or 5-1/2" from top depending on the number of form images, and through the stub at these locations, or as otherwise ordered by the agency.

Cut forms will Trim four sides.

PROOFS: Send via email to agency point of contact. Email address will be provided on 2511.

One (1) "press quality" PDF "soft" proof (digital color content PDF proofs) of complete product. Must be created 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 must show all margins and final trim size. All elements of the product must remain legible. Proof will not be used for color match. Contractor must email point of contact on 2511 to confirm receipt.

The contractor must not print prior to notification from the agency of an "OK to Print".

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 in the schedule, such operations must be accomplished within the original production schedule allotted to the specifications.

PRIOR-TO-PRODUCTION SAMPLES: It is anticipated that approximately 70% of orders will require prior-to-production samples. When ordered, the contractor will be required to produce 10 to 500 prior-to-production samples to be tested by the agency. Contractor will provide only page one of the sample form for testing. Samples must be printed using the form, ink, paper, equipment and method of production which will be used in producing the finished product. Samples will be inspected and tested and must comply with the specifications as to kind and quality of materials, quality or reproduction, clarity, legibility, and margins. All samples shall be manufactured at the facilities in which the contract production quantities are to be manufactured.

Contractor must contact the agency via email or telephone with the tracking number for the priors.

The Government will approve, conditionally approve, or disapprove the samples within 7 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.

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 schedule. The Government will require the time specified above to inspect and test any additional samples required.

In the event the 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 white 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.

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, pickups and deliveries, shall be included in the contract price for the production quantity.

Send prior-to-production samples to the addresses indicated on the 2511.

QUALITY CONTROL: Contractor must put into effect and maintain throughout the run a quality control program that will guarantee that all quality standards will be met. The forms produced under these specifications must be guaranteed to function properly when processed through High Speed Scan-Optics 9000mm scanners, and Kodak High Speed 9500, 9520, I840 or other High Speed Scanners. Forms require precision spacing, printing, and trimming. Readings will be made when printed on 20 to 21.5 lb. White OCR Chemical Transfer Bond, CB, with the reflectance of the red ink 80% or greater relative to the reflectance of the paper. Black ink used must not have a reflectance greater than 15% relative to the reflectance of the paper.

OCR Specifications: Density readings on the solid J-6983 (red) must be between the ranges of 0.95 to 0.90. The optimal scanning range is 0.93. Density readings on the solid black must be between the ranges of 112 to 108. The optimal scanning range is 110.

For Snap-sets: Two control boxes will be printed on the stub for each form, one box for each color of ink on the sheet. The density readings will be taken from these control boxes.

Note: Readings will be taken using an Ex-Rite 500 series densitometer, in Status T with Absolute or – paper setting under an Illuminate 5000 Kelvin Watt Light. Contractor must maintain print contrast specification of ink and densitometer reflectivity reading throughout entire production run.

PACKING: No internal wrapping or tying. Pack solid in a tight fitting shipping containers. Place full size corrugated boards on top, bottom, and vertically between stacks.

- 2-part forms pack 1,500 per container in 2 stacks.
- 3-part forms pack 1,250 per container.
- 4-part forms pack 1,000 per container.
- 5-part forms pack 740 per container.
- 6-part forms pack 640 per container in 2 stacks.

Note: Follow the packing amounts listed above unless another container amount is specified on the print order.

Use only new corrugated or solid fiberboard containers with a minimum bursting strength of 200 p.s.i. Place full size corrugated boards on top and bottom and between stacks of each carton. Bottom flaps may be glued, stapled, or sealed with polyester tape 2-3" width, minimum 65 lb. per inch transverse tensile strength. If stapled, cartons must be stapled before packing, with staples only on the bottom and/or side in accordance with GPO Contract Terms (310.2), the label must be applied to coincide with this construction, that is, no staples are to be on the top, and without damage to the product. Cartons are to be sealed at the top with 2-3" paper or polyester tape (not reinforced). Contractor will determine exact dimensions of carton in accordance with folded and/or trim size and weight of the product produced.

LABELING AND MARKING: Labels MUST be generated from furnished PDF file (IRS form 6153 (3-2006)). Contractor's streamlined or recreated labels will not be acceptable. (See Exhibit B). Contractor is required to fill in any appropriate blanks, output on suitable white stock, and attach to one end of each shipping container. Label must be facing out if loaded on a pallet.

Correct labeling of shipping cartons, in strict accordance with the requirements of these specifications, is essential to the identification, distribution and warehousing activities of the ordering agency.

If not entered on the carton label copy furnished by the IRS, the following items must be filled in by the contractor: From (Contractor's Name and Address); To (Consignee, complete address must appear on carton label); Carton Quantity (Number of copies in each carton); and GPO Program Number, Print Order Number and Jacket Number).

At the contractor's option, the consignee address may be eliminated from the carton labels on all full and secure pallet loads. If this option is exercised, then in addition to the cartons being labeled, pallets require labels containing the full shipping address on all four sides and top of the load on the pallet.

Small Package Carrier shipments require the IRS carton label on one end and the small package carrier label on the top of the carton. Contractor must keep the two labels close together.

PALLETS AND PALLETIZING: All motor freight shipments require pallets. Pallets must be type III and must conform to the Federal Specifications NN-P-71C, and any amendments thereto except for dimensions and single center stringer (must not be double stringer). Pallets are 48" in length and 40" in width and must not exceed 5" in height. Full entry MUST be on the 40" width. Strict adherence to these dimensions is necessary to accommodate storage requirements of IRS distribution center. Receipt of incorrect pallets may result in a charge for each incorrect pallet, which will be assessed against the contractor. This charge will cover additional costs incurred by IRS to re-palletize the shipment onto correct pallets. (See Exhibit C, IRS Document 12321 (Rev. 1-2013), for visual of pallet and carton stacking specifications.)

Cartons shall be stacked on pallets using a reverse layer pattern, 9 cartons per layer, with a maximum height of 55", including pallet or a maximum of 7 layers. Cartons must be fastened securely to the pallet in a manner that will prevent movement during transit but permit ready removal, without damage to the cartons, at destination. Neither metal strapping nor pallet caps are to be used. There must be no more than one partial pallet per destination. (See Exhibit C, IRS Document 12321 (Rev. 1-2013), for pallet and carton stacking diagram and related specifications.)

Contractor is to follow all the instructions listed on the carton label. If contractor has any questions about the packing, labeling and/or palletizing of a product, contact the agency point of contact for clarification immediately.

All expenses incidental to packing, labeling and palletizing must be borne by the contractor.

CORRECTING PACKING AND RELATED PROBLEMS: Contractor will be responsible for correcting all packing-related problems (i.e. mislabeled cartons, IRS carton labels not being used, cartons not being packed solid, incorrect pallets, or pallets not being layered right). The delivery will either be returned to the contractor to be corrected or the contractor will be required to make the corrections on-site. If the contractor is required to make corrections on-site and does not arrange to be on-site correcting the problems, they will then be responsible for any billed amount that is accrued by the agency in fixing the problem through an outside vendor.

“Mislabeling” means any error on the carton label, which incorrectly states or identifies the title of the form; the form identification number; or the quantity of forms actually contained in the carton.

DEPARTMENTAL RANDOM COPIES (BLUE LABELS): The following plan applies for selecting random samples.

| <u>Quantity Ordered</u> | <u>Number of Blue Labels</u> |
|-------------------------|------------------------------|
| 3,201-10,000 | 80 |
| 10,001-35,000 | 125 |
| 35,001+ | 200 |

1. Divide the entire lot into 80, 125 or 200 sublots as applicable per the chart above.
2. Choose 1 copy from each subplot. Do not choose copies from the same general area in each subplot.
3. Sign/date the Selection Certificate and pack it with the inspection samples and a copy of the print order.

Blue Label samples must deliver to the agency address listed under “DISTRIBUTION”. Blue Label samples must be packed separately, identified by a Government-furnished blue-colored label which is to be affixed to each container and recorded separately on all shipping documents, and constitutes a part of the total quantity ordered. No additional charge will be allowed for labeling, documentation or other administrative requirements.

AGENCY PRODUCTION SAMPLES: Agency copies as ordered are to be considered sample copies. They will NOT be included in the quantity ordered and are not allowed to be included in the quantity billed. Delivery is at the contractor’s expense via USPS and must be sent by a traceable means. NOTE: All live imaged samples must be replaced as soon as practicable to ensure that the full quantity is delivered by the completion date.

GPO SAMPLES: Deliver two (2) samples per order along with a copy of the print order to the address noted in “Distribution”. Mark package with Program Number and Print Order Number. This sample is to be delivered at the same time as the scheduled shipment/delivery and cannot be deducted from the total quantity ordered. Deliver sample copies by the most economical method. No additional charge will be allowed for GPO samples. No selection certificate is required.

GPO “VERIFICATION OF DELIVERY”: Contractor MUST email delivery verification information to VerifyChicago@gpo.gov WITHIN 24 HOURS OF DELIVERY. Enter Program and Print Order numbers in the subject line, and in the body of the message indicate the method of shipment and the delivery date. If a contract specifies a shipping method of **f.o.b. contractor city** (at government’s expense), enter the date of shipment. If a contract specifies **f.o.b. destination** (at contractor’s expense), enter the date of delivery. If a contract specifies a combination of both methods, include all shipping and delivery dates. **Failure to provide this information for each print order may result in delayed payment of invoices.**

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 shipped and/or 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 voucher for payment.

DISTRIBUTION:

Deliver F.O.B. Destination (at contractor's expense) via traceable means:

Deliver prior to production samples to destinations as indicated on the individual 2511 and IRS Form 2040 and Distribution List. All deliveries must be made Monday through Friday, exclusive of Federal Holidays, between 8 a.m. and 3:30 pm local prevailing time.

Contractor must email the publishing specialist on the 2511 with the tracking number

Deliver up to 200-500 prior-to-production samples (when ordered) to the destination on the 2511 and:

Deliver 10 prior-to-production samples (when ordered) to: IRS: Address to be provided on individual 2511.

Most orders will deliver a bulk distribution to one (1) distribution center: National Distribution Center (NDC), 2525 Revenue Dr, Bloomington, IL 61705.

Blue Label Copies: Deliver to Internal Revenue Service, National Distribution Center, 2525 Revenue Dr, Bloomington, IL 61705. A copy of the print order and a signed certificate of selection must be included.

GPO Samples: Deliver 2 samples per order along with a copy of the print order to: U.S. GPO, Attn: Compliance – Chuck Szopo, residential Chicago IL address to come. Email cszopo@gpo.gov for address after award.

IRS Samples: Deliver 5 samples per order to the IRS address provided on 2511.

Mail F.O.B. Contractor's City:

Mail agency production samples as ordered on each GPO Form 2511 Print Order (usually 10) via USPS traceable method to the address below. U.S. Postal Service shipments require the parcel post shipping label (IRS Form 6153-A (9-2013)) to be placed on one end of the carton.

IRS: Address to be provided on individual 2511.

Shipments less than 750 lbs. are required to ship via small package carrier (SPC). The IRS will provide an IRS small package carrier account number. Contractor must notify the IRS at least 10 workdays prior to the scheduled ship date if a carrier account number has not been issued. Contractors are required to ship using the designated carrier and IRS account number(s) or be responsible for any additional shipping costs. Contractor must notify the designated small package carrier when orders are ready for shipping. The contractor must report any SPC related problems to the agency immediately. The U.S. Postal Service (USPS) is not an option for shipments to the government for this jacket.

In order to verify small package carrier cost for each print order, the contractor MUST have the capability to generate UPS shipping labels electronically. It will be the responsibility of the contractor to be familiar with the electronic shipping methods of any IRS small package carrier for the duration of this contract. In addition to basic electronic address requirements, the contractor must provide additional reference fields as required.

Shipments of over 750 lbs. are to be made by common carrier offering a guaranteed delivery date and delivery confirmation.

GOVERNMENT BILLS OF LADING: Infrequently, the IRS may elect on an order to provide Government Bills of Lading for one or more destinations. The IRS may also choose to provide an IRS account number (such as FedEx or UPS Ground Service) for use in shipping packages of less than 750 lbs. to one or more destinations. Should the IRS choose one of these options, the print order will so indicate, and no charges may be made for that destination under Pricing Schedule ITEM II.

Whenever possible full truckloads should be utilized (e.g., use a full truckload and a partial truckload rather than two partial truckloads). The contractor will be provided multiple IRBL's for shipments to an individual destination exceeding a

truckload. Only one bill of lading should be released for each truckload. Any extra IRBL's should be returned to the IRS.

NOTIFICATION OF SHIPMENT (IRS FORM 2040-DISTRIBUTION LIST UPDATES): IRS Form 2040- Distribution List is used for shipping verification, to update IRS databases, and to inform destinations of the shipping and quantity status. Contractor MUST update the Electronic Form 2040 and transmit via email to IRS on the day of product shipment on a computer using a "full version" of Adobe Acrobat 7.0 Professional (or more recent) software. Any delay or missed input could result in payment delays. The contractor is required to complete and email Form 2040 daily to IRS when shipping begins.

The contractor is required to complete and email Form 2040 daily to IRS when shipping begins. The majority of the information will be included in the form furnished to the contractor from the IRS, but the contractor is responsible for the verification and correctness of information contained in updates returned to the IRS. It will be the contractor's responsibility to update the Shipping Status, Ship Quantity and Date Shipped fields with their information as per instructions included in Form 2040 PDF. Contractor MUST request the IRS' Quick Reference Guide for the Form 2040 application at time of award to familiarize themselves on how to properly use the form. If there is any information missing or incorrect in the furnished form, please contact the agency point of contact that is specified on the Print Order and in the upper corner of Form 2040. (See Exhibit A).

In addition to the Electronic Shipping Verification (Form 2040), the contractor must complete and send to the printing specialist, via e-mail or small package carrier, the complete manifest showing all of the small package carriers tracking numbers. The complete manifest must be sent within three workdays following the final shipment.

RETURN OF GOVERNMENT FURNISHED MATERIALS AND DIGITAL DELIVERABLES: Upon completion of each order, all furnished materials must be packed separately and returned to the above address and shall be marked with program number, print order number and jacket number.

If any changes were made to the supplied files by the contractor, all updated files (digital deliverables) must be returned to the agency via email or on a CD or DVD via a traceable shipping method. Digital deliverables must be packaged separately from the rest of the order and must deliver to the agency contact.

All expenses incidental to returning materials 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) and electronic mechanical.

No definite dates can be predetermined for placement of orders. The first workday of the schedule is the workday after GPO Form 2511 Print Order and all PDF files, distribution lists and related materials are emailed by the agency. Contractor is required to acknowledge receipt of materials within 1 hour.

Contractor must ship complete within 30 workdays for each order. Approximately 26% of orders are anticipated for quantities over 500,000 (up to 4,500,000).

The Government at its discretion may occasionally allow additional production days at contractor's request.

The Government at its discretion may require split shipments, or allow split shipments at contractor's request.

Agency will review and approve proofs in 2 workdays. Once PDF proofs are approved, contractor shall proceed with production of Priors/preproduction samples if ordered. Contractor must not proceed without an "OK to Produce Priors".

Agency will review and approve Priors/preproduction samples in 7 workdays. Contractor must not proceed without an "OK to Print".

For split shipments only: Deliver all early quantities to the National Distribution Center within the designated number of Workdays (usually 20), and the remaining quantities within the designated number of workdays (usually 10 additional). The

individual print order will note if split shipments are required. The contractor may elect to deliver complete to all destinations by the earlier date even if partial shipments are allowed.

SECTION 3 - DETERMINATION OF AWARD

The Government will determine the lowest bid by applying the prices offered in the “Schedule of Prices” to the following units of production which are the estimated requirements to produce one (1) year’s requirements 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 a like period of time. The following item designations correspond to those listed in the “Schedule of Prices”.

| | | (a) | (b) | (c) | (d) | (e) | (f) |
|------|--------|--------|-----|-----|-------|-------|--------|
| I. | | | | | | | |
| | A. (1) | 5 | 2 | 26 | 101 | 201 | 501 |
| | (2) | 5 | 18 | 26 | 101 | 201 | 10,328 |
| | B. (1) | 5 | 2 | 26 | 101 | 201 | 501 |
| | (2) | 11 | 19 | 330 | 423 | 407 | 1,112 |
| | (3) | 5 | 2 | 26 | 101 | 201 | 501 |
| | (4) | 18 | 84 | 705 | 1,509 | 1,694 | 8,954 |
| | (5) | 6 | 2 | 70 | 101 | 286 | 9,117 |
| II. | A. | 26,475 | | | | | |
| | B. | 75,605 | | | | | |
| | C. | 11,505 | | | | | |
| III. | A. | 330 | | | | | |
| | B. | 15 | | | | | |
| IV. | (1) | 762 | | | | | |
| | (2) | 6,730 | | | | | |

SECTION 4.- SCHEDULE OF PRICES

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

Bidder must make an entry in each of the spaces provided. Bids submitted with any obliteration, revision, or alteration of the order and manner of submitting bids, may be declared nonresponsive.

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

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

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

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, Chicago GPO. If such orders are placed by the agency, and no Modification is received from the Chicago GPO, the contractor is to notify GPO Chicago immediately. Failure to do so may result in nonpayment.

CONTRACTOR MUST INVOICE IN ACCORDANCE WITH SCHEDULE OF PRICES. FAILURE TO ITEMIZE IN ACCORDANCE WITH THE SCHEDULE OF PRICES MAY RESULT IN DELAYED PAYMENT.

All billing submitted to the GPO shall be based on the most economical method of production. Fractional parts of 1,000 will be prorated at the Per 1,000 rate.

COMPLETE PRODUCT (except for Item II, III, and IV): Prices quoted shall include the cost of all required materials and operations necessary (including but not limited to: binding, labeling, packaging, palletizing, notifications, etc.) for the complete production and distribution of the product listed in accordance with these specifications.

Prices below apply to both 8 x 11" and 8-1/2 x 11" detached form products.

| Makeready Per Item (a) | Running, Price per 1,000 | | | | |
|------------------------------|--------------------------|-----------------------------|------------------------------|------------------------------|------------------------|
| | Up to 25,000 (b) | 25,001 to 100,000 (c) | 100,001 to 200,000 (d) | 200,001 to 500,000 (e) | Over 500,000 (f) |

I. A. Cut Forms:

| | | | | | | |
|-----------------|----------|----------|----------|----------|----------|----------|
| (1) Face Only | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ |
| (2) Face / Back | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ |

(Initials)

(COMPLETE AND SUBMIT THIS PAGE WITH YOUR BID)

| Makeready Per Item (a) | Running, Price per 1,000 | | | | |
|------------------------------|--------------------------|-----------------------------|------------------------------|------------------------------|------------------------|
| | Up to 25,000 (b) | 25,001 to 100,000 (c) | 100,001 to 200,000 (d) | 200,001 to 500,000 (e) | Over 500,000 (f) |

I. B. OCR Snap-sets:

| | | | | | | |
|-----------------|----------|----------|----------|----------|----------|----------|
| (1) 2-part form | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ |
| (2) 3-part form | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ |
| (3) 4-part form | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ |
| (4) 5-part form | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ |
| (5) 6-part form | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ |

II. PAPER:

Payment for all paper supplied by the contractor under the terms of these specifications, as ordered on the individual print orders, will be based on the net number of leaves furnished for the product(s) ordered in the applicable "FORMAT" group. The cost of any paper required for makeready or running spoilage must be included in the prices offered.

Per 1,000 Leaves

Multi-Part Sets

(Part 1)

A. White OCR Bond
CB (20-21.5 lb.)\$ _____

(Parts 2-6 as applicable)

B. White OCR Bond
CFB/CF as applicable (10-16 lb.)....\$ _____

Cut Forms

C. White OCR Bond
(20-21 lb).....\$ _____

III. PROOFS:

A. PDF proofs.....per page: \$ _____

B. Prior-to-Production Samples.....per hundred: \$ _____

(initials)

(COMPLETE AND SUBMIT THIS PAGE WITH YOUR BID)

IV. SHIPPING: Prices quoted below shall include the cost of shipping to destination, including costs for providing delivery confirmation. All shipment methods must guarantee receipt at destination per the contract schedule.

Per Approx. 25-30 lb. Carton

Bloomington, IL 61705 (National Distribution Center)

(1) Price per 25-30 lb. carton \$ _____
 (Orders up to 750 lbs.)

(2) Per CWT (Hundredweight) \$ _____
 (Orders over 750 lbs.)

(Initials)

(COMPLETE AND SUBMIT THIS PAGE WITH YOUR BID)

SHIPMENT(S): All Shipping will be made from the City _____, State _____,

The city(ies) indicated above may 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.

CONTRACTORS NAME AND SIGNATURE: Fill out and return one copy of all pages in "Section 4. - Schedule of Prices," initial or sign each in the space provided. See Page 1.

Contractor _____

(City – State – Zip)

By _____

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

(Person to be Contacted)

(Telephone Number)

(Email Address)

(Contractor's Code No.)

(COMPLETE AND SUBMIT THIS PAGE WITH YOUR BID)

THIS SECTION FOR GPO USE ONLY

Certified by: _____ Date: _____ Contracting Officer: _____ Date: _____

Shipping Status: Start Partial Complete **Instructions** **Final** **EXHIBIT A**

Distribution / Shipping List

| | | | | | | |
|---|--|--|---|------------------------------|---|---|
| Requisition number 21-12345 | Jacket number / Source 123-456 / 5519 | Print order number 12345 | Originator symbols SE:W:CAR:MP:T:B:1 | Contractor code 123-12345 | Date 06-30-2021 | Genetic Print XXX-XXX-XXXX |
| Item (Form, Document, Publication, Notice etc.) F 1099 B | Catalog number 14411V | Revision date 2021 | Reprint <input checked="" type="checkbox"/> Revision <input type="checkbox"/> | Ship date 08/11/2021 | FOB contractor city Sample, VA 12345 | 123 Taxpayer Way |
| Printing specialist James A. Taxpayer | Phone number 240-613-0000 | Distribution analyst Andria A. Taxpayer | Phone number 240-613-1111 | Carton quantity 740 | Weight factor 0.0377 | Quantities stated below are: <input type="checkbox"/> each <input type="checkbox"/> pads <input type="checkbox"/> sheets <input checked="" type="checkbox"/> sets <input type="checkbox"/> rolls |

Title/Description
Proceeds From Broker and Barter Exchange Transactions
Remarks

| OPN | IRS Centers | Order Quantity | Ship Quantity | Date Shipped |
|--------------------|--|------------------|--------------------------|--------------------------|
| 88100-1424 | IRS/NATIONAL DISTRIB CENTER RECEIVING 309-556-5169 2525 REVENUE DR BLOOMINGTON, IL 61705-2500 | 61 ctns 45140 | <input type="checkbox"/> | <input type="checkbox"/> |
| 88100-1499 | IRS/NATIONAL DISTRIB CENTER BLUE LABEL COPIES 2525 REVENUE DR BLOOMINGTON, IL 61705-2500 | 0.267 ctn 200 | <input type="checkbox"/> | <input type="checkbox"/> |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| Grand Total | | 45340 | 0 | |

Form **2040** (9-2005) Catalog number 71120B www.irs.gov Department of The Treasury - Internal Revenue Service

EXHIBIT B

Read Prior to Producing or Labeling Cartons

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.

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

Phaser 7300DX - Room 6231
Print Labels
SAVE AS
RESET

Carton Shipping Label

| | | | | | |
|--|--|---|--|----------|------------------|
| Department of the Treasury Internal Revenue Service | | Publishing analyst Taxpayer, James A | Phone number 240-613-0000 | Carton # | of # 1 |
| GPO Jacket number 123-456 | | Print order number 12345 | Program number 5519 | | |
| From (Contractor name and address) Internal Revenue Service 5000 Ellin Road Lanham, MD 20706 | | | To (Consignee) IRS/National Distribution Center 2525 Revenue Drive Bloomington, IL 6175-2500 | | |
| Catalog number 14411V | Revision (YYYY-MM-DD) 2021-00-00 | *12345X2021-00-00* *12345X2021-00-00* | | | |
| Product number (Form, Document, Publication, etc) Form 1099 B | | Product title Proceeds From Broker and Barter Exchange Transactions | | | |
| Carton quantity 740 | Requisition number (YY-nnnnn) 21-12345 | *74021-12345* *74021-12345* | | | |

Form **6153** (Rev. 3-2006) Catalog Number 62724N Department of Treasury - Internal Revenue Service

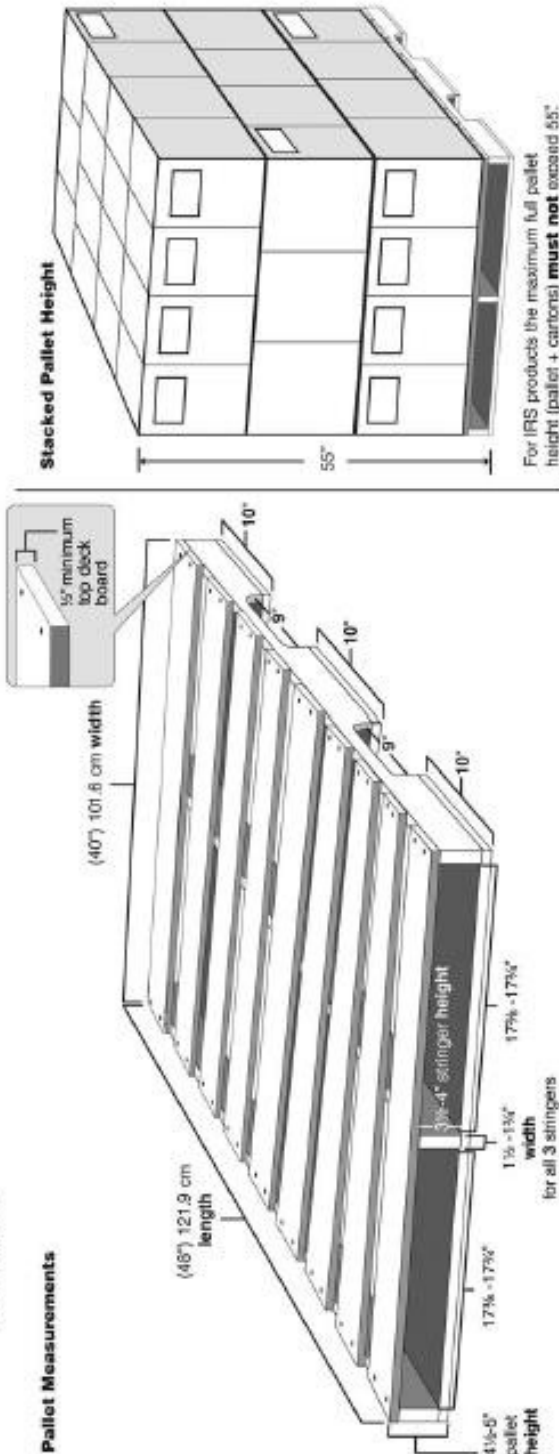
Phaser 7300DX - Room 6231
Print Labels
SAVE AS
RESET

Exhibit C

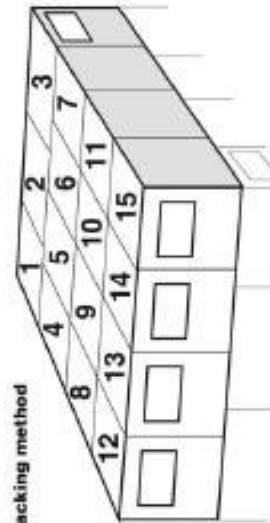
IRS Pallet Specifications

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

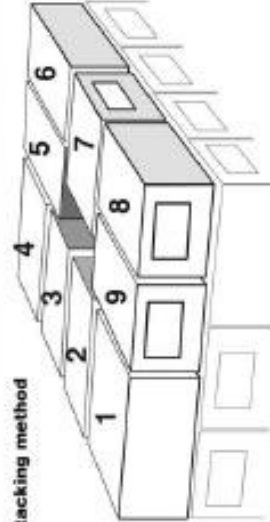


15 tier stacking method



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.