

PROGRAM 5540-S - Term: Oct 01, 2021 to Sept 3, 2022 plus 4 option years						
TITLE: IRS Training Tab Sets						
ITEM NO	DESCRIPTION	QTY	Barton Printing Jacksonville, FL		GPO Estimate based on old prices	
			UNIT RATE	COST	UNIT RATE	COST
I.	COMPLETE PRODUCT:					
(a)	Front cover sheet.....per 100 copies.....	103	\$3.80	\$391.40	\$2.50	\$257.50
(b)	Dividers with tabs printing face only...per 100 dividers.....	915.00	\$9.90	\$9,058.50	\$8.50	\$7,777.50
(c)	Dividers with tabs printing face and back...per 100 dividers.....	58.00	\$15.00	\$870.00	\$12.75	\$739.50
(d)	Laminate tab dividers.....per 100 dividers.....	15	\$6.00	\$90.00	\$4.50	\$67.50
	PRODUCTION SUBTOTAL			\$10,409.90		\$8,842.00
	Discount		2.00%	\$208.20	20.00%	\$1,768.40
	PRODUCTION TOTAL			\$10,201.70		\$10,610.40
			AWARD			
Prepared By	KD				* 20% based on 5 years of	
Review By	CS 9/28/21				EPAs and paper increases.	

U.S. GOVERNMENT PUBLISHING OFFICE
Chicago Regional Office

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

IRS Training Tab Sets

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

Department of the Treasury
IRS Bloomington, IL

Single Award

BID OPENING: Bids shall be opened at **2 p.m.** prevailing Chicago, IL time on
September 20, 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 program number “**5540-S**” and bid opening date “**September 20, 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 **October 1, 2021 and ending September 31, 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: Minor changes are scattered throughout. Bidders are cautioned to familiarize themselves with all provisions of these specifications before bidding.

INFORMATION: For questions about these specifications contact Chuck Szopo at 312-353-3916 x6 or cszopo@gpo.gov. Questions about these specifications should be forwarded at least 1 workday before the Bid Deadline, in order to be addressed prior to bid submission.

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 September 2019)).

Contract Terms, Forms and Standards information for contractors can be found on the GPO website at <http://www.gpo.gov/how-to-work-with-us/vendors/programs-for-vendors>. The Contract Terms publication noted above can be downloaded at <http://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/qatap.pdf>.

DOING BUSINESS WITH GPO: Contractors wishing to do business with the GPO are referred to the GPO web site <http://www.gpo.gov/how-to-work-with-us/vendors/programs-for-vendors>, 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.

PREDOMINANT PRODUCTION FUNCTION: The predominant production function is printing. The predominant production function may NOT be sub-contracted.

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:

Attribute

Specified Standard

P-7. Type Quality and Uniformity

Furnished Electronic Files

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

- 1) Most recent profit and loss statement

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

The documents will be reviewed to validate that adequate financial resources are available to perform the contract requirements. Documents submitted will be kept confidential and used only for the determination of responsibility by the Government. Failure to provide the requested information in the time specified by the Government may result in the Contracting Officer not having adequate information to reach an affirmative determination of responsibility.

OPTION TO EXTEND THE CONTRACT TERM (OPTION YEARS): 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: 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 **October 1, 2021 and ending September 30, 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 **June 30, 2021**, 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.

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 **October 1, 2021 and ending September 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 either deposited in the U.S. Postal Service mail or otherwise furnished to the contractor in conformance with the schedule.

The security and confidentiality of Government legal documents handled and stored by the contractor during the execution of this contract are of critical importance. Should the preaward survey reveal a security deficiency that jeopardizes or otherwise compromises the secure and confidential operation of this contract as specified herein, the Government reserves the right to declare the contractor non-responsible if such a deficit cannot be remedied by the contractor in a timely fashion and at no additional expense to the Government.

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 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 are to be completed by the contractor within the time specified in the order. 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.

When production covered by this contract is required before the dates specified under this contract, and the contractor will not accept the accelerated schedule, the Government may procure this requirement from another source for that accelerated schedule.

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: Submitting invoices for payment via the GPO fax gateway (if no samples are required) utilizing the GPO barcode coversheet program application is the most efficient method of invoicing. 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.

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

NOTE: In addition, contractor is required to email delivery receipts and final invoice in PDF format to originator of each GPO Form 2511 print order. All documents should be in one PDF file. Originator's email address will be found at the bottom of each GPO Form 2511 print order. Subject line of the email will be the print order number.

Invoicing of partial deliveries of the print order quantities in accordance with the contract schedule **is allowed**. Contractor must include the complete confirmation of delivery with each partial payment invoice.

CONTRACTOR MUST ITEMIZE INVOICES FOR PAYMENT TO MATCH THE SCHEDULE OF PRICES FORMAT. FAILURE TO ITEMIZE IN ACCORDANCE WITH THE SCHEDULE OF PRICES MAY RESULT IN DELAYED PAYMENT.

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. Original copy of these receipts or other acceptable proof must accompany the contractor's voucher for payment.

SECTION 2.-SPECIFICATIONS

SCOPE: These specifications cover the production of a cover sheet and tab sets which require such operations as receipt of electronic files, prepress operations, printing in black, inserting chipboard, shrink film wrapping, labeling, packing, email notifications and distribution.

TITLE: IRS Training Tab Sets.

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

FREQUENCY OF ORDERS: Approximately 15 print orders per year.

The work is placed throughout the year and does not have a defined time period for heaviest activity.

QUANTITY: Approximately 5 to 600 complete product sets per order, with an occasional order of over 600 sets up to 1,400 sets.

Each complete product set consists of one (1) Cover Sheet printed face only, a set of tab dividers with tabs printed either face only or face and back (some of which will be laminated), and a supportive cardboard/chipboard behind the last tab divider, shrink film wrapped together.

Approximately 80,000 total tab dividers per year. Approximately 5 to 35 tab dividers per set, with approximately 11 orders having tabs printed face only and approximately 2 orders having tabs printed face and back. Approximately 2 orders will have laminated tabs.

All quantities are estimates. No guarantee can be made as to the quantity and/or number of tabs that will be ordered or to the number of tabs that will be laminated.

Quantities indicated on the print order are exact quantities. Shortages are not allowed and contractor will be required to reprint to make up shortages.

TRIM SIZE:

Cover sheet is 8-1/2 x 11".

Tab dividers are 9 x 11" including 1/2" lip with rounded corners.

Tab dividers will be ordered in banks of three, four, and five. The majority of the orders will be for banks of five.

GOVERNMENT TO FURNISH: It is anticipated that electronic files will be furnished via email. Electronic files include manuscript copy for tabs, an electronic file for cover, and an electronic file for distribution addresses. All electronic files will be furnished in Adobe Acrobat PDF format, created on the Windows platform using Microsoft Word. Contractor must be able to use the latest version of this program as well as be backwards compatible. At the Government's option, electronic files may be furnished on media such as CD-ROM or uploaded to the contractor's FTP site.

GPO Form 2511 Print Order: Will be sent via email. At the Government's option, print orders may be furnished as a hard copy, a faxed copy, on CD/DVD, or by secure FTP. Contractor must be able to accept via email or any of the other means listed. Contractor must not start production of any job prior to receipt of the signed individual print order.

See "DISTRIBUTION" later in these specifications regarding Government Bills of Lading.
The following items will be furnished for use in distribution:

1. Distribution list. Distribution List (Form 2040) or other distribution list will be furnished when needed. Will contain the names, addresses, and quantity per address. At the Government's option, this may be furnished as a hard copy, as a faxed copy, or sent via email. If sent via email, the file will contain interactive "buttons". The contractor will be required to input distribution information and transmit it to the IRS for processing.
2. Electronic file for IRS Package/Carton Labels (IRS Form 6153) with each order. This file is partially completed (customized for the individual print order). The contractor will be required to input the remaining information into the PDF file and print out the completed label. **Any manual changes made after it has been printed out may negate the bar codes generated with the data.** The labels must be reproduced by the contractor on white stock. Sometimes, more than one label may be furnished and the contractor must take care to use the correct label for the correct destination.
3. Training Materials Label (IRS Form 6310). Labels are 8 x 4-1/4". Every shipping carton must contain one label on one side (not end, not top). The IRS will provide the labels either at the beginning of the contract or with each order. If the labels are provided "in bulk" it will be the contractor's responsibility to inform the IRS when supplies are running low. This label does not require any completion by the contractor. These labels are plain paper (no adhesive).
4. Recipient list for email shipping notification. This list will be furnished to the contractor at the beginning of the contract. Currently there are approximately 5 recipients for email notification. The quantity or addresses may change during the term of the contract. Contractor will be required to update their database as changes are made. Contractor must notify the entire list of email recipients on the same day that shipping is made. The IRS will provide the contractor with a general guide as to the type of information required to be sent such as product title, product number, and number of cartons. Notification must be sent on every print order unless specified otherwise.

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.

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 Chuck Szopo at 312-353-3916 x6 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 level. Contractor must maintain the latest version of all programs and operating systems used in this contract as well as maintain backwards-compatibility.

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

File conversions: It is anticipated that the occasional order will require certain pages of the furnished PDFs to be converted from RGB color to black/grayscale. No additional charges are allowed for file conversion operations and no additional time may be added to the schedule.

TYPESETTING: Contractor to typeset the text for the tabs in Helvetica Bold (or similar), 12 point (or suitable) from furnished manuscript copy.

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" (March 2019):

https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/vol_13.pdf

Color of paper furnished shall be of a uniform shade and a close match by visual inspection of the JCP and/or attached color sample(s). The Contracting Officer reserves the right to reject shipments of any order printed on paper the color of which materially differs from that of the color sample(s).

Cover Sheet –White Offset Book, Basis Size 25 x 38", Basis Weight 50, JCP Code A60

Tab dividers –White Index, Basis Size 25-1/2 x 30-1/2", Basis Weight 110, JCP Code K10

Cardboard/chipboard backer – .020" or thicker

PRINTING: Cover and tabs print in black ink. Cover prints face only. Tabs may print face only, or face and back.

At contractor's option, the products in these specifications 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. However, contractor may not mix the method of production within any one print order. Black text and/or images may not be made out of color toners.

MARGINS: Center text on tabs unless otherwise specified on GPO Form 2511. Follow electronic copy for cover.

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.

DRILLING: Dividers are 3-hole drilled; 1/4" in diameter, 4-1/4" center to center, 3/8" from left edge. Covers drill at contractor's option, unless otherwise specified on GPO Form 2511.

SHRINK FILM WRAPPING: Shrink film wrap each tab set with a .020" or thicker cardboard/chipboard backer for protection. Front sheet must be visible on top.

LABELING AND MARKING: Special IRS carton labels will be provided in PDF format (IRS Forms 6153 and 6310). The contractor will electronically input the data necessary and print as needed. Affix one carton label on one end of each carton.

Each package must be clearly labeled with the GPO Jacket Number, Program Number, Print Order Number, IRS Requisition Number, Training Publication Number (including date) and quantity therein. All of the information must be included on the label.

As an exception to GPO Contract Terms (GPO Pub. 310.2), the Government may choose to correct improper, partial, or incorrect labeling, and charge all costs to the contractor. No additional charges will be allowed for the labeling and marking requirements. The IRS Form 6153 Package/Carton Label is used in lieu of the GPO Form 905 Label.

No additional charges will be allowed for labeling- and/or marking-related operations.

See "Government to Furnish" for additional information on labeling and marking.

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

Shipping container must not exceed 40 lbs. when fully packed. Use only new corrugated or solid fiberboard containers with a minimum bursting strength of 275 psi.

No additional charges will be allowed for packing-related operations.

PALLETIZING: Quantities per destination of a single publication, that weighs 750 lbs. or more, must be palletized. Do NOT mix different publications on a pallet. All containers on a pallet must be the same publication. Do not mix different publications to get a full pallet. Do not have more than one partial pallet of the same publications title in a shipment.

The IRS has specific pallet requirements that must be followed. See Attachment 1.

Cartons must be securely fastened to the pallet to prevent movement but permit removal without damage to the cartons. Pallets shall contain 54 cartons and be stacked, 9 cartons to a layer, 6 layers high, in reverse layer pattern, with maximum height including pallet of 60".

Except for size, pallets for IRS must conform with Federal Specifications NN-P-71C, and any amendments thereto as follows: Type III, Group 2 or 3, four way (partial) flush pallet, size L48" x W40", with a single center stringer. Full entry must be on the 40" width. Do NOT use metal strapping or pallet caps for securing material.

This is the only type of pallet that will be accepted by IRS. Incorrect pallets must be corrected. As an exception to GPO Contract Terms (GPO Pub. 310.2), the Government may choose to correct packaging and palletizing deficiencies and charge all costs to the contractor.

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.**

DISTRIBUTION:

Orders placed on this program will ship to various destinations throughout the United States. Most orders will have a bulk shipment to Bloomington, IL. For most orders destinations range from 2 to 10. Occasionally, additional destinations may be required. For an occasional order, the total number of destinations may exceed 15. This count does NOT include any agency sample copies or the GPO samples.

F.O.B Contractor's City (at Government expense):

Shipments Up to 750 lbs. per Destination per Print Order: Shipments that are up to 750 lbs. per individual destination on a 2511 print order are to be shipped via the Government's designated small package carrier. Contractor must use the small package carrier designated by the Government. The designated carrier may change

during the term of the contract. The Government will provide the contractor with the account number to be used. Contractor MUST use this account number for these shipments. This account number can only be used for IRS designated shipments under this contract. The account number cannot be used for private use. It cannot be used for any other contracts unless those are IRS contracts where its use is specifically authorized.

Occasionally, the contractor will be required to use an expedited delivery service, such as an overnight service for a portion or all of a print order. This is not covered under the IRS shipping account. For destinations specifically designated as such on the 2511 print order, contractor is to ship reimbursable using the service designated on the 2511 print order (e.g., Overnight Delivery by 10:30 a.m., Two-Day, etc.). Contractor must send at their expense and they will be reimbursed for the actual shipping charges. Contractor will be required to submit a copy of the carrier's billing with their invoice for reimbursement. Do NOT send orders using a means other than the IRS account number unless the expedited service is specifically authorized on the 2511 print order.

Shipments over 750 lbs. per destination per 2511 print order: Shipments that are over 750 lbs. are to be sent via freight carriers. The IRS will provide the Government Bill(s) of Lading (GBLs) for each required destination per print order. It is not anticipated that "blank" or "partially completed GBLs will be provided for general use under this contract but rather that IRS GBLs will be provided per print order when required. At the Government's option, these GBLs may be provided as hard copy, via fax, or via email. It is anticipated that email will be most often used and contractor must be able to accept via this means. If GBLs are furnished, specific instructions will be furnished with them which the contractor must follow. Contractor must use the Government designated carrier. Use of a carrier other than the designated carrier, without the express permission of the IRS, is not authorized. The IRS will not pay for shipping charges for other than their designated carrier(s). It is anticipated that GBLs will be furnished via email two days in advance of shipment. However, sometimes GBLs will not be furnished until the actual ship date. GBLs may be accompanied by instructions for "distribution" as well as the designated carrier. Contractor must follow those instructions. GBLs are obligating documents and GBLs furnished for one print order under this contract cannot be used for another agency, contract, print order, shipment, or any other use. It is anticipated that if GBLs are furnished via email, then an email notification of GBL numbers not used will be acceptable. Email address for notification will be furnished when applicable.

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

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

GPO Samples: Deliver 2 samples by the most economical method per order along with a copy of the 2511 print order to: U.S. GPO Chicago Regional Office, Attn: Compliance Chuck Szopo, at a residential Chicago, IL address to come. Include program number and print order number on package.

NOTIFICATION OF SHIPMENT: Immediately after the order has been shipped, the contractor MUST furnish shipping information to Agency. Include the order title, GPO jacket number, requisition number, date of shipment, quantity (copies, # of cartons, etc.), and tracking information for deliveries. Email the agency listed on the print order and cszopo@gpo.gov

EMAIL NOTICES: See "Government to Furnish" for additional information on required email notifications of shipments.

RETURN OF GOVERNMENT FURNISHED MATERIALS AND DIGITAL DELIVERABLES: Upon completion of each order, all furnished materials must be returned to the below address or other address as stipulated on the 2511 print order. Returned GFM shall be marked with program number, print order number and jacket number.

Any returned Government Furnished Material must be packaged separately from any other material returned to the IRS and must be clearly labeled as to the contents. Do not include returned GFM in any other packages, and do not include any other material in that package. Do not include a sample copy with the return material unless the agency requests it. Do not package return materials for different orders in the same package.

Return GFM to: IRS National Distribution Center, 1201 North Mitsubishi Motorway, Bloomington, IL 61704-6612

Digital Deliverables: 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 furnished 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).

No definite dates can be predetermined for placement of orders. The first workday of the schedule is the workday after receipt of the GPO Form 2511 Print Order and all production files, forms, distribution lists and related materials. Contractor is required to acknowledge receipt of materials within 2 hours.

All pickups and deliveries must be made Monday through Friday, exclusive of Federal Holidays, before 3:30 pm local prevailing time.

The following schedule begins the workday after notification of availability of furnished material for pickup.

Specific scheduling requirements will be established at the time an order is placed. It is anticipated that the placement of orders during the term of the contract will be approximately as follows:

Workdays	% of Orders
5	18%
6-9	73%
10-17	9%

All dates noted on the 2511 print order form are SHIPPING DATES (not delivery dates). For example, if an order is received on October 18, 2021, the first workday is October 19, 2021. If the 2511 order form indicates a shipping date of October 25, 2021 that is a count of 5 workdays for shipping from notification of availability of furnished materials.

Multiple orders may be placed for the same schedule at the same time. It is anticipated that this will be the norm. No additional charges are allowed due to the required schedule.

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 work under the contract. These units do not constitute, nor are they to be construed as, a guarantee of the volume of work which may be ordered during the term of the contract.

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

- I. (a) 103
- (b) 915
- (c) 58
- (d) 15

SECTION 4.-SCHEDULE OF PRICES

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

Bidder must make an entry in each of the spaces provided, in the category or categories for which bids are submitted. Bidder may bid in one category and no-bid the other categories. 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 within the category that a bidder is bidding on 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’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.

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

I. COMPLETE PRODUCT: Prices offered shall include the cost of all required materials and operations necessary for the complete production and distribution of the product(s) listed in accordance with these specifications.

- (a) Front Cover Sheet.....per 100 copies..... \$ _____
- (b) Dividers with tabs printing face only.....per 100 dividers \$ _____
- (c) Dividers with tabs printing face and back.....per 100 dividers..... \$ _____
- (d) Laminate tab dividers..... per 100 dividers..... \$ _____

(Initials)

(COMPLETE AND SUBMIT THIS PAGE WITH YOUR BID)

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

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 fax or mail, fill out and return one copy of all pages in "SECTION 4. -SCHEDULE OF PRICES," including initialing/signing where indicated.

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

Bidder

(Contractor Name)	(GPO State & 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)
(Initials)	

THIS SECTION FOR GPO USE ONLY

Certified by: _____ Date: _____ Contracting Officer: _____ Date: _____
(Initials) (Initials)

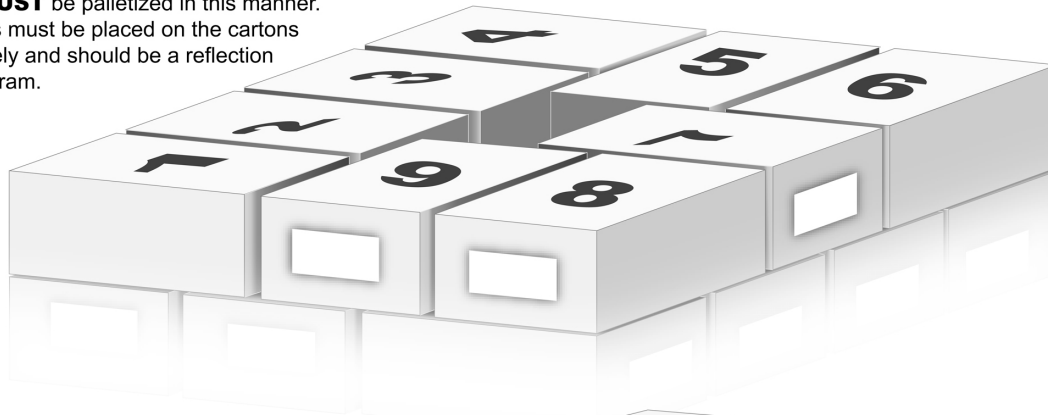
COMPLETE AND SUBMIT THIS PAGE WITH YOUR BID

Attachment 1



Pallet Specifications

Cartons **MUST** be palletized in this manner.
ALL labels must be placed on the cartons appropriately and should be a reflection of this diagram.



Maximum full pallet
(pallet + cartons) height
MUST NOT exceed 55".

