

PROGRAM 1720-S TERM DATE OF AWARD TO 12/31/14				
TITLE:		BUSINESS CARDS		
ITEM NO.	DESCRIPTION	* BASIS OF AWARD *	* BUSINESS CARD, INC. Tullahoma, TN *	
			UNIT RATE	COST
I.	COMPLETE PRODUCT:	*	*	*
(a)	Single-color, thermographic print.....per 250 card order.....	* 3209 *	\$5.40	\$17,328.60 *
(b)	Single-color, thermographic print.....per 500 card order.....	968	\$6.10	\$5,904.80
(c)	Two-color cards, flat ink.....per 250 card order.....	4	\$54.00	\$216.00
(d)	Two-color cards, flat ink.....per 500 card order.....	4	\$54.00	\$216.00
(e)	CI cards (blue foil, gold engraving ink, thermographic black print)....per 250 card order	797	\$27.30	\$21,758.10
(f)	CI cards (blue foil, gold engraving ink, thermographic black print)....per 500 card order	12	\$48.30	\$579.60
II.	ADDITIONAL OPERATIONS:	*	*	*
(a)	On-Line Ordering System Creation/Updating.....per hour.....	* 8 *	\$50.00	\$400.00 *
(b)	One-time charge for creation of a new set of steel dies for CI card when a new format is added. Note: Any initial charge for the creation of steel dies, if necessary, for Items I.(e) and I.(f) above must be included in the cost provided above.....per new set of dies...	* 1 *	\$85.00	\$85.00 *
(c)	Color content proofs of new formats or ink color change..... per proof.....	* 3 *	\$0.00	\$0.00 *
(d)	Pre-production samples of new one-color cards.....per 25 samples....	* 3 *	\$0.00	\$0.00 *
(e)	Pre-production samples of new two-color cards.....per 25 samples..	* 3 *	\$0.00	\$0.00 *
(f)	Pre-production samples of new CI cards.....per 25 samples....	3	\$100.00	\$300.00
III.	PREMIUM PAYMENT:			
(a)	Percentage increase for accelerated schedule		0.00%	
	CONTRACTOR TOTALS	* * *		\$46,788.10 *
	DISCOUNT	* * *	0.00%	\$0.00 *
	DISCOUNTED TOTALS	* * *		\$46,788.10 *

CORPORATE GAPHICS INT. SOUTH		*	THERMCRAFT, INC.		*	ACCURATE WORD, LLC		*		
Madison, FL		*	Sacramento, CA		*	White Plains, MD		*	GPO ESTIMATE	
UNIT RATE	COST	*	UNIT RATE	COST	*	UNIT RATE	COST	*	UNIT RATE	COST
		*			*			*		
\$4.35	\$13,959.15	*	\$5.45	\$17,489.05	*	\$4.75	\$15,242.75	*	\$5.00	\$16,045.00
\$6.00	\$5,808.00	*	\$5.96	\$5,769.28	*	\$5.35	\$5,178.80	*	\$5.85	\$5,662.80
\$9.35	\$37.40	*	\$29.00	\$116.00	*	\$20.00	\$80.00	*	\$28.68	\$114.72
\$15.00	\$60.00	*	\$34.00	\$136.00	*	\$40.00	\$160.00	*	\$35.75	\$143.00
\$28.10	\$22,395.70	*	\$26.00	\$20,722.00	*	\$24.00	\$19,128.00	*	\$28.85	\$22,993.45
\$52.60	\$631.20	*	\$47.50	\$570.00	*	\$42.50	\$510.00	*	\$47.73	\$572.76
		*			*			*		
\$150.00	\$1,200.00	*	\$30.00	\$240.00	*	\$75.00	\$600.00	*	\$75.00	\$600.00
\$500.00	\$500.00	*	\$0.00	\$0.00	*	\$100.00	\$100.00	*	\$100.00	\$100.00
\$50.00	\$150.00	*	\$0.00	\$0.00	*	\$25.00	\$75.00	*	\$25.00	\$75.00
\$4.35	\$13.05	*	\$0.00	\$0.00	*	\$25.00	\$75.00	*	\$25.00	\$75.00
\$6.00	\$18.00	*	\$0.00	\$0.00	*	\$25.00	\$75.00	*	\$25.00	\$75.00
\$9.35	\$28.05	*	\$0.00	\$0.00	*	\$50.00	\$150.00	*	\$25.00	\$75.00
	\$0.00	*	\$0.00	\$0.00	*		\$0.00	*		
0.00%		*	1.00%		*	0.00%	\$0.00	*		
	\$44,800.55	*	\$0.00	\$45,042.33	*		\$41,374.55	*		\$46,531.73
0.00%	\$0.00	*	0.00%	\$0.00	*	1.00%	\$413.75	*	1.00%	\$465.32
	\$44,800.55	*		\$45,042.33	*		\$40,960.80	*		\$46,066.41
							AWARDED			

U.S. GOVERNMENT PRINTING OFFICE
Dallas, Texas

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

Business Cards

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

Internal Revenue Service (IRS)

Single Award

CONTRACT TERM: The term of this contract is for the period beginning Date of Award and ending December 31, 2014, plus up to four (4) optional 12-month contract extension periods that may be added in accordance with the "Option to Extend the Contract Term" clause in this contract.

BID OPENING: Bids shall be publicly opened at 2 p.m., prevailing Dallas, Texas time, on January 13, 2014.

BIDDERS, PLEASE NOTE: This contract was previously identified as 0857-S originating from the GPO Central Office in Washington, DC. Minor changes are scattered throughout; therefore, all bidders are cautioned to familiarize themselves with all provisions of these specifications before bidding.

Facsimile bids are permitted.

Questions concerning this contract should be directed to Jim Hunt at (214) 767-0451 ext. 5. (No collect calls.)

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. 6-01)) and GPO Contract Terms, Quality Assurance Through Attributes Program for Printing and Binding (GPO Publication 310.1, effective May 1979 (revised Aug 2002)).

GPO Contract Terms (GPO Publication 310.2) – <http://www.gpo.gov/pdfs/vendors/sfas/terms.pdf> .

GPO QATAP (GPO Publication 310.1) – <http://www.gpo.gov/pdfs/vendors/sfas/qatap.pdf> .

GPO Publication 310.2, GPO Contract Terms, Contract Clause 5. Disputes, has been revised. The new clause can be found at www.gpo.gov/pdfs/vendors/contractdisputes.pdf . This revised clause also cancels and supersedes any other disputes language currently included in existing contractual actions.

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

Product Quality Levels:

- (a) Printing (page related) Attributes -- Level III.
- (b) Finishing (item related) Attributes -- Level III.

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

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

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

<u>Attribute</u>	<u>Specified Standard</u>
P-7. Type Quality and Uniformity	Page Reproducible
P-9. Solid or Screen Tints Color Match	Pantone Matching System

FACSIMILE BIDS: Facsimile bids are permitted. See Paragraph 6, Solicitation Provisions, GPO Publication 310.2 for definitions and restrictions. Submit facsimile bid to 214-767-4101, one bid per facsimile.

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 five (5) years as a result of, and including, any extension(s) added under this clause. Further extension may be negotiated under the “Extension of Contract Term” clause. See also “Economic Price Adjustment” for 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.

NOTE: The Economic Price Adjustment (EPA) is NOT cumulative. The EPA is applied to the original contract price not to the original contract price plus any other EPAs applied.

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.

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.

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 Date of Award through December 31, 2014 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.

REQUIREMENTS: This is a requirements contract for the items and for the period specified herein. Shipment/delivery of items or performance of work shall be made only as authorized by orders issued in accordance with the clause entitled "Ordering". The quantities of items specified herein are estimates only, and are not purchased hereby. Except as may be otherwise provided in this contract, if the Government's requirements for the items set forth herein do not result in orders in the amounts or quantities described as "estimated", it shall not constitute the basis for an equitable price adjustment under this contract.

Except as otherwise provided in this contract, the Government shall order from the contractor all the items set forth which are required to be purchased by the Government activity identified on page 1.

The Government shall not be required to purchase from the contractor, requirements in excess of the limit on total orders under this contract, if any.

Orders issued during the effective period of this contract and not completed within that time shall be completed by the contractor within the time specified in the order, and the rights and obligations of the contractor and the Government respecting those orders shall be governed by the terms of this contract to the same extent as if completed during the effective period of this contract.

If shipment/delivery of any quantity of an item covered by the contract is required by reason of urgency prior to the earliest date that shipment/delivery may be specified under this contract, and if the contractor will not accept an order providing for the accelerated shipment/delivery, the Government may procure this requirement from another source.

The Government may issue orders which provide for shipment/delivery to or performance at multiple destinations.

Subject to any limitations elsewhere in this contract, the contractor shall furnish to the Government all items set forth herein which are called for by print orders issued in accordance with the "Ordering" clause of this contract.

PAYMENT: Submit all vouchers to: Comptroller, Stop FMCE, Office of Financial Management, U.S. Government Printing Office, Washington, D.C. 20401. Vouchers may be faxed to 202-512-0992. To expedite payment from GPO, use the bar code cover sheet. Refer to the following web page for instructions: <http://winapps.access.gpo.gov/fms/vouchers/barcode> . If the bar code cover sheet is used, fax the voucher and the bar code cover sheet to 202-512-1851 in lieu of the fax number listed above.

IMPRINT: The requirement for a GPO imprint is waived.

SECTION 2.-SPECIFICATIONS

These specifications cover the production of business cards requiring such operations as on-line ordering, composition, printing flat inks in specified Pantone colors, thermographic (verkotype) printing, foil stamping and engraving, trimming, packing, and distribution.

TITLE: Internal Revenue Service (IRS) Business Cards.

FREQUENCY OF ORDERS: Approximately 300 orders per year.

QUANTITY: 250 or 500 cards per individual name; up to 15,000 individual names per year; approximately 1 to 250 names per order with an average of 150 or less names per order.

TRIM SIZE: 3-1/2 x 2”.

STYLES: IRS Standard Style II – Blue (PMS 301), thermographic print, line art logo and type, face only, adequate gripper margins, 80 lb bright white vellum-finish cover equal to JCP L20..

IRS e-File Style III – Blue (PMS 301), thermographic print, line art logo and type, face only, adequate gripper margins, 80 lb bright white vellum-finish cover equal to JCP L20.

IRS Taxpayer Advocate (TA) – Purple (PMS 2617C), thermographic print, line art logo and type, face only, adequate gripper margins, 80 lb bright white vellum-finish cover equal to JCP L20.

IRS Taxpayer Advocate (TA) – Purple (PMS 2617C) and Green (PMS 384C); flat inks; line art logo, type and rules; face and back: face bleeds top and sides, back bleeds all sides with type reversing out to appear white, 80 lb bright white vellum-finish cover equal to JCP L20.

IRS Criminal Investigation (CI) – Badge (blue foil and gold engraving ink), black thermographic print for type, face only, adequate gripper margins, 100 lb white offset cover equal to JCP L23.

Note: Additional formats may be added during the term of the contract.

GOVERNMENT TO FURNISH: EPS files for Department of Treasury seal, E-file logo, Taxpayer Advocate logo, and IRS eagle; a steel die for use with the CI business cards; Form 12003 (IRS Business Card Production Authorization) with details for names and addresses to be imprinted on cards if on-line ordering is unavailable; previously printed sample business cards; print orders.

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

CONTRACTOR TO FURNISH: All materials and operations, other than those listed under "Government to Furnish," necessary to produce the product(s) in accordance with these specifications.

ELECTRONIC PREPRESS: Prior to image processing, the contractor shall perform a basic check (preflight) of the furnished media and publishing files to assure correct output of the required reproduction image. Any errors, media damage, or data corruption that might interfere with proper file image processing must be reported to the contract administrator within 24 hours of receipt of the Government furnished material.

ELECTRONIC PREPRESS (contd.):

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.

The contractor shall make all revisions to the electronic files. Prior to making revisions, the contractor shall copy the furnished files and make all changes to the copy.

The contractor is required to recreate any design elements needed to complete business card production. At the end of the contract, the contractor must return a CD containing all templates used for the production of the business cards including all native and supporting files. The contractor must also return all steel dies.

ON-LINE ORDERING: The contractor must provide a web-based on-line ordering system site that permits IRS employees to order business cards by their operating division (currently, there are 16). The system must provide a method of order tracking by requestor. The web-based system must be secure (password protected) so that only authorized personnel can order business cards and must provide a separate page/site so that only authorized managers can approve submitted business cards. The IRS will identify authorized managers. The web-based system must provide a means for the IRS to update the list of authorized managers.

The contractor is required to provide the following on-line application with the ability to make enhancements as necessary to accommodate changes in IRS procedures, content, and operating divisions, during the contract term.

The system must have a user-friendly web page so employees can input required information for their respective divisions. The web page must have headers to input information and instructions for each field following the flow of the provided IRS templates. Examples of field names: Name; Title; Business Unit; Addresses, City, State and Zip Code, and/or Unit/Bldg; Phone Numbers; Fax/E-Fax number; Cell Number; E-mail address/es. The web page must have the capability to display an on-line proof of the business card after information is entered. The employee must be able to change or correct information displayed in the on-line proof prior to submitting to his/her manager for approval. The web page must allow the employee to input his/her delivery address. The employee will need to enter his/her manager's email for approval. Employees must have the ability to look up the status of their orders throughout the ordering process. All orders will be batched in the system according to the operating division. A password will be required to log back onto the site to re-order cards. If the password is forgotten, there must be a system in place to have it reset and emailed to the employee.

Once the employee submits an order for approval, the system must generate an e-mail to the employee indicating that the order has been sent to his/her manager for approval. This email will need to show the final proof of the card and contain a unique number for the order. It must concurrently generate an e-mail to the employee's manager indicating that an order is awaiting approval. The web-based system must provide an option for employees to submit a previous order from a "history or look-up file" using a name or confirmation number from a previous order. If a change is necessary, the employee must be able to make the change to the previous order and then submit as a new order for management's approval.

ON-LINE ORDERING (contd.):

All orders will be batched in the system according to the operating division. The employee's manager must have the capability to go in and revise content before batching the orders for the vendor. The contractor may not proceed with production until each order has been approved online by the employee's manager. Approved orders will be placed on hold status until the manager secures funding and releases the orders to the contractor. The GPO Form 2511 (Print Order) will be provided at this time along with a printout of the database to reflect orders released to the contractor. The employee's manager must have access to the database and be able to make corrections to the order(s) and also query on the order via order number, name or print order number.

Once the cards have been printed and shipped, the web-based system must generate an e-mail containing a shipping list of all cards printed on a specific print order (to include name of recipient, date shipped, estimated delivery date and a tracking number) to the employee's manager.

In addition to the web-based system, the vendor must be able to process orders via the IRS paper Form 12003 (see attached). Both systems must provide methods of order tracking by date, employee or operating division.

NOTE: The responsible low bidder will have 30 calendar days from the date of award to provide a web-based on-line ordering system that meets the department's requirements. Prior to the end of the 30-calendar-day timeframe, the department must have the ability to submit test data to the system to simulate actual on-line orders. The on-line ordering system must have all capabilities listed above, including proofing, when test data is submitted. Once the on-line ordering system is established, the contractor: is responsible for all maintenance of the system, shall be responsible for storing of all HTML and data files on site, and must have safeguards in place to ensure that there is no disclosure of employee data. Any updates or enhancements must be accomplished within a reasonable timeframe as determined by the contractor, the department and the GPO.

COMPOSITION: Composition must be hot metal or photocomposition or equal. The image must be 1,000 dpi or greater if laser imaged. Photocomposition includes all typesetting produced by photographically creating the characters on sensitized film or paper. The contractor is required to furnish the following typefaces and sizes: Helvetica and Helvetica Bold, 10 and 11 point, and Times Roman, 8 and 9 point.

FILMS/REPRODUCIBLES AND DIES: The contractor must make all reproducibles required. The contractor may be required to make additional steel dies. At the conclusion of the contract, the contractor will return all steel dies to the IRS.

PROOFS: Two soft proofs should be shown during the order process. The first proof will be shown when the employee enters his/her information for the card. The second proof will be emailed to the employee with his/her confirmation that the order has been completed. **Hard Proofs:** None required unless requested due to a new format or ink color change then three sets of digital color content proofs and/or prior to production samples (25 prior to production samples per set) may be required. Two sets sent to the department and one set sent to the GPO Contract Administrator. The contractor is responsible to proof all type set.

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. 12" dated March 2011. All paper used for each copy must be of a uniform shade.

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

White Offset Cover, basis weight: 100 lbs per 500 sheets, 20 x 26", equal to JCP Code L23

PRINTING:

Single-color cards: Print one side only in exact match of Pantone 301 (Blue) or Pantone 2617C (Purple). Thermographic (verkotype) printing required.

Two-color IRS Taxpayer Advocate (TA) cards: Print head to head using flat inks in exact match to Pantone 2617C (Purple) and Pantone 384C (Green).

IRS Criminal Investigation cards: Print one side. Badge area is approximately ½ x 11/16". Foil stamp blue background equal to Universal Foil #5308. Background of badge must have solid impression – no pin holes or breaking. Overlay the blue foil by engraving with Gold engraving ink (equal to Buzz Inc. "Rich Gold" #8146). Hairline registration to foil required. Burnish Gold to bring out shine and sculptured detail of badge. Black text is thermographic (verkotype) printing.

MARGINS: Adequate gripper for all cards except two-color IRS Taxpayer Advocate cards. IRS Taxpayer Advocate cards bleed top and sides on the face and all edges on the back. See attachments for sample layouts.

PACKING: Cards will be boxed in units of 250 or 500 dependent upon the quantity ordered. Attach a copy of the card therein to the end panel of the box. The box must be able to withstand shipping without damage to the contents. At contractor's option, the box may be placed in a cushioned shipping bag or another box to ensure that the contents will not be damaged during shipping.

LABELING AND MARKING: Attach a standard GPO shipping label to the outside of the shipping container (bag or box). Occasionally, a list and labels will be provided for consolidated shipments to a single office addressee. If furnished, contractor to use agency supplied labels. All shipping labels used must contain the print order number.

INSPECTION SAMPLES: The contractor must furnish one sample card for each individual name to: IRS/Attn: William Pang, 4050 Alpha Road, MS 7015 NDAL, Dallas, TX 75244.

Additionally, when indicated on the print order or otherwise requested, two samples of each business card shall be sent for inspection to the U.S. Government Printing Office, Regional Printing Procurement Office, 1100 Commerce Street, Room 731, Dallas, Texas 75242-0395, Attn: Inspection Samples.

These samples cannot be deducted from the total quantity ordered. The package or envelope containing the samples shall be identified by the GPO jacket number, program number, print order number, title, and include a facsimile of the print order on which they were ordered. The contractor will comply with the shipping schedule regardless of this requirement and will be notified of the test results only if there are deficiencies.

DISTRIBUTION: Ship f.o.b. contractor's city using an IRS-supplied United Parcel Service (UPS) account. No reimbursement will be made to the contractor for shipping.

All shipments shall be made by UPS to the address indicated on the business card (or to an address designated on distribution list, or a set of labels which will be provided with the Print Order) and must be capable of being traced to show proof of delivery. The contractor must provide the customer's e-mail address to UPS so UPS can provide the customer ship/delivery confirmation via e-mail.

Note: All shipments to foreign destinations, destinations outside the Continental United States, and Post Office Boxes must be shipped to an address within the Continental United States. Separate instructions will be included with the applicable electronic file for each order.

DISTRIBUTION (contd.):

The contractor is cautioned that the UPS account may be used only for the purpose of shipping material produced under this contract. Use of the UPS account number for shipments not authorized by IRS is strictly prohibited.

All expenses incidental to returning materials and furnishing sample copies must be borne by the contractor.

A copy of the shipping document(s) must accompany the contractor's voucher for payment.

SCHEDULE: Adherence to this schedule must be maintained. Contractor must not start production of any job prior to receipt of the individual print order (GPO Form 2511). A signed print order will be facsimiled/e-mailed to the contractor.

The following schedule begins the workday after receipt of the print order. Workdays are Monday through Friday, exclusive of Federal holidays.

When more than one order (up to three) is placed on a given day, the schedule shall apply to each order separately.

Orders placed for up to 50 names must be completed and shipped within 7 workdays. Orders for more than 50 names will be allowed one additional workday for each additional 50 names or fraction thereof. The maximum time allowed for any one print order will not exceed 30 workdays.

Accelerated Schedule: Approximately 10% of the total number of orders placed may require an accelerated schedule. Each accelerated order shall consist of no more than 1 to 50 names and must be completed within 5 workdays and delivered within 2 expedited delivery days.

Upon completion of each order, the contractor must e-mail a spreadsheet listing print order number, date received, names on the print order, due dates, delivery dates and tracking numbers. E-mail the spreadsheet to william.l.pang@IRS.gov and ewhitehead@gpo.gov.

The ship/delivery date indicated on the print order is the date products ordered for delivery f.o.b. contractor's city must be shipped to the destinations specified.

ERROR CARD PROCESSING: Program managers will notify the contractor as soon as possible, but no later than 90 days after receipt of an order by the original requester, to reprint error cards that are determined to be rejectable due to typesetting or other discrepancies that are the result of contractor error. The contractor must have the capability to receive faxed or e-mail notifications of rejected orders. These cards will be reprinted and shipped at no additional cost to the Government no later than 72 hours from initial notification by the department.

To expedite notification for error card processing, program managers will forward, by use of fax or e-mail, a GPO Form 907 (Non-Compliance/Change Report) directly to the contractor with an information copy to the GPO Contract Administrator at jhunt@gpo.gov or 214-767-4101, Attn: Jim Hunt. When warranted, the department will forward a GPO Form 907 directly to the GPO Contract Administrator.

LOST OR UNDELIVERED CARD PROCESSING: Upon notification from a program manager, the contractor will initiate a tracer action for each order reported to be lost or undelivered. The contractor will provide a status report to the program manager via fax or e-mail within 24 hours from initial notification. To expedite this process, the department will forward by use of fax or e-mail, a GPO Form 907 directly to the contractor with an information copy to the GPO Contract Administrator. The contractor must have capability to receive faxed or e-mail notifications of lost or undelivered orders.

The contractor will obtain a status report from the traceable delivery source used. If the contractor is unable to determine the status of these cards with the traceable service used within 24 hours after notification, then these cards will be reprinted and shipped at no additional expense to the Government no later than 72 hours from initial notification.

If contractor is able to locate lost or undelivered orders within 24 hours after initial notification, then contractor must make arrangements (with the traceable service used) to ship the order to its destination within 72 hours. It is the contractor's responsibility to recoup any expenses involved with reprinting an order and delivery of the order from the traceable service used.

Note: Accurate and timely tracing of orders is considered an integral part of these contract specifications and the contractor may be held in default for failure to provide this information as specified.

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 orders for 12 months under this contract. These units do not constitute, nor are they to be construed as, a guarantee of the volume of work which may be ordered during a like period of time.

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

- I. (a) 3209
- (b) 968
- (c) 4
- (d) 4
- (e) 797
- (f) 12

- II. (a) 8
- (b) 1
- (c) 3
- (d) 3
- (e) 3
- (f) 3

SECTION 4.- SCHEDULE OF PRICES

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

Prices must include the cost of all required materials and operations for each item listed in accordance with these specifications.

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

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

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

(a) Single-color cards, thermographic print.....per 250 card order.....\$ _____

(b) Single-color cards, thermographic print.....per 500 card order.....\$ _____

(c) Two-color cards, flat ink.....per 250 card order.....\$ _____

(d) Two-color cards, flat ink.....per 500 card order.....\$ _____

(e) CI cards (blue foil, gold engraving ink, thermographic black print)...per 250 card order...\$ _____

(f) CI cards (blue foil, gold engraving ink, thermographic black print)...per 500 card order...\$ _____

II. Additional Operations:

(a) On-Line Ordering System Creation/Updating.....per hour.....\$ _____

Charges under "On-Line Ordering System Creation/Updating" will include all operations necessary to meet departmental requirements during initial creation and subsequent updates/changes generated at departmental request. All charges must be supported by a statement outlining in detail the operation for which payment is claimed. In case of dispute, the Contracting Officer reserves the right to be the final judge as to the operations and/or number of hours chargeable under item (a).

(Initials)

II. Additional Operations (contd):

(b) One-time charge for creation of a new set of steel dies for CI card when a new format is added. Note: Any initial charge for the creation of steel dies, if necessary, for Items I.(e) and I.(f) above must be included in the cost provided above.....per new set of dies...\$ _____

(c) Color content proofs of new formats or ink color change.....per proof.....\$ _____

(d) Pre-production samples of new one-color cards.....per 25 samples.....\$ _____

(e) Pre-production samples of new two-color cards.....per 25 samples.....\$ _____

(f) Pre-production samples of new CI cards.....per 25 samples.....\$ _____

III. Premium Payment: If premium payment is authorized, it will be indicated on the print order.

(a) Percentage increase for accelerated schedule..... %

BIDDERS NAME AND SIGNATURE: Fill out and return two copies of all pages in "Section 4.- Schedule of Prices", initial or sign each in the space provided and submit with the original and duplicate copies (face and back) of GPO Form 910, "Bid". Do not enter bid prices on GPO Form 910. NOTE: The Schedule of Prices will prevail in instances where prices are inadvertently entered on GPO Form 910.

Bidder _____

(City - State)

By _____

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

(Person to be contacted)

(Telephone Number)



Internal Revenue Service
www.irs.gov

Lorraine Tong
Fraud Technical Advisor/BSA
ID No. 1000261713
SBSE

2 Metrotech Center, 6th Fl.
Brooklyn, NY 11201

Office: 718-834-3583 Fax: 855-872-7221
Cell: 347-213-9965
E-mail: lorraine.tong@irs.gov



Internal Revenue Service
www.irs.gov

Oscar P. Fournier
Revenue Officer

Small Business/Self Employed

City View Plaza II
48 Carr 165 Suite 2000
Guaynabo, PR 00968

Office 787-522-1872 Fax 787-522-1740



YOUR VOICE AT THE IRS



Lois Lombardo
Local Taxpayer Advocate

600 Arch Street Room 7426
Philadelphia, PA 19106

Phone: 215-861-1290
Fax: 215-861-1613

Office of the Taxpayer Advocate

front of
two color
Taxpayer
Advocate
card



DEPARTMENT OF THE TREASURY
Internal Revenue Service
Criminal Investigation

PAUL E. DUNCAN
SPECIAL AGENT

8195 Sub Base
Chinnery Bldg.
St. Thomas, VI 00802

Ofc: (340) 693-2203
Cell: (340) 514-0167
Fax: (340) 777-4255
E-mail: paul.duncan@ci.irs.gov



DEPARTMENT OF THE TREASURY
Internal Revenue Service
Criminal Investigation

ANDREW LONAS
INVESTIGATIVE SPECIALIST
INTERNATIONAL OPERATIONS - LONDON

U.S. EMBASSY
24 Grosvenor Square
London W1K 6AH
United Kingdom

Office: +44 (0)207-894-0632
Mobile: +44 (0)752-569-1647
Email: andrew.lonas@ci.irs.gov

YOUR VOICE AT THE IRS

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back of
two color
Taxpayer
Advocate
card

U.S. GOVERNMENT PRINTING OFFICE
Printing Procurement Department

BID

All bids are subject to GPO Publication 310.2, Contract Terms (Rev. 6-01) which is incorporated by reference, and the representations and certifications on the reverse of part one of this GPO Form 910.

Shipment(s) will be made from: City _____, State _____

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

PROGRAM NO. _____ (BIDDER TO ATTACH SCHEDULE OF PRICES TO THIS BID FORM)

or

JACKET NO. _____

BID _____

Additional _____ Rate _____

Discounts are offered for prompt payment as follows: _____ percent, _____ calendar days.
See Provision 12 "Discounts" in GPO Contract Terms (Pub. 310.2).

Bidder hereby acknowledges amendment(s) number(ed) _____

In compliance with the above, the undersigned agrees, 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 point(s), in exact accordance with specifications.

Notice: Failure to provide a 60 day bid acceptance period may result in expiration of your bid prior to award.

COMPANY SUBMITTING BID

PERSON AUTHORIZED TO BID

Company _____ Name _____

Address _____ Title _____

City _____ State _____ Zip _____ Signature _____

GPO Contractor Code (if known) _____ Date _____

Telephone Number _____ Facsimile Number _____

Contracting Officer Review _____ Date _____ Certifier _____ Date _____
(initials) (initials)

Representations and Certifications

Exception to the certifications may render your bid nonresponsive. Submission of your bid without statement of exception shall constitute certification of the six items.

REPRESENTATIONS.

R-1. Small business. By submission of a bid, the bidder represents that the bidder is a small business concern, unless the bid contains an affirmative representation that the bidder is not a small business concern.

R-2. Small Disadvantaged Business Concern. By submission of a bid, the bidder represents that the bidder is not a small disadvantaged business concern, unless the bid itself contains an affirmative representation that the bidder is a small disadvantaged business concern.

R-3. Women-Owned Small Business Concern. By submission of a bid, the bidder represents that the bidder is not a women-owned small business concern, unless the bid itself contains an affirmative representation that the bidder is a women-owned small business concern.

CERTIFICATIONS.

C-1. Covenant Against Contingent Fees. Submission of a bid without statement of exception shall constitute certification.

(a) The contractor warrants that no person or agency has been employed or retained to solicit or obtain a contract upon an agreement or understanding for a contingent fee, except a bona fide employee or agency. For breach or violation of this warranty, the Government shall have the right to annul the contract without liability or, in its discretion, to deduct from the contract price or consideration or otherwise recover, the full amount of the contingent fee.

(b) "Bona fide agency" means an established commercial or selling agency, maintained by a contractor for the purpose of securing business, that neither exerts nor proposes to exert improper influence to solicit or obtain Government contracts nor holds itself out as being able to obtain any Government contract or contracts through improper influence.

"Bona fide employee" means a person, employed by a contractor and subject to the contractor's supervision and control as to time, place, and manner of performance, who neither exerts nor proposes to exert improper influence to solicit or obtain Government contracts nor holds out as being able to obtain any Government contract or contracts through improper influence.

"Contingent fee" means any commission, percentage, brokerage, or other fee that is contingent upon the success that a person or concern has in securing a Government contract.

"Improper influence" means any influence that induces or tends to induce a Government employee or officer to give consideration or to act regarding a Government contract on any basis other than the merits of the matter.

C-2. Buy American Certification. Except as may be listed with the bid itself, the bidder certifies with the submission of a bid that each end product is a domestic end product (as defined in clause 37 "Buy American Act" in Contract Clauses), and that components of unknown origin have been considered to have been mined, produced, or manufactured outside the United States. Any exception listed with the bid itself must list both the excluded end products and the country of origin of each.

C-3. Clean Air and Water. Submission of a bid without statement of exception shall constitute certification.

(Applicable if the bid or offer exceeds \$100,000 or the Contracting Officer has determined that orders under an indefinite quantity contract in any year will exceed \$100,000, or a facility to be used has been the subject of a conviction under the Clean Air Act (42 U.S.C. 7413 (C) (1)) or the Federal Water Pollution Control Act (33 U.S.C. 1319(c)) and is listed by EPA, or is not otherwise exempt.)

(a) Any facility to be utilized in the performance of the proposed contract has not been listed on the Environmental Protection Agency List of Violating Facilities.

(b) The Contracting Officer will be promptly notified, prior to award, of the receipt of any communication from the Director, Office of Federal Activities, Environmental Protection Agency, indicating that any facility which he/she proposes to use for the performance of the contract is under consideration to be listed on the EPA List of Violating Facilities.

(c) Bidder will include substantially this certification, including this paragraph (c), in every nonexempt subcontract.

C-4. Certificate of Independent Price Determination. Submission of a bid without statement of exception shall constitute certification.

(a) The offeror certifies that—

(1) The prices in the offer have been arrived at independently, without, for the purpose of restricting competition, any consultation, communication, or agreement with any other offeror or competitor relating to (i) those prices; (ii) the intention to submit an offer; or (iii) the methods or factors used to calculate the prices offered.

(2) The prices in the offer have not been and will not be knowingly disclosed by the offeror, directly or indirectly, to any other offeror or competitor before bid opening (in the case of a sealed bid solicitation) or contract award (in the case of a negotiated solicitation) unless otherwise required by law, and

(3) No attempt has been made or will be made by the offeror to induce any other concern to submit or not to submit an offer for the purpose of restricting competition.

(b) Each signature on the offer is considered to be a certification by the signatory that the signatory—

(1) Is the person in the offeror's organization responsible for determining the prices being offered in the bid or proposal, and that the signatory has not participated and will not participate in any action contrary to subparagraphs (a) (1) through (a) (3) of this provision; or

(2) (i) Has been authorized, in writing, to act as agent for the following principals in certifying that those principals have not participated, and will not participate in any action contrary to subparagraphs (a) (1) through (a) (3) of this provision [insert full name of person(s) in the offeror's organization responsible for determining the prices offered in the bid or proposal, and the title of his or her position in the offeror's organization];

(ii) As an authorized agent, does certify that the principals named in subdivision (b) (2) (i) of this provision have not participated, and will not participate, in any action contrary to subparagraphs (a) (1) through (a) (3) of this provision; and

(iii) As an agent has not personally participated, and will not participate, in any action contrary to subparagraphs (a) (1) through (a) (3) of this provision.

(c) If the offeror deletes or modifies subparagraph (a) (2) of this provision, the offeror must furnish with its offer a signed statement setting forth in detail the circumstances of the disclosure.

C-5. Certification Regarding Debarment, Suspension, Proposed Debarment, and other Responsibility Matters (Jan. 1999). By submission of a bid—

(a) (1) The offeror certifies, to the best of its knowledge and belief, that—

(i) The offeror and/or any of its principals—

(A) Are not presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any Federal agency;

(B) Have not, within a 3-year period preceding this offer, been convicted of or had a civil judgment rendered against them for: commission of a fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, state, or local) contract or subcontract; violation of Federal or state antitrust statutes relating to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, or receiving stolen property; and

(C) Are not presently indicted for, or otherwise criminally or civilly charged by a governmental entity with commission of any of the offenses enumerated in subdivision (a) (1) (i) (B) of this provision.

(ii) The offeror has not, within a three-year period preceding this offer, had one or more contracts terminated for default by any Federal agency.

(2) "Principals," for the purposes of this certification, means officers; directors; owners; partners; and, persons having primary management or supervisory responsibilities within a business entity (e.g., general manager; plant manager; head of a subsidiary, division or business segment, and similar positions).

This certification Concerns a Matter Within the Jurisdiction of and Agency of the United States and the Making of a False, Fictitious, or Fraudulent Certification May Render the Maker Subject to Prosecution Under Section 1001, Title 18, United States Code.

(b) The offeror shall provide immediate written notice to the Contracting Officer if, at any time prior to contract award, the offeror learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

(c) A certification that any of the items in paragraph (a) of this provision exists will not necessarily result in withholding of an award under the solicitation. However, the certification will be considered in connection with a determination of the offeror's responsibility. Failure of the offeror to furnish a certification or provide such additional information as requested by the Contracting Officer may render the offeror non-responsible.

(d) Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render, in good faith, the certification required by paragraph (a) of this provision. The knowledge and information of an offeror is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

(e) The certification in paragraph (a) of this provision is a material representation of fact upon which reliance was placed when making award. If it is later determined that the offeror knowingly rendered an erroneous certification, in addition to other remedies available to the Government, the Contracting Officer may terminate the contract resulting from the solicitation for default.

C-6. Certification of Nonsegregated Facilities (Jan. 1999). Submission of a bid without statement of exception shall constitute certification.

(a) "Segregated facilities," as used in this provision, means any waiting rooms, work areas, rest rooms and wash rooms, restaurants and other eating areas, time clocks, locker rooms and other storage or dressing areas, parking lots, drinking fountains, recreation or entertainment areas, transportation, and housing facilities provided for employees, that are segregated by explicit directive or are in fact segregated on the basis of race, color, religion, or national origin because of habit, local custom, or otherwise.

(b) By submission of an offer, the offeror certifies that it does not and will not maintain or provide for its employees any segregated facilities at any of its establishments, and that it does not and will not permit its employees to perform their services at any location under its control where segregated facilities are maintained. The offeror agrees that a breach of this certification is a violation of the Equal Opportunity clause in the contract.

(c) The offeror further agrees that (except where it has obtained identical certifications from proposed subcontractors for specific time periods) it will—

(1) Obtain identical certifications from proposed subcontractors before the award of subcontracts under which the subcontractor will be subject to the Equal Opportunity clause;

(2) Retain the certifications in the files; and

(3) Forward the following notice to the proposed subcontractors (except if the proposed subcontractors have submitted identical certifications for specific time periods):

NOTICE TO PROSPECTIVE SUBCONTRACTORS OF REQUIREMENT FOR CERTIFICATION OF NONSEGREGATED FACILITIES

A certification of Nonsegregated Facilities must be submitted before the award of a subcontract under which the subcontractor will be subject to the Equal Opportunity clause. The certification may be submitted either for each subcontract or for all subcontracts during a period (i.e., quarterly, semiannually, or annually).

Note: The penalty for making false statements in offers is prescribed in 18 U.S.C. 1001.

*****SAMPLE BID ENVELOPE*****

In order to insure proper processing of all bids, the following
Information is required on all contractor furnished bid envelopes:

JACKET OR PROGRAM NO. _____
FROM _____
ADDRESS _____

POSTAGE
STAMP
REQUIRED

(Please check appropriate box)

- BID
- NO BID
- CONFIRMATION OF TELEPHONE/TELEGRAPH BID

**U.S. Government Printing Office
Dallas Regional Printing Procurement Office
1100 Commerce Street, Room 731
Dallas, TX 75242**

BIDS WILL BE RECEIVED UNTIL _____

AT 2 P.M. PREVAILING DALLAS TIME