

Program No 1737-S DATE OF AWARD To 05/31/2023								
TITLE: IRS Publication 594								
				NPC		Advantage Mailing LLC		Actual Annual Cost 2021-2
				Claysburg, PA		Anaheim, CA		
				370-64115		040-02494		
ITEM NO.	DESCRIPTION	BASIS OF AWARD	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST
I.	PRINTING, FINISHING, PACKING, AND DISTRIBUTION:							
(a)	8-page paste on fold pamphlet							
(1)	Make Ready	2	\$983.00	\$1,966.00	\$5,000.00	\$10,000.00		
(2)	Running per 1,000 copies	16000	\$33.20	\$531,200.00	\$40.33	\$645,280.00		
II.	STOCK/PAPER:							
(a)	White Newsprint, 27-28 lb., JCP A15 - per 1,000 copies	16000	\$10.84	\$173,440.00	\$33.33	\$533,280.00		\$133,903.83
III.	ADDITIONAL OPERATIONS:							
(a)	Adobe Acrobat PDF soft proofs - per proof	16	\$1.00	\$16.00	\$0.00	\$0.00		
(b)	Paper banding stuffers - per 1,000 bundles	214	\$143.40	\$30,687.60	\$100.00	\$21,400.00		
(c)	Generating carton labels, packing, sealing containers - per container	13334	\$2.00	\$26,668.00	\$2.50	\$33,335.00		
(d)	Palletizing - per pallet	370	\$10.00	\$3,700.00	\$25.00	\$9,250.00		
	CONTRACTOR TOTALS			\$767,677.60		\$1,252,545.00		\$688,451.53
	DISCOUNT		0.250%	\$1,919.19	0.50%	\$6,262.73	0.250%	\$1,721.13
	DISCOUNTED TOTALS			\$765,758.41		\$1,246,282.27		\$686,730.40
				AWARDED				

U.S. GOVERNMENT PUBLISHING OFFICE
Dallas, Texas

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

IRS Publication 594 – The IRS Collection Process pamphlet

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

Department of Treasury/Internal Revenue Service (IRS)

Single Award

TERM OF CONTRACT: The term of this contract is for the period beginning DATE OF AWARD and ending May 31, 2023, plus up to four (4) optional 12-month extension period(s) that may be added in accordance with the “OPTION TO EXTEND THE TERM OF THE CONTRACT” clause in SECTION 1 of this contract.

BID OPENING: Bids shall be opened at 1:00 p.m., prevailing Dallas, TX time, on May 10, 2022, at the Government Publishing Office, Dallas, TX. (Due to the COVID-19 pandemic, this will NOT be a public bid opening.)

BID SUBMISSION: Due to the COVID-19 pandemic, the physical office will NOT be open. Based on this, bidders must submit email bids to bidsdallas@gpo.gov for this solicitation. No other method of bid submission will be accepted at this time

The program number and bid opening date must be specified in the subject line of the emailed bid submission. To submit a bid, contractor must return a completed “SCHEDULE OF PRICES” which is included at the end of this specification. ***Bids received after 1:00 PM on the bid opening date specified above will not be considered for award.***

BIDDERS, PLEASE NOTE: These specifications have been extensively revised; therefore, all bidders are cautioned to familiarize themselves with all provisions of these specifications before bidding.

Please note this contract is a replacement for Program 1737-S. Abstracts of contract prices are available at: <https://www.gpo.gov/how-to-work-with-us/vendors/contract-pricing>.

Questions of a technical nature concerning this contract should be directed to Jim Hunt, telephone (214) 767-0451, ext. 5, or email jhunt@gpo.gov.

SECTION 1.- GENERAL TERMS AND CONDITIONS

GPO CONTRACT TERMS: Any contract which results from this Invitation for Bid will be subject to the applicable provisions, clauses, and supplemental specifications of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 01-18)) and GPO Contract Terms, Quality Assurance Through Attributes Program for Printing and Binding (GPO Publication 310.1, effective May 1979 (Rev. 09-19)).

GPO Contract Terms (GPO Publication 310.2) –

<https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/contractterms2018.pdf>.

GPO QATAP (GPO Publication 310.1) –

<https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/qatap-rev-09-19.pdf>.

SUBCONTRACTING: Subcontracting will not be allowed on this contract.

GPO IMPRINT REQUIREMENTS: The GPO imprint requirement, GPO Contract Terms, Supplemental Specifications, No. 9, is waived.

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

Product Quality Levels:

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

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

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

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

<u>Attribute</u>	<u>Specified Standard</u>
P-7. Type Quality and Uniformity	Electronic media

Prior to award, contractor may be required to provide information related to specific equipment that will be used for production.

OPTION TO EXTEND THE TERM OF THE CONTRACT: The Government has the option to extend the term of this contract for a period of 12 months by written notice to the contractor not later than 30 days before the contract expires. If the Government exercises this option, the extended contract shall be considered to include this clause, except, the total duration of the contract may not exceed five (5) years as a result of, and including, any extension(s) added under this clause. Further extension may be negotiated under the “EXTENSION OF CONTRACT TERM” clause. See also “ECONOMIC PRICE ADJUSTMENT” for authorized pricing adjustment(s).

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

ECONOMIC PRICE ADJUSTMENT: The pricing under this contract shall be adjusted in accordance with this clause, provided that in no event will any pricing adjustment be made that would exceed the maximum permissible under any law in effect at the time of the adjustment. There will be no adjustment for orders placed during the first period specified below. Pricing will thereafter be eligible for adjustment during the second and any succeeding performance period(s). For each performance period after the first, a percentage figure will be calculated as described below and that figure will be the economic price adjustment for that entire next period. Pricing adjustments under this clause are not applicable to reimbursable postage or transportation costs, or to paper, if paper prices are subject to adjustment by separate clause elsewhere in this contract.

For the purpose of this clause, performance under this contract will be divided into successive periods. The first period will extend from DATE OF AWARD and ending May 31, 2023, and the second and any succeeding period(s) will extend for 12 months from the end of the last preceding period, except that the length of the final period may vary. The first day of the second and any succeeding period(s) will be the effective date of the economic price adjustment for that period.

Pricing adjustments in accordance with this clause will be based on changes in the seasonally adjusted “Consumer Price Index For All Urban Consumers - Commodities Less Food” (Index) published monthly in the CPI Detailed Report by the U.S. Department of Labor, Bureau of Labor Statistics.

The economic price adjustment will be the percentage difference between Index averages as specified in this paragraph. An index called the variable index will be calculated by averaging the monthly Indexes from the 12-month interval ending three (3) months prior to the beginning of the period being considered for adjustment. This average is then compared to the average of the monthly Indexes for the 12-month interval ending February 28, 2022, called the base index. The percentage change (plus or minus) of the variable index from the base index will be the economic price adjustment for the period being considered for adjustment.

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

PAPER PRICE ADJUSTMENT: Paper prices charged under this contract will be adjusted in accordance with “Table 9 - Producer Price Indexes and Percent Changes for Commodity Groupings and Individual Items” in Producer Price Indexes report, published by the Bureau of Labor Statistics (BLS), as follows:

1. BLS code 0913-02 Newsprint will apply to all paper required under this contract.
2. The applicable index figures for the month of May 2022, will establish the base index.
3. There shall be no price adjustment for the first three production months of the contract.
4. Price adjustments may be monthly thereafter, but only if the index varies by an amount (plus or minus) exceeding 5% by comparing the base index to the index for that month which is two months prior to the month being considered for adjustment.

5. Beginning with order placement in the fourth month, index variances will be calculated in accordance with the following formula:

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

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

6. The contract adjustment amount, if any, will be the percentage calculated in 5 above less 5%.
7. Adjustments under this clause will be applied to the contractor's bid price(s) for Item II., "PAPER" in the "SCHEDULE OF PRICES" and will be effective on the first day of any month for which prices are to be adjusted.

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

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

The contractor warrants that the paper prices set forth in this contract do not include any allowance for any contingency to cover anticipated increased costs of paper to the extent such increases are covered by this price adjustment clause.

PREAWARD SURVEY: In order to determine the responsibility of the contractor, the Government reserves the right to conduct an on-site preaward survey at the contractor's facility or to require other evidence of technical, production, managerial, financial, and similar abilities to perform, prior to the award of a contract.

PRE-AWARD TEST: Prior to award of the contract, in order to determine the suitability of the stock provided, the contractor will provide unprinted construction samples. The contractor shall submit to the Government, not less than 4,800 samples of paper to be used in the production of the contract requirements. Each sample shall be constructed to match the following specifications: Four leaves, nested together. Single leaves connected with a lip (i.e., binding stub) will not be allowed. Trim 3 sides. Fold to 8-1/2 x 11" with paste of fold along the entire 11" dimension, then fold from 8-1/2 x 11" to 8-1/2 x 3-2/3". Samples will be produced and furnished according to the instructions contained in Publication 4803 - IRS Packaging and Shipping. Refer to sections: Carton Specifications (pg. 14), Packaging (pg. 12), and CPS Stuffers requirements (pg. 42). Bidders may request a copy of Publication 4803 by e-mailing Jim Hunt at jhunt@gpo.gov.

Submit two (2) cartons (1,200 per carton, 2,400 to each location) of preaward test samples to: CPSW, Business Depot Ogden, 112 North 700 West, Bldg. 48, Ogden, UT 84404. Attn: Joshua Kersey; and CPSE, 985 E. Michigan Ave., Detroit, MI 48226. Attn: Brian Wischmeyer.

The container and accompanying documentation shall be marked PRE-AWARD TEST PAPER SAMPLES.

Samples will be inspected and tested on Bell and Howell Enduro AND Forerunner inserting machines and must comply with the specifications as to kind and quality of materials. The samples MUST deliver within three (3) days of contractor being notified by GPO.

The Government will approve, conditionally approve, or disapprove the samples within five (5) workdays of the receipt thereof. Approval or conditional approval shall not relieve the contractor from complying with the specifications and all other terms and conditions of the contract. A conditional approval shall state any further action required by the contractor. A notice of disapproval shall state the reasons therefor.

Disapproval of Preaward Test: At the option of the Government and if so notified by the Contracting Officer, the contractor may be permitted additional time to correct defects or to submit additional test material. The time allowed to provide

additional test material may differ depending upon the nature of the defects noted. This will be specified when notification is given.

Approval of Preaward Test: Approval will be based upon fulfilling all of the requirements of the specifications within the time specified. A single deviation from the contract specifications or failure to complete delivery within the time specified may result in declaring the contractor nonresponsible.

No charges will be allowed for costs incurred in the performance of the pre-award test.

NOTE: The Agency has the option to cancel the pre-award test if the contractor meets the paper specifications or require the contractor fold samples of the paper, package it according to provided instructions and submit photographs of the finished product for review and approval.

POSTAWARD CONFERENCE: Unless waived by the Contracting Officer, the total requirements of the job as indicated in these specifications will be reviewed by Government representatives with the contractor's representatives at via teleconference, immediately after award.

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 Date of Award and ending May 31, 2023 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 electronically transmitted or otherwise physically furnished to the contractor in conformance with the schedule.

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

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

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

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

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

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

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

ADDITIONAL EMAILED BID SUBMISSION PROVISIONS: The Government will not be responsible for any failure attributable to the transmission or receipt of the emailed bid including, but not limited to, the following:

1. Illegibility of bid.
2. Emails over 75 MB may not be received by GPO due to size limitations for receiving emails.
3. The bidder's email provider may have different size limitations for sending email; however, bidders are advised not to exceed GPO's stated limit.
4. When the email bid is received by GPO, it will remain unopened until the specified bid opening time. Government personnel will not validate receipt of the emailed bid prior to bid opening. GPO will use the prevailing time (specified as the local time zone) and the exact time that the email is received by GPO's email server as the official time stamp for bid receipt at the specified location.

PAYMENT: Immediately upon completion of each order, the contractor shall submit an itemized statement of billing to the ordering agency for verification, approval, and signature. The contractor must email their invoice along with all supporting documentation to the agency contact as specified on the print order.

After agency verification and approval, the contractor must submit the approved, signed billing invoice to the U.S. Government Publishing Office.

Submitting invoices for payment via the GPO fax gateway (if no samples are required) utilizing the GPO barcode coversheet program application is the most efficient method of receiving payment. Instruction for using this method can be found at the following web address:

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

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

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

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

SECTION 2. - SPECIFICATIONS

SCOPE: These specifications cover the production of Internal Revenue Service (IRS) publications requiring such operations as electronic prepress, printing, paste on fold, folding, packing, and delivery.

TITLE: IRS Publication 594 – The IRS Collection Process pamphlet

FREQUENCY OF ORDERS: Approximately TWO (2) orders per year. Additional orders may be placed to ensure that distribution locations have sufficient stock on hand during peak demand times.

QUANTITY: Approximately 6,000,000 to 10,000,000 copies per order.

NUMBER OF PAGES: 8 pages (four leaves).

TRIM SIZE: 8-1/2 x 11”

GOVERNMENT TO FURNISH: Print orders, electronic media with all page elements (text and line art illustrations in proper position) or final reproduction size camera copy, folding sample.

Electronic Media:

Platform: PC/Windows.

Software: Adobe Acrobat. Digital file will be provided in Portable Document Format (PDF) and will be e-mailed to the contractor.

Note: All software upgrades (for specified applications) which may occur during the term of the contract, must be supported by the contractor.

Fonts: Fonts are embedded in the furnished PDF file.

NOTE: During the course of the contract the furnished material may change. The contractor may be required to substitute revised copy during the performance of the print order or the term of the contract. The contractor will be notified within 12 working days of the ship date indicated on the print order. The contractor will be allowed 12 additional days to complete the order once the contractor receives revised copy.

One reproduction proof, Form 905 (R. 3/90), labeling and marking specifications.

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.

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.

PROOFS: Occasional print orders may require an Adobe Acrobat PDF soft proof. Contractor to submit one Press Quality PDF soft proof (for content only) using the same Raster Image Processor (RIP) that will be used to produce the final printed product. PDF proof will be evaluated for text flow, image position, and color breaks. Proof will not be used for color match.

Email Proofs to:
William.L.Pang@irs.gov
jhunt@gpo.gov

Include Program and Print Orders number in the "Subject" line of all emails.

If the proof contains contractor's errors that are serious enough to require a revised proof, the revised proof must be provided at no expense to the Government. No extra time can be allowed for this reproofing; such operations must be accomplished within the original production schedule allotted in the specifications.

CONTRACTOR MUST NOT PRINT PRIOR TO RECEIPT OF AN "OK TO PRINT".

STOCK/PAPER: The specifications of all stock furnished must be in accordance with those listed herein or listed for the corresponding JCP Code numbers in the "Government Paper Specification Standards No. 13" dated September 2019.

JCP Code A15*, White Newsprint, Basis Size 24 x 36", Basis Weight 27-28#

*Equal to JCP Code A15 with the exception that No postconsumer fiber is required. Any percentage points of postconsumer fiber are encouraged though not required; provided that the requirements of this Standard are met.

NOTE: All paper used MUST be of a consistent shade and uniform weight. Any deviation in weight will cause inserting problems in IRS mailing equipment and will be justification for rejection of the entire order and subsequent reprinting of the order at no additional cost to the Government.

PRINTING: Print head-to-head in black ink. Copy is type, rules, solids, reverses, line illustrations and tone areas.

MARGINS: Margins will be as specified on the furnished electronic media or camera copy. No bleed edges.

BINDING: Nest leaves together in proper page sequence. Single leaves connected with a lip (i.e., binding stub) will not be allowed. Trim 3 sides. Fold to 8-1/2 x 11" with paste of fold along the entire 11" dimension. After binding, fold all copies with c-fold from 8-1/2 x 11" to 8-1/2 x 3-2/3" (IRS logo out). NOTE: 10 copies per order will pack flat (8-1/2 x 11"), no folding required.

DEPARTMENTAL RANDOM COPIES (BLUE LABEL): The contractor MUST submit departmental random copies. All orders must be divided into equal sublots in accordance with the chart below. A random copy must be selected from each subplot. Do not choose copies from the same general area in each subplot. The contractor will be required to certify that copies were selected as directed using GPO Form 917-Certificate of Selection of Random Copies (located at <https://www.gpo.gov/how-to-work-with-us/vendors/forms-and-standards>). The random copies constitute a part of the total quantity ordered, and no additional charge will be allowed.

Quantity Ordered	Number of Sublots
500 - 3,200	50
3,201 - 10,000	80
10,001 - 35,000	125
35,001 and over	200

These randomly selected copies must be packed separately and identified by a special label (GPO Form 2678-Departmental Random Copies (Blue Label) that must be printed on blue paper and affixed to each affected container. This form can be downloaded at <https://www.gpo.gov/how-to-work-with-us/vendors/forms-and-standards>. The container and its contents shall be recorded separately on all shipping documents and sent in accordance with the distribution list.

A copy of the print order/specification and a signed Certificate of Selection of Random Copies shall be included.

PACKING, LABELING AND MARKING: The print order will specify the carton quantity. Typically, there will be 1,200 folded/banded pamphlets per container. No quantity variance from the print order will be allowed.

Pack all copies facing same direction in a manner to prevent shifting of material. Use plain Kraft paper bands and DOUBLE BAND in units of 75. Do NOT shrink wrap. Place corrugated cardboard on the top and bottom of each stack prior to banding. See "ATTACHMENT #1" for packing and banding requirements.

A Form 2040 in PDF fillable Adobe Acrobat 5.0 file format will be provided by email to the contractor. Contractor is required to have internet access, provided through their internet service provider with e-mail and a web browser equivalent to Internet Explorer 5.0 or Netscape 4.0. The contractor is also required to have Adobe Acrobat 6.0 (or higher) software (not Adobe reader). An email address must be provided to GPO upon award for the IRS to email the form.

The contractor is required to complete and email Form 2040 daily to the IRS when shipping begins. The majority of the information will be included in the report from the IRS to the contractor, but the contractor is responsible for the verification and correctness of information supplied back to the IRS. If there is any information missing or incorrect, contact GPO immediately for instructions. The contractor must revise the Electronic Form 2040 and transmit via email to IRS each day the product ships.

A carton label to be completed by the contractor will be provided with the 2040. The labels must be generated from the electronic file provided. No handwritten information is acceptable and there must be a bar code on the label. When a carton quantity of "0" (zero) is on the pdf label received, the contractor must electronically revise the pdf with the packing quantity to ensure the proper information will be embedded in the bar code. Failure of the contractor to revise the pdf electronically will result in the shipment being rejected and re-labeled at the contractor's expense. If requested by the department, the contractor must send an electronic PDF proof of the label prior to reproducing.

Follow Publication 4803 - IRS Packaging and Shipping. Notable sections included: Carton Specifications (pg. 14), Packaging (pg. 12), Labeling (pg. 17), Palletizing (pg. 21), Form 2040, IRS Electronic Distribution Form (pg. 25), and CPS Stuffers requirements (pg. 42). Bidders may request a copy of Publication 4803 by e-mailing Jim Hunt at jhunt@gpo.gov.

DISTRIBUTION: Shipments over 750 pounds will ship f.o.b. contractor's city via IRS-supplied Government Bill of Lading (GBL). Shipments under 750 pounds will ship f.o.b. contractor's city via an IRS-supplied UPS account. The contractor is required to contact the IRS at least seven (7) workdays prior to shipping to arrange for GBLs or to obtain UPS account information. Shipments may deliver to a single address or multiple addresses.

Copies deliver F.O.B. Destination:

10 copies to IRS/William Pang, 4050 Alpha Road, MS 7015 NDAL, Dallas, TX 75244-4203

10 flat copies to IRS/Ogden – CPS West, 1973 Rulon White Blvd., Attn: Michael Bate M/S 8100, Ogden, UT 80302-10220

Include costs for these two (2) shipments in bid.

The balance copies to address(es) specified on the print order via f.o.b. contractor's city.

Upon completion of each order, all furnished material and a print-order specified quantity of inspection samples must be returned to IRS/William Pang, 4050 Alpha Road, MS 7015 NDAL, Dallas, TX 75244-4203. All expenses incidental to returning materials, submitting proof(s), and furnishing sample copies 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).

Furnished material will be ready for pickup, at contractor's expense, one hour after notification from the Department: see "Distribution" for address.

The following schedule begins the workday after notification of the availability of print order and furnished material; the workday after notification will be the first workday of the schedule.

Complete production and distribution must be completed within 20 workdays.

Progressive shipments will be allowed. First truck loads (~26 pallets/903 cartons) must ship out on schedule to CPS sites (Detroit and Ogden). Remainder of order ships upon completion.

If proofs are required, three (3) additional workdays will be added to the schedule.

The PDF "soft" proof will be checked for quality and compliance with these specifications, approved or approved with comments and the contractor will be notified within TWO (2) working days after receipt. If, in the opinion of the GPO and/or Department, the proofs are not a true representation of the furnished copy, or contain noticeable defects they will be rejected, must be corrected and reproofed at no additional expense to the Government. The schedule stated elsewhere in these specifications CANNOT be extended to allow for such reproofing.

The ship/deliver date indicated on the print order is the date products ordered for shipment f.o.b. contractor's city must be shipped to the destination(s) specified.

For compliance reporting purposes, the contractor is to notify the U.S. Government Publishing Office of the date of shipment or delivery, as applicable. Upon completion of each order, contractor must contact Evelyn Whitehead via email at efaxdallas@gpo.gov; or at (800) 865-5193. Personnel receiving email or facsimile will be unable to respond to questions of a technical nature or to transfer any inquiries.

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.	(1)	(2)
(a)	2	16,000

II.	(a)	16,000
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III.	(a)	16
	(b)	214
	(c)	13,334
	(d)	370

SECTION 4. - SCHEDULE OF PRICES

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

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

An entry of NC (No Charge) shall be entered if bidder intends to furnish individual items at no charge to the Government. Bids submitted with NB (No Bid) or blank spaces for an item may be declared nonresponsive.

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

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

Fractional parts of 1,000 will be prorated at the per 1,000 rate.

I. PRINTING, FINISHING, PACKING, AND DISTRIBUTION: Prices offered shall include the cost of all required materials (excluding stock) and operations necessary for the printing and finishing of the product listed in accordance with these specifications.

	<u>Makeready and/or Setup</u> (1)	<u>Running Per 1,000 copies</u> (2)
(a) 8-page paste on fold pamphlet per complete product.....	\$ _____	\$ _____

II. STOCK/PAPER: Payment for all stock/paper supplied by the contractor under the terms of these specifications, as ordered on the individual print orders, will be based on the net volume of stock/paper used to produce the product(s) ordered. The cost of any stock/paper required for make ready or running spoilage must be included in the prices offered.

(a) White Newsprint, 27-28 lb., JCP A15..... per 1,000 copies.....	\$ _____
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III. ADDITIONAL OPERATIONS:

(a) Adobe Acrobat PDF soft proofs..... per proof.....	\$ _____
(b) Paper banding stuffers..... per 1,000 bundles.....	\$ _____
(c) Generating carton labels, packing, sealing containers per container	\$ _____
(d) Palletizing..... per pallet.....	\$ _____

Initials

SHIPMENT(S): Shipments will be made from: City _____, State _____

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

DISCOUNTS: Discounts are offered for payment as follows: _____ Percent, _____ calendar days. See Article 12 "Discounts" of Solicitation Provisions in GPO Contract Terms (Publication 310.2).

AMENDMENT(S): Bidder hereby acknowledges amendment(s) number(ed) _____

BID ACCEPTANCE PERIOD: In compliance with the above, the undersigned agree, if this bid is accepted within _____ calendar days (60 calendar days unless a different period is inserted by the bidder) from the date for receipt of bids, to furnish the specified items at the price set opposite each item, delivered at the designated points(s), in exact accordance with specifications.

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

BIDDER'S NAME AND SIGNATURE: Unless specific written exception is taken, the bidder, by signing and submitting a bid, agrees with and accepts responsibility for all certifications and representations as required by the solicitation and GPO Contract Terms – Publication 310.2. When responding by email, fill out and return one copy of all pages in "SECTION 4. – SCHEDULE OF PRICES," including initialing/signing where indicated. Valid electronic signatures will be accepted in accordance with the Uniform Electronic Transactions Act, §2. Electronic signatures must be verifiable of the person authorized by the company to sign bids. *Failure to sign the signature block below may result in the bid being declared non-responsive.*

Bidder _____
(Contractor Name) (GPO Contractor's Code)

(Street Address)

(City – State – Zip Code)

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

(Person to be Contacted) (Telephone Number) (Email)

THIS SECTION FOR GPO USE ONLY

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

1737S ATTACHMENT #1 – Packing requirements

Packing Requirements for Multi-Page IRS Stuffers Used by Correspondence Production Sites (CPS)

Multi-Page CPS IRS Stuffers

The multi-page CPS IRS stuffer (8-1/2" x 3-2/3") shall be packed in bundles:

- With all the inserts facing the same way.
- With corrugated cardboard on the top and bottom (the open sides will permit the user to determine the direction of the stuffers when preparing for use in the automated equipment); Cardboard must be the same size as stuffers to prevent curling on edges.

Specifications for corrugated cardboard: Corrugated mailing board, 900 x 1145mm (35" x 45"), plus or minus 3mm (1/8"), double faced, kraft or chip; Bursting strength, average, not less than 420 kPa (60lb/in²); Thickness of corrugating medium, average, 0.3mm (0.009"); Nominal thickness of finished board, 3mm (1/8"); Cut corrugated cardboard with "rib" long to better enforce packaging.

- With bundles compressed to prevent curling or shifting after banding.
- No higher than three and one-half inches (3-1/2") tall (after being compressed for banding).
- Banded in two places of the stack with plain kraft paper (non-adhesive), between one inch (1") and three inches (3") wide to prevent curling.
- With kraft band secured with some type of adhesive or tape that does not come in contact with the stuffers in any way.
- Packed securely in cartons to avoid shifting.
- With all units banded in consistent multiples of 25 (ex: 25, 50, 100 etc.).

To facilitate carton packing, three (3) to five (5) individually banded bundles may be wrapped together with a one (1) layer band of three inch (3") plain kraft paper, secured in the same way as the individual bundles.

NOTES:

- Do NOT use shrink wrap, plastic wrap, or enclose the stuffer bundles in any way.
- Stuffers with more than 1 fold MUST barrel (or letter) fold, Product ID out (*unless otherwise specified*), to final size.
- Do NOT use these specifications for multi-page stuffers that ship to the IRS' National Distribution Center (NDC).
- The vendor/contractor is responsible for assuring stuffers are not received bent or with curled edges.
- Incorrectly packaged or damaged stuffers may be un-useable in IRS automated equipment, which may result in rejection upon delivery and replacement at vendor/contractor expense.
- See IRS Publication 4803 (cat no. 60526N) for additional packaging and shipping requirements.

