

Program 4954-S Term: February 1, 2026 to January 31, 2027, plus up to four (4) optional 12-month extension period(s)

TITLE: IRS Employee Recognition Program Items

		B & A Metal Graphics Inc 450-08846		Straub Marketing 86490		SIMILAR/PREVIOUS		
ITEM NO.	DESCRIPTION	BASIS OF AWARD	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST
I.	COMPLETE PRODUCT: Prices quoted shall include the cost of all required materials and operations necessary for the complete production and distribution of the product listed in accordance with these specifications.							
(a)	Producing Format #1, per item	22	122.60	\$ 2,697.20	122.65	\$ 2,698.30	98.08	\$ 2,157.76
(b)	Producing Format #2, per item	572	20.85	\$ 11,926.20	25.88	\$ 14,803.36	20.70	\$ 11,840.40
(c)	Producing Format #3, per item	176	19.10	\$ 3,361.60	19.03	\$ 3,349.28	15.21	\$ 2,676.96
(d)	Producing Format #4, per item	132	21.66	\$ 2,859.12	21.67	\$ 2,860.44	17.33	\$ 2,287.56
(e)	Producing Format #5 or Format #6, per item	22	29.45	\$ 647.90	29.45	\$ 647.90	23.55	\$ 518.10
II.	ADDITIONAL OPERATIONS: Prices quoted shall include the cost of all required materials and operations necessary for the complete production and operation of the on-line ordering system (on-line website) listed in accordance with these specifications.							
(a)	Cardboard Easel Frames, 8-1/2 x 11", per frame	110	4.00	\$ 440.00	4.32	\$ 475.20	3.45	\$ 379.50
(b)	Cardboard Easel Frames, 5 x 7", per frame	136	2.75	\$ 374.00	2.74	\$ 372.64	2.19	\$ 297.84
(c)	Processing Digital Signature, per signature	38	7.00	\$ 266.00	7.00	\$ 266.00	5.00	\$ 190.00
(d)	8 x 10" Studio Moulding 22101 Frame, per frame	120	148.00	\$ 17,760.00	177.78	\$ 21,333.60	142.50	\$ 17,100.00
(e)	19 x 13" Studio Moulding Elan Frame, per frame	5	182.00	\$ 910.00	265.56	\$ 1,327.80	197.40	\$ 987.00
(f)	Additional PDF proofs, per proof	14	N/C	\$ -	9.00	\$ 126.00	8.00	\$ 112.00
III.	PREMIUM PAYMENTS: Premium payments, when authorized, will apply.							
	Percentage increase for accelerated schedule	2%	25%	\$ 206.21	10%	\$ 96.52	10%	\$ 77.09
CONTRACTOR TOTALS				\$ 41,448.23		\$ 48,357.04		\$ 38,624.21
DISCOUNT				\$ -		\$ -		\$ -
DISCOUNTED TOTALS				\$ 41,448.23		\$ 48,357.04		\$ 38,624.21

AWARDED

Reviewed by: _____

December 17, 2025

This is Amendment No. 1. The specifications in our invitation for bids on Program 4954S, scheduled for opening at 1:00 p.m., Eastern Time (ET), on January 8, 2026, are amended as follows:

1. Delete the paragraph that reads on page 2:

“SUBCONTRACTING: The predominant production function is printing. Bidders who must subcontract the predominant production function will be declared non-responsible.

The provisions of GPO Publication 310.2 are modified to permit subcontracting of the frames.

The successful contractor MUST use designated vendor for specified framing required under this contract as a dedicated sub-contractor. No exceptions. The cost for the framing is included in this contract and the contractor is responsible for specified framing costs under this contract. The IRS designated framer is Avio Galleries, Inc., 1134 East Main Street, Luray, VA 22835. Points of Contacts: Cathy or Monica. Telephone Numbers: (202)289-1112 or (540)743-4553.

All remaining framing requirements must be satisfied under this contract.

And insert in lieu thereof:

“SUBCONTRACTING: The predominant production function is printing. Bidders who must subcontract the predominant production function will be declared non-responsible.

The provisions of GPO Publication 310.2 are modified to permit subcontracting of the frames.

Framing may be subcontracted. The successful contractor must be able to guarantee that the framing meets all requirements under this contract. The cost for the framing must be included in this contract and the contractor is



responsible for specified framing costs under this contract.

All framing requirements must be satisfied under this contract.”

All other specifications remain the same.

If amendment is not acknowledged on bid, direct acknowledgement to:

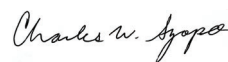
bids@gpo.gov

The Program 4954S and bid opening date must be specified in the subject line of the email.

Amended bid or acknowledgement must be submitted using the method(s) specified in the solicitation for bid submission. Telephone submission is not acceptable.

BIDDER MUST ACKNOWLEDGE RECEIPT OF THIS AMENDMENT PRIOR TO BID OPENING. Failure to acknowledge receipt of amendment, by amendment number, prior to bid-opening time, may be reason for bid being declared nonresponsive.

Sincerely,

 Digitally signed by Charles W.
Szopo
Date: 2025.12.17 16:14:20 -06'00'

CHARLES SZOPO
Contracting Officer



January 7, 2026

This is Amendment No. 2. The specifications in our invitation for bids on Program 4954S, scheduled for opening at 1:00 p.m., Eastern Time (ET), on January 8, 2026, are amended as follows:

1. Change the bid opening date to 1:00 p.m., Eastern Time (ET), on January 20, 2026.

All other specifications remain the same.

If amendment is not acknowledged on bid, direct acknowledgement to:

bids@gpo.gov

Amended bid or acknowledgement must be submitted using the method(s) specified in the solicitation for bid submission. Telephone submission is not acceptable.

BIDDER MUST ACKNOWLEDGE RECEIPT OF THIS AMENDMENT PRIOR TO BID OPENING. Failure to acknowledge receipt of amendment, by amendment number, prior to bid-opening time, may be reason for bid being declared nonresponsive.

Sincerely,

Digitally signed by Elizabeth B.
Rich
Date: 2026.01.07 14:55:59 -05'00'

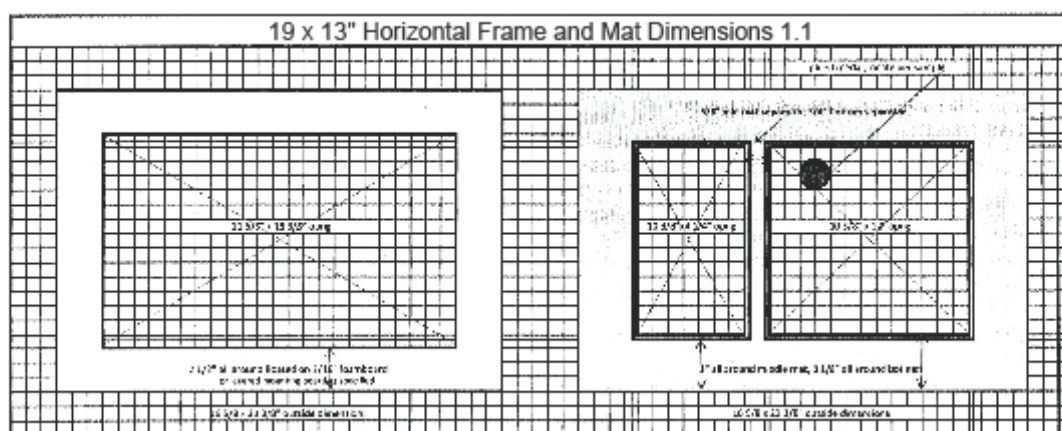
ELIZABETH B. RICH
Contracting Officer

January 12, 2026

This is Amendment No. 3. The specifications in our invitation for bids on Program 4954S, scheduled for opening at 1:00 p.m., Eastern Time (ET), on January 20, 2026, are amended as follows:

1. For clarification the Product Numbers referenced on page 10 are agency (IRS) product numbers.
2. For clarification insert the following description under the diagram on page 14:

“Figure 1 Format 1



The top mat A4865- Dover is 2-1/2" all around with an opening of 11-5/8" x 18-3/8". on the back side you cut 2" strips of 3/16" foam board and use double sided tape to adhere the strips, keeping them from the inside edge of the bevel about 1/4". This will be set on top of the other two mats keeping all mats the same outside measurement. The bottom two mats have two open windows. The left side opening is 10-3/8" x 4-1/4". The right side opening is 10-3/8" x 12". The separation of the bottom mat A4905-Shalestone is 3/4" and the all around dimension is 3-1/8". The separation of the middle mat A4811-Platinum is 5/8" and the all around dimension is 3".



3. Add Format #6.

Delete the paragraph that reads on page 10:

“Format #5 (5-1/2” x 4”) prints as indicate for layers Front #1 and Back #3. Front Layer #1 prints in four-color process. Back layer #3 prints in black ink only (Contractor has the option to print the contents of Layer #3 on an adhesive label for both the IRS identifier and FSC certification identifier or print the contents directly on the back layer material, if back #3 material is light enough in color to show properly). Approximately 2% of printed forms will be in this format.

(Product Number – Document 12793B and Document 12859HC)”

And insert in lieu thereof:

“Format #5 (5-1/2” x 4”) with 2” Coin Opening prints as indicate for layers Front #1 and Back #3.

Front Layer #1 prints in four-color process. Back layer #3 prints in black ink only (Contractor has the option to print the contents of Layer #3 on an adhesive label for both the IRS identifier and FSC certification identifier or print the contents directly on the back layer material, if back #3 material is light enough in color to show properly).

(Product Number – Document 12793B)

Format #6 (5” x 3-1/2”) with 1-1/2” Coin Opening prints as indicate for layers Front #1 and Back #3.

Front Layer #1 prints in four-color process. Back layer #3 prints in black ink only (Contractor has the option to print the contents of Layer #3 on an adhesive label for both the IRS identifier and FSC certification identifier or print the contents directly on the back layer material, if back #3 material is light enough in color to show properly).

(Product Number – Document 12859HC)

Approximately 2% of printed forms will be in format #5 or Format #6.”

4. Delete the paragraph that reads on page 9:

“3-Layer, Coin Holder Cards (Format #5): Front Layer #1 consists of Monadnock Astrolite 80# Smooth Cover (White); Front Layer #2 – Binders Board or Davey Board, .059 thickness, 100% recycled – 97% post consumer



waste from an FSC certified mill; Back Layer #3 – Binders Board or Davey Board, .059 thickness, 100% recycled – 97% post consumer waste from an FSC certified mill.”

And insert in lieu thereof:

“3-Layer, Coin Holder Cards (Format #5 and Format #6): Front Layer #1 consists of Monadnock Astrolite 80# Smooth Cover (White); Front Layer #2 – Binders Board or Davey Board, .059 thickness, 100% recycled – 97% post consumer waste from an FSC certified mill; Back Layer #3 – Binders Board or Davey Board, .059 thickness, 100% recycled – 97% post consumer waste from an FSC certified mill.”

5. Delete the following that reads on page 23:

“(e) Producing Format #5.....per item...\$_____”

And insert in lieu thereof:

“(e) Producing Format #5 or Format #6.....per item...\$_____”

6. Add the following clarification for mat requirements of Format #1 (Form 14107CA) and Format #2 (Form 14108 Series) :

Format #1 (Form 14107CA):

outside mat size and glass size: horizontal 16-5/8” x 23-3/8”

frame size: 19” X 25-1/2”

These require 3 mats with the top mat raised 3/16 with foam board. Floor material is also 3/16 foam board. Top mat is A4865 Dover White, Middle mat is A4811 Platinum, Bottom mat is A4905-Shalestone. This is a double window mat and receives a medallion. These awards are two colors, red and blue and they each receive a different medallion. Clear glass, black backing paper and wire fittings. Frame is Studio Moulding 241-134

Format #2 (Form 14108 Series):

outside mat and glass size: vertical 14-1/4” x 12”

frame size: 17” X 14-3/4”

These require 3 mats with a raised top. All mats are the same color on all of the awards with clear glass, black backing paper and wire fittings. This is a double window mat and receives a medallion. Frame is Studio Moulding 240-134.

7. Add the following five attachments (A, B, C, D, E):



Attachment A - sample photo of Format #1 – Form 14107CA
Attachment B - sample photo of Format #2 – Form 14108 Series
Attachment C - sample photo of Format #3 - Form 14152 Series
Attachment D - sample photo of Format #4 - Form 14151 Series
Attachment E - sample photo of Format #5 and Format #6 - Document 12793B
and Document 12859HC

All other specifications remain the same.

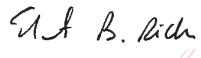
If amendment is not acknowledged on bid, direct acknowledgement to:

bids@gpo.gov

Amended bid or acknowledgement must be submitted using the method(s) specified in the solicitation for bid submission. Telephone submission is not acceptable.

BIDDER MUST ACKNOWLEDGE RECEIPT OF THIS AMENDMENT PRIOR TO BID OPENING. Failure to acknowledge receipt of amendment, by amendment number, prior to bid-opening time, may be reason for bid being declared nonresponsive.

Sincerely,

 Digitally signed by Elizabeth B.
Rich
Date: 2026.01.12 10:42:47 -05'00'

ELIZABETH B. RICH
Contracting Officer

Program 4954-S
Specifications by FB
Reviewed by SC

U.S. GOVERNMENT PUBLISHING OFFICE
Southwest Region

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

IRS Employee Recognition Program Items

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

Department of the Treasury
Internal Revenue Service

Single Award

TERM OF CONTRACT: The term of this contract is for the period beginning February 1, 2026 and ending January 31, 2027, 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 virtually at 1:00 p.m., Eastern Time (ET), on January 8, 2026 at the U.S. Government Publishing Office. All parties interested in attending the bid opening shall email bids@gpo.gov one (1) hour prior to the bid opening date and time to request a Microsoft Teams live stream link. This must be a separate email from the bid submission. The link will be emailed prior to the bid opening.

BID SUBMISSION: Bidders must email bids to bids@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. ***Bids received after the bid opening date and time 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

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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.

Abstracts of contract prices are available at <https://www.gpo.gov/how-to-work-with-us/vendors/contract-pricing>

For information of a technical nature, contact infosouthwest@gpo.gov and fbuchko@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 (revised 9-19)).

GPO Contract Terms (GPO Publication 310.2) – <https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/contractterms2018.pdf>

GPO QATAP (GPO Publication 310.1) – <https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/qatap-rev-09-19.pdf>.

SUBCONTRACTING: The predominant production function is printing. Bidders who must subcontract the predominant production function will be declared non-responsible.

The provisions of GPO Publication 310.2 are modified to permit subcontracting of the frames.

The successful contractor MUST use designated vendor for specified framing required under this contract as a dedicated sub-contractor. No exceptions. The cost for the framing is included in this contract and the contractor is responsible for specified framing costs under this contract. The IRS designated framer is Avio Galleries, Inc., 1134 East Main Street, Luray, VA 22835. Points of Contacts: Cathy or Monica. Telephone Numbers: (202)289-1112 or (540)743-4553.

*All remaining framing requirements must be satisfied under this contract.

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	Approved Prior to Production Sample
P-8. Halftone Match (Single and Double Impression)	Approved Prior to Production Sample
P-9. Solid and Screen Tint Color Match	Approved Prior to Production Sample

PRE-PRODUCTION CONFERENCE: Unless waived by the Government, Government representatives may conduct a conference with the contractor's representatives after award. The purpose of the conference will be to discuss and review all aspects of the contractor's internal and external operations required to complete this contract. Attending this meeting will be representatives from Government Publishing Office and Internal Revenue Service. A representative of any/and all subcontractors must also be present.

PRE-AWARD TESTING: The contractor being considered for award shall be required to complete the following preaward test, unless waived by the Contracting Officer. The Government may waive the requirement for a preaward test where supplies identical or similar to those called for have been previously furnished by the contractor and have been accepted by the Government.

Five (5) workdays after notification of this pre-award test requirement, the contractor shall be prepared to demonstrate the following:

- (a) Process two to five sample orders in accordance with this specification for all available paper form format products 1 – 6 (the agency will supply the contractor with the variable data to be on each product); and
- (b) Furnished soft proofs (via email transmittal) for all available paper form format products 1 – 6 showing variable information overprinting and digital insertion signatures (at no cost to the Government) as specified in these contract specifications. The completed test material will be sent to the agency for review for accuracy, completeness, and usability.

The preaward test must be performed at the same facilities and on the same equipment that will be used to produce product required for this contract.

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 preaward test.

REPORTS:

Product Listing: The contractor is required to complete and return a Product Listing (which includes the contractor's internal ordering numbers), in MS Excel spreadsheet format. See "CONTRACTOR TO FURNISH".

Order Shipping Report: The contractor is required to complete and return and Order Shipping Report, in MS Excel spreadsheet format. See "CONTRACTOR TO FURNISH".

Order Completion Receipt: At the time of shipment of each print order, the contractor is required to notify agency that the order has shipped, in MS Excel spreadsheet format. See "CONTRACTOR TO FURNISH".

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 February 1, 2026 through January 31, 2027, 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 October 31, 2025, 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.

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

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

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

ASSIGNMENT OF JACKETS, PURCHASE AND PRINT ORDERS: A GPO purchase order will be issued to the contractor to cover work performed. The purchase order will be supplemented by an individual "print order" and various jacket numbers 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 February 1, 2026 through January 31, 2027 plus for such additional period(s) as the contract is extended. All print orders issued hereunder are subject to the terms and conditions of the contract. The contract shall control in the event of conflict with any print order. A print order shall be "issued" upon notification by the Government for purposes of the contract when it is electronically transmitted or otherwise physically furnished to the contractor in conformance with the schedule.

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

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

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

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

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

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

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

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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>.

Contractor's billing invoice must be itemized in accordance with the items in the "Schedule of Prices".

SECTION 2.- SPECIFICATIONS

SCOPE: These specifications cover product fulfillment, printing of certificates, framing and distribution. Additional operations required are variable information composition, variable information overprinting, warehousing, packaging and shipping.

TITLE: IRS Employee Recognition Program Items

FREQUENCY OF ORDERS: Approximately 42 orders per year (there may be as many as 100 orders per year).

QUANTITY: Approximately 1 – 118 items per order, (average 22 items requested per order).

GOVERNMENT TO FURNISH:

Electronic Media – Provided in Adobe InDesign native format, generated on MAC OS platform, with all fonts and links included, and; PDF, color separated and/or composites, generated from Adobe Acrobat 7.0 or later, with all fonts and links embedded, electronically transferred to a contractor's designated email address for all available items that the contractor is required to offset print, foil stamp, overprint and produce by either imprinting, enamel filling or die-stamping.

Digital Insertion Signatures – The contractor will be provided all necessary signatures for placement on pre-printed items via TIFF, JPG, and PS formats.

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

Attachments will be available to bidders upon request at the U.S. Government Publishing Office. Attachments are considered to be typical of the product which will be ordered under these specifications. However, it cannot be guaranteed that future orders will correspond exactly to these samples.

List(s) of Approved Products for Production/Distribution – The agency will provide the contractor with an approved product listing for all printing forms and specialty items. This listing is subject to change during the duration of this contract.

ELECTRONIC PRE-PRESS: 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 ordering agency.

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 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.

Internet Access – The contractor is required to have internet access provided through an Internet Service Provider (ISP), an email account and a web browser equivalent to Internet Explorer 6.0 or Netscape 4.0. The contractor is also required to have Adobe Acrobat 7.0 (or higher) software (not Adobe Reader). All computers used by the contractor to transmit and receive correspondence with the agency MUST be connected to a secure network and not to a portable device (ex: Blackberry) or wireless network. Contractor must furnish an email address for the agency

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to email all items mentioned in “GOVERNMENT TO FURNISH”, above. Any web-based email accounts (Yahoo, Hotmail, G-Mail, etc.) are not allowed.

Product Listing Report – The contractor is required to complete and return a Product Listing to indicate each product that they will be providing and at what cost to the IRS, including all costs necessary for production, warehousing and packaging, for the IRS to display to potential requestors. This Product Listing should be provided on a daily basis in a MS Excel spreadsheet format and will be required to be updated to indicate all products and quantities available*. This Product Listing is to also indicate if products are removed or temporary unavailable.

*The Product Listing should include the contractor’s internal ordering numbers for all items to be provided. This listing will be provided to designated IRS printing specialists only.

Order Shipping Report – The contractor is required to complete and return an Order Shipping Report to document all print order requests received for the duration of this contract. This report must be submitted in an MS Excel file that will be emailed to the IRS and GPO, which is to include any IRS Product ID numbers, contractor’s internal ordering numbers, the budget code numbers from the print order, any purchase order numbers, IRS requisition numbers, quantities of each product ordered, date ordered, date shipped and all tracking numbers. The contractor must have the capability to make updates and adjustments to this report, based on data that the IRS will need to collect for monitoring purposes. This information includes the program, jacket and print order numbers.

Order Completion Report – At the time of shipment of every order, the contractor is required to notify the delivery recipient and the IRS printing specialist that the order has been shipped with the listing of everything ordered, the quantity of each item ordered and all tracking numbers.

PRODUCTION REQUIREMENTS: At time of award, contractor must have software programs and procedures to supplement operations. These requirements include:

- 1) Ability to receive and open files compressed into a WinZIP (.zip) file format with 256 bit AES encryption.
- 2) Ability to receive email transmittals via Internet Service Provider (ISP) with an email account established on a dedicated email platform (ex: MS Outlook). Any use of public address or web-based mail servers (ex: Hotmail, Yahoo, G-Mail) are not acceptable.
- 3) Ability to create, maintain and collect ordering data from a web site for IRS employees to order products.
- 4) Ability to create, maintain and make any alterations to artwork and production files in either PDF, Windows or MAC OC InDesign and Illustrator formats.
- 5) Ability to print several variable data fields on pre-printed cut-sheet forms and provide any necessary signatures via autopen process.
- 6) Ability to merge variable data contained in MS Excel spreadsheets as well as other data dump platforms to populate variable data in Adobe InDesign created native format files.
- 7) Ability to provide at least one (1) copy change per year, for all paper printed products, at no charge to the government.
- 8) Ability to provide at least a seven (7) business day turnaround for printed products that will require a copy change.
- 9) Ability to add additional printed products, for the duration of this contract, with a seven (7) business-day turnaround.

- 10) Ability to receive, stage and store IRS provided product shipments for items necessary to this contract.
- 11) Ability to turn all order requests over to small package carrier shipper within timeframes specified under "SCHEDULE".
- 12) Ability to provide express order requests, requiring a 24-hour turnaround at time of receipt, for items that are in stock or produced at the contractor's facilities as part of this contract.
- 13) Ability to provide PDF soft proofs in an email attachment to IRS printing specialist of all variably imaged products for approval with a one (1) business day turnaround timeframe and provide the option to make any "last minute" changes.
- 14) Ability to properly submit any required IRS reporting forms to verify order receipt and shipping.
- 15) Ability to convert and change over to any contracted small package carrier service that the IRS uses for the duration of the contract (ex: convert from using UPS to FedEx).

STOCK/PAPER: The stock to be used will be indicated on each print order.

The stocks used for this contract must be FSC certified stocks (Forest Stewardship Council) to satisfy the IRS Green Initiative. To obtain information regarding FSC certified stocks, visit <http://fscus.org/paper> for complete details. The contractor must certify in writing that all stocks used in this contract will be FSC certified stocks on your company letterhead.

Paper Cut-Sheet Forms (Formats #1 – 4): Monadnock Astrolite 80# Smooth Cover (White), FSC certified.

3-Layer, Coin Holder Cards (Format #5): Front Layer #1 consists of Monadnock Astrolite 80# Smooth Cover (White); Front Layer #2 – Binders Board or Davey Board, .059 thickness, 100% recycled – 97% post consumer waste from an FSC certified mill; Back Layer #3 – Binders Board or Davey Board, .059 thickness, 100% recycled – 97% post consumer waste from an FSC certified mill.

Contractor supplied item – For insertion of Format #3: Collectors Gallery, Cardboard Easel-Frames; Black; for 8" x 10" photo; stock number PF 5900-810, made from 100% recycled materials.

Contractor supplied item – For insertion of Format #4: Collectors Gallery, Cardboard Easel-Frames; Black; for 5" x 7" photo; stock number PF 5900-57, made from 100% recycled materials.

COMPOSITION: Contractor is required to compose all data, variable and static, from the electronic native format files provided to the contractor at time of award and for the duration of the contract. Contractor will be required to set all variable data as specified in each order.

Type Fonts and Sizes: The contractor is required to set all variable printing data from furnished fonts and in sizes as indicated on Government Furnished Material media provided. Contractor is not to substitute any type fonts or sizes, unless it is necessary for a limited copy overprinting area.

INKS: Ink used in the performance of this contract shall contain not less than the following percentages of vegetable oil: (a) new ink, 40 percent; sheet-fed and forms ink, 20 percent, and: (c) heat-set ink, 40 percent. All overprinting **MUST** be printed with vegetable-based or soy-based inks.

Four-Color Process, Black Ink, PMS 301C, PMS 871C, PMS 876C, and PMS 877C

METALLIC FOILS REQUIRED: Rose Metallic Foil

PRINTING REQUIREMENTS:

1. Format #1 (19" x 13") prints in black ink, face and back. Face side stamps in metallic rose foil. Trim 4-sides to final size, bleeding on various sides. This item ships to designed IRS framer for professional framing services. Approximately 2% of printed forms will be in this format.
(Product Number – Form 14107CA)
2. Format #2 (8" x 10") prints in black and PMS metallic inks, face side. Back side prints in black ink only. *Three (3) different PMS colors (301C, 871C and 876C, along with black ink) are used for this format of forms, depending on the type of form printed. Trim to final size. This item ships to designated IRS framer for professional framing services. Approximately 63% of printed forms will be in this format.
(Product Number – Form 14108 Series)
3. Format #3 (8" x 10") prints in black and three metallic inks, face side only (871C, 876C and 877C) depending on product. Trim to final size, bleeding various sides. This item is inserted into cardboard, easel-based frames and mailed to recipient. Approximately 19% of printed forms will be in this format.
(Product Number – Form 14152 Series)
4. Format #4 (5" x 7") prints in black and metallic PMS 876C, face only. Trim to final size, bleeding various sides. This item is shipped inserted into cardboard, easel-based frames and mailed to recipient. Approximately 14% of printed forms will be in this format.
(Product Number – Form 14151 Series)
5. Format #5 (5-1/2" x 4") prints as indicate for layers Front #1 and Back #3. Front Layer #1 prints in four-color process. Back layer #3 prints in black ink only (Contractor has the option to print the contents of Layer #3 on an adhesive label for both the IRS identifier and FSC certification identifier or print the contents directly on the back layer material, if back #3 material is light enough in color to show properly). Approximately 2% of printed forms will be in this format.
(Product Number – Document 12793B and Document 12859HC)

Construction: Adhere front layer #1 to layer #2 with full coverage glue, applying under pressure. Die-cut a round shaped coin insertion hole (with a hole opening of 2" for the coins) through both layers #1 and #2. Die-cut an easel-wedge, a locking mechanism and a coin release hole on back layer #3. Adhere to back of front layer #2 to the front of layer #3 with enough surface glue coverage to be able to pop out the easel wedge and locking mechanism (If contractor exercises the option to print a label for the printing contents on layer #3, apply label(s) afterwards). Die-cutting must allow for easy insertion and removal of 2" diameter, smooth edge, die-struck coins with 1/8" thickness. Trim to final size after construction.

FSC IDENTIFIERS: The serial FSC logo (and serial number of the printer, if an FSC certified printed) for paper used must be printed on the back of all paper printed for Formats #1 – 4. The printing of such information must not interfere with the provided printing media. Any additional FSC logos (ex: Vegetable Based Inks) should also appear on the back (side 2) of each printed product.

MARGINS: Follow printing media for all margins for all required products. Bleeds are required, depending on type of item.

PROOFS: The contractor will be required to send a digital, low-resolution, PDF proof as a virtual replica of the products to be produced from variable data and IRS copy files provided. The first proof is included. Any subsequent proofs will be charged via the "Schedule of Prices", per print order, per item.

Printed Form (requiring personalization on purchase orders): The contractor will need to provide PDF proof to show exactly how the printed form(s) will look per above instructions. Proofs for pre-printed forms will be approved with a one (1) business day turnaround. Proofs will not be required for any printed form order that requires a 24-hour turnaround. Forms cannot be printed without written approval from IRS. Any last minute change, implemented after proofs are received by IRS, will adjust the shipping date based on GPO's Contract Terms, Publication 310.2.

Newly Added Printed Forms (if added during the duration of this contract): The contractor will need to provide PDF proofs to verify accurate output of printing media supplied for any newly added products. Proofs will be approved with a three (3) business day turnaround. Any newly added forms cannot be printed without written approval from IRS. Any additional changes, if at no fault of the contractor, will increase the shipping date one (1) business day. Correction required at fault of the contractor, will not increase the production turnaround time for newly added products.

*PDF proofs for newly added printed forms must be e-mailed to a designated IRS division e-mail in-box.

Imprint Items (requiring IRS provided artwork and text files): The contractor will need to provide PDF proof to show that the artwork and any text files were processed accurately. Proofs will need to be provided for IRS approval with a three (3) business day turnaround timeframe.

*PDF proofs for newly added printed forms must be e-mailed to a designated IRS division e-mail in-box.

OVERPRINTING OF VARIABLE AND STATIC DATA: The contractor will be required to print variable data on all order requests for Formats #1 through #4 as well as any static data not already on the pre-printed base stocks. All of the overprinting data MUST match the existing ink and coverage of the existing pre-printed supplied base stocks. All overprinting must be completed by offset or digital printing methods; spraying or crash printing is NOT acceptable.

OVERPRINTING ELEMENTS: The contractor is required to overprint variable data on all offset printed forms in black ink, face only. Variable data will vary by product. Variable data is text content only.

DIGITAL SIGNATURE REQUIREMENTS: Contractor will be required to insert a digital signature from a list provided by the IRS. The contractor MUST have the capability to process and provide up to 50 different signatures. The contractor MUST have the capability to provide signature colors in either black or blue ink. Signatures will be provided to contractor in various electronic formats (ex: PDF, TIFF, JPEG, etc.). Contractor must image signatures to look as authentic as possible.

OVERPRINTED PRODUCTS RECEIVED WITH ERRORS: Overprinted items received which contain contractor quality defects in the base printing or overprinting or contractor's errors will be rejected and returned to the contractor for reprinting at no additional cost to the Government. Any quality defects will be evaluated by the IRS and GPO, per GPO's Contract Terms, Publication 310.2. Any reprints necessary, due to contractor's errors, will be reprinted and shipped within 24 hours or one (1) workday.

DESIGNATED SUB-CONTRACTED SERVICES FOR OVERPRINTED ITEMS FRAMING SERVICES: Format #1 and #2 products, that require framing as part of an order request, must be sent to a designated framing sub-contractor prior to shipping to any final destination. The contractor is required to package and send Formats #1 and #2 products to the designated sub-contracted framer (established at time of award) to provide this service. The contractor MUST continue to use the designated framer as a sub-contractor for Formats #1 and #2. This concludes the contractor's responsibility. The framing sub-contractor will be responsible for shipping the items to the final destination.

PICTURE FRAME REQUIREMENTS:

19" X 13" Horizontal Frames Requirement for Format #1:

Picture Frames: Studio Moulding, Elan, FSC Certified, 240-134 Mahogany 1.5" face, 15/16" height.

Frame Cutting: Frames MUST be cut with 1/8" allowance (1/16" each side) to forestall shifting and tilting of the art within the frame; No opening of the corners will be allowed, all four corners will be backed with 3M Bumpon brand CLEAR SJ-53-05 corner bumpers positioned 1/4" from each edge on wood frames. This will prevent installation wall scratches and bumper fall-off problems during installation.

Frame wiring (non-security): All frames will be wired with nylon-coated steel framer's wire rated at 40#. The coating will prevent cut fingers during installation and wire failure due to weak or rusted wire.

Frame Wire Connections: Crimped or sleeve collars shall have at least 2 crimps, 3 crimps if no extra end loop is used. Wood frames 32" x 40" or less, MUST have a 2 hole hangers screwed into the frame. These precautions will minimize risk of cracking and pullouts when frame will be bumped. These specifications will prevent wire connection failure and associated picture damage.

Frame Wire Slack: All pictures will be wired to accommodate 1 hook. All wiring for pictures shall have enough slack so that the bottom of hook is located no higher than 1.5 inches below top of piece and so that a 1.5" inch tube can pass under the wire (to ensure hook not visible above installed frame and to allow for ease of installation and for proper leveling).

Alternate to Frame Wire Hardware: One CWH2 two hole hanger instead of wiring, centered +1-1/16th inch, installed level and true.

Frame Picture Hook: Each picture shall have one 20 pound Ziabicki hook and nail bagged and taped to the wire. Only this brand is acceptable.

Frame Paper Backing: All frames are to have a paper backing that covers the entire opening of the back side of the frames. Paper backing should be Black in color and contain as much recycled content as available during assembly. Paper backing should be adhered as to not peel or flake.

Framing Matting: All frame matting must be FSC Certified or recycled contents as indicated on each print order. Assembly layers are indicated from top to bottom in these specifications. Mats will be cut visibly straight and true and not out of square to the frame, (1/64" or less) over 20 inches, free of manufacturing and handling imperfections, and properly trimmed and touched up according to the best standards of craftsmanship to prevent a slipshod look.

Top Mat Material: Artrique Dover white A4865 (See Figure 1 – Mat Dimension Diagrams 1.1 for dimensions and sizes).

Floor Mat Material: 1/8" thick, recycled archival mat or mounting board or 3/16 archival foam board, located between top and middle mats.

Middle Mat Material: Artique Platinum A4811 (See Figure 1 – Mat Dimension Diagrams 1.1 for dimensions and sizes).

Bottom Mat Material: Artique Shalestone A4905 (See Figure 1 – Mat Dimension Diagrams 1.1 for dimensions and sizes).

For Middle and Bottom Mats - - Bar between two openings is 7/8".

Mat Adhesion: Prior to framing, mats MUST be affixed to each other and to the backing board with the strongest available tape, 3-M 969, (3/4") wide (ATG), all around the perimeter of the opening; and around the outside as well to minimize humidity buckling and separation of the mats over time.

Sandwich Edges: Edges of the glazing-mats-art-foamboard sandwich will be sealed with 1" art tape to keep the art dirt-free during the completion of the framing operation.

Mat Assembly Cleaning: Prior to assembly with frame glass, the face of mat and image will be completely clean of fingerprints, hairs, dust and other foreign matter.

Paper Form/Certificate Mounting: All forms/certificates MUST be dry-mounted to recycled archival mat or mounting board or 3/16" archival foam board, free of unsightly bubbling, tracking marks, surface dents, and other imperfections. This mounting board MUST be constructed of materials that will NOT cause acid damage or corrugation marks to the art over time.

Medallion Location: Medallion location must be +/- 1/16th inch from client sample.

Adhesion of Certificate Coin/Medallion: Prior to assembly and framing, a 2" diameter, metal, coin/medallion will be glued to the paper form/certificates. Glue MUST be Lock-Tite brand 409 or 3M brand CA-50, Cyanoacrylic adhesive, type of glue in order for coin to never come off of form/certificate over time.

Framing Glass: MUST be frame quality, True Vue, Premium Clear Glass, with 40% UV protection for color stability to eliminate occlusion shadows or distortions on the art mat or form/certificates.

Glazing: Cut square: Free of unsightly manufacturing imperfections and; No hidden scallops or chipping, which might grow into visible cracks.

Frame Glass Cleaning: After glazing and prior to assembly with mats and frame, both inside and outside of the frame glass will be re-cleaned to save installation time and to eliminate potential smudges on the edges of the frame corners. Out side of frame glass will be re-cleaned after complete assembly with mounting board and prior to packaging.

Frame Labeling: The back side of the frames, visible side after mounting, assembly, adhesion of a paper backing and attaching hanging hardware, should contain a FSC logo Certification label to indicate the FSC Certified and Recycled materials that are used for the assembly.

Packaging: Contractor is to furnish all inner and outer packaging and shipping containers / cartons for final, assembled, products.

Inner packaging: Final products are to be wrapped in 3-4 mil plastic to protect from moisture should the box be exposed to water or other liquids; Then additionally cushioned in bubble pack or Tyvek material to keep the product stationary and from shifting in box (No popcorn-style packing materials may be used).

Outer packaging: Inner-packed products are to be inserted into heavy 275#, double-wall, corrugated, shipping containers that are suitable to inner packaged dimensions and can withstand rough handling during transportation. Flaps and sealing of outer cartons may be glued or sealed with 2 to 3" polyester tape (not reinforced) (minimum 65 lbs./inch transverse tensile strength). Contractor will determine exact dimensions of carton in accordance with final inner dimension size and weight of the product produced. All shipping containers / cartons will require an IRS Form 6153 attached.

Outer Carton Labeling and Markings (package and/or container labels): All outer cartons must have IRS

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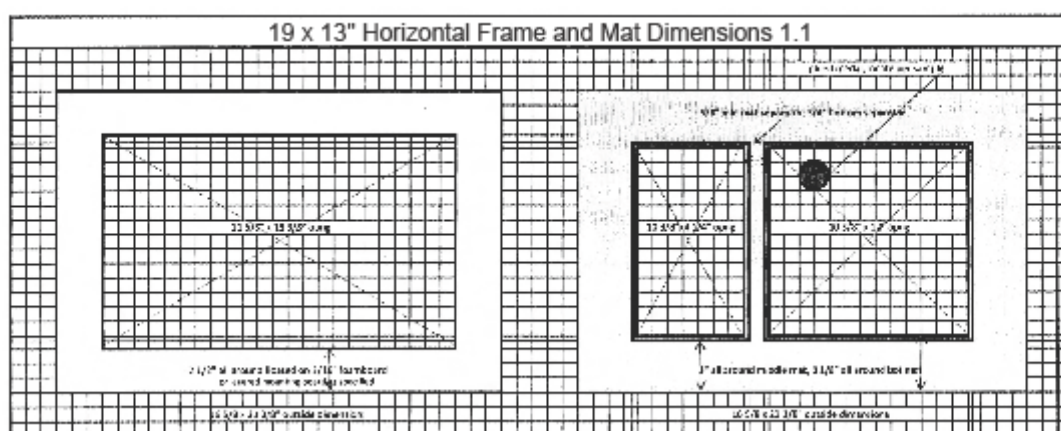
shipping label (IRS Form 6153 (3-2006)) affixed to one side of the carton and **MUST** be generated from a PDF file provided. Contractor **MUST** produce shipping container labels from the furnished file in the same-size, black ink, on White adhesive stock, and fill in any appropriate blanks electronically. Carton labels that are streamlined or recreated (redesigned) by the contractor will not be acceptable.

IRS Form 6153 Carton Label will be provided via e-mail to contractor with each request notification.

Fields for Contractor to Update Electronically on IRS Form 6153: (a) Carton # of #; (b) From address; (c) To Consignee address; and (d) Carton quantity of (if carton quantity is blank, it must be updated with the correct packing quantity).

In addition to Contractor labeling Outer Cartons with IRS Form 6153, the contractor will be required to label each outer carton with a label to indicate that the contents are FRAGILE. Label to indicate that the contents are fragile can be at the contractor's discretion.

Figure 1 **Format 1**



12 x 14-1/4\" Frame Requirement for Format #2:

Picture Frames: Studio Moulding 22101, labeled for FSC & COC (Chain of Custody); Black 1-5/8\" face, 13/16\" height.

Frame Cutting: Frames **MUST** be cut with 1/8\" allowance (1/16\" each side) to forestall shifting and tilting of the art within the frame; No opening of the corners will be allowed, all four corners will be backed with 3M Bumpon brand CLEAR SJ-53-05 corner bumpers positioned 1/4\" from each edge on wood frames. This will prevent installation wall scratches and bumper fall-off problems during installation.

Frame wiring (non-security): All frames will be wired with nylon-coated steel framer's wire rated at 40#. The coating will prevent cut fingers during installation and wire failure due to weak or rusted wire.

Frame Wire Connections: Crimped or sleeve collars shall have at least 2 crimps, 3 crimps if no extra end loop is used. Wood frames 32\" x 40\" or less, **MUST** have a 2 hole hangers screwed into the frame. These precautions will minimize risk of cracking and pullouts when frame will be bumped. These specifications will prevent wire connection failure and associated picture damage.

Frame Wire Slack: All pictures will be wired to accommodate 1 hook. All wiring for pictures shall have enough slack so that the bottom of hook is located no higher than 1.5 inches below top of piece and so that a 1.5 inch tube

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can pass under the wire (to allow for ease of installation and for proper leveling).

Frame Picture Hook: Each picture shall have one 20 pound Ziabicki hook and nail bagged and taped to the wire. Only this brand is acceptable.

Frame Paper Backing: All frames are to have a paper backing that covers the entire opening of the back side of the frames. Paper backing should be Black in color and contain as much recycled content as available during assembly. Paper backing should be adhered as to not peel or flake.

Framing Matting: (See dimensioned Diagram, Figure 1). All frame matting must be FSC Certified or recycled contents as indicated on each print order. Assembly layers are indicated from top to bottom in these specifications. Mats will be cut visibly straight and true and not out of square to the frame, (1/64" or less) over 20 inches, free of manufacturing and handling imperfections, properly trimmed and touched up according to the best standards of craftsmanship to prevent a slipshod look.

Top Mat Material: Artique Dover white A4865 (2-1/8") wide all sides & top; (2-3/16") bottom width, with one opening.

Middle Mat Material: Artique Platinum A4811 showing (1/4") all sides, with one opening.

Bottom Mat Material: Artique Shalestone A4905 showing (1/8"), with one opening.

Mat Adhesion: Prior to framing, mats MUST be affixed to each other and to the backing board with the strongest available tape, 3-M 969, (3/4") wide (ATG), all around the perimeter of the opening; and around the outside as well to minimize humidity buckling and separation of the mats over time.

Sandwich Edges: Edges of the glazing-mats-art-foamboard sandwich will be sealed with 1" art tape to keep the art dirt-free during the completion of the framing operation.

Mat Assembly Cleaning: Prior to assembly with frame glass, the face of mat and image will be completely clean of fingerprints, hairs, dust and other foreign matter.

Paper Form/Certificate Mounting: All forms/certificates MUST be dry-mounted to a mounting board, free of unsightly bubbling, tracking marks, surface dents, and other imperfections. This mounting board MUST be constructed of materials that will NOT cause acid damage or corrugation marks to the art over time.

Framing Glass: MUST be frame quality, True Vue, Premium Clear Glass, with 40% UV protection for color stability to eliminate occlusion shadows or distortions on the art mat or form/certificates.

Glazing: Cut square: Free of unsightly manufacturing imperfections and; No hidden scallops or chipping, which might grow into visible cracks.

Frame Glass Cleaning: After glazing and prior to assembly with mats and frame, both inside and outside of the frame glass will be re-cleaned to save installation time and to eliminate potential smudges on the edges of the frame corners. Out side of frame glass will be re-cleaned after complete assembly with mounting board and prior to packaging.

Frame Labeling: The back side of the frames, visible side after mounting, assembly, adhesion of a paper backing and attaching hanging hardware, should contain a FSC logo Certification label to indicate the FSC Certified and Recycled materials that are used for the assembly.

Packaging: Contractor is to furnish all inner and outer packaging and shipping containers / cartons for final,

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assembled, products.

Inner packaging: Final products are to be wrapped in 3-4 mil plastic to protect from moisture should the box be exposed to water or other liquids; Then additionally cushioned in bubble pack or Tyvek material to keep the product stationary and from shifting in box (No popcorn-style packing materials may be used).

Outer packaging: Inner-packed products are to be inserted into heavy 275#, double-wall, corrugated, shipping containers that are suitable to inner packaged dimensions and can withstand rough handling during transportation. Flaps and sealing of outer cartons may be glued or sealed with 2 to 3" polyester tape (not reinforced) (minimum 65 lbs./inch transverse tensile strength). Contractor will determine exact dimensions of carton in accordance with final inner dimension size and weight of the product produced. All shipping containers / cartons will require an IRS Form 6153 attached.

Outer Carton Labeling and Markings (package and/or container labels): All outer cartons must have IRS shipping label (IRS Form 6153 (3-2006)) affixed to one side of the carton and MUST be generated from a PDF file provided. Contractor MUST produce shipping container labels from the furnished file in the same-size, black ink, on White adhesive stock, and fill in any appropriate blanks electronically. Carton labels that are streamlined or recreated (redesigned) by the contractor will not be acceptable.

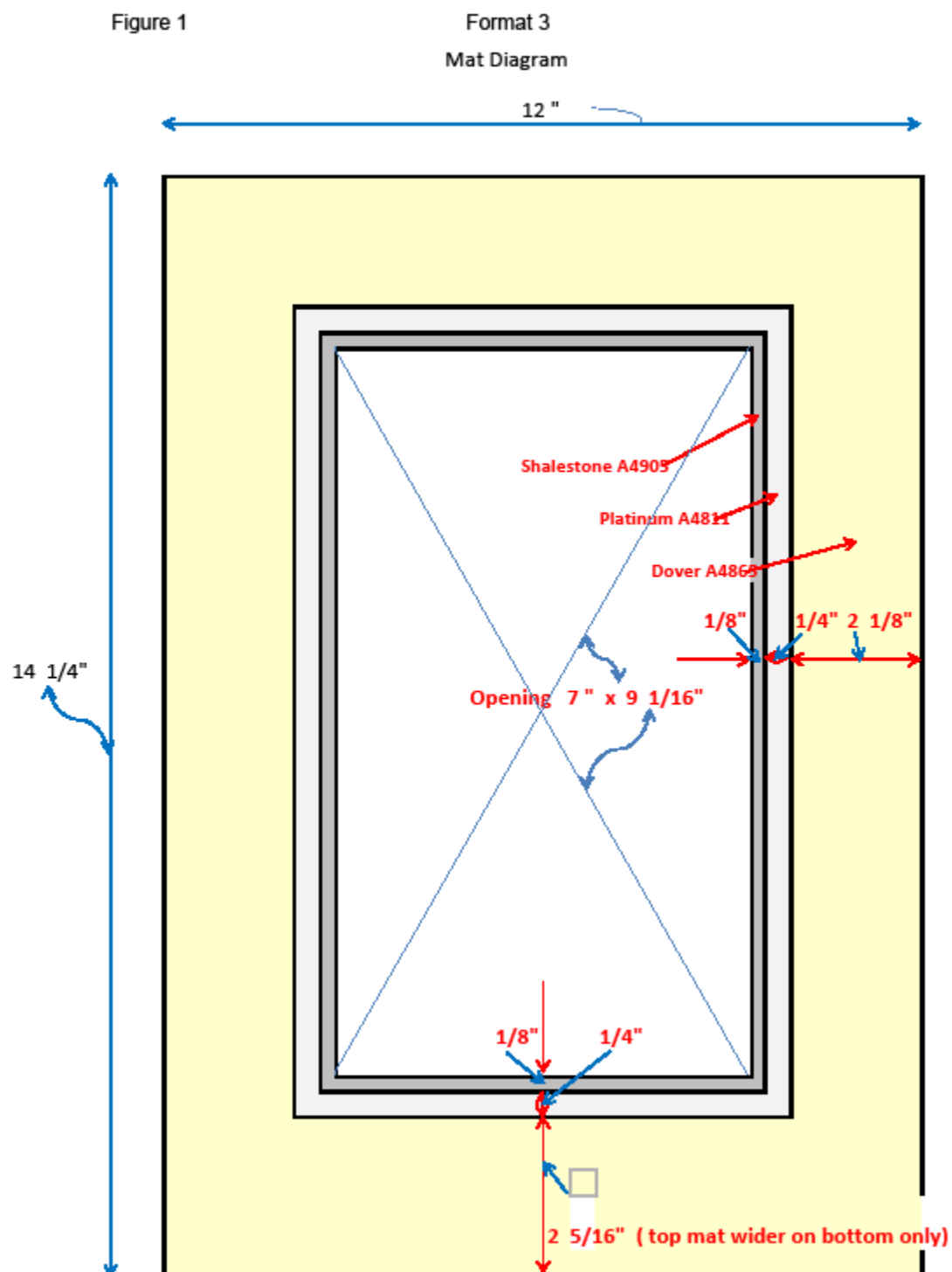
IRS Form 6153 Carton Label will be provided via e-mail to contractor with each request notification.

Fields for Contractor to Update Electronically on IRS Form 6153: (a) Carton # of #; (b) From address; (c) To Consignee address; and (d) Carton quantity of (if carton quantity is blank, it must be updated with the correct packing quantity).

In addition to Contractor labeling Outer Cartons with IRS Form 6153, the contractor will be required to label each outer carton with a label to indicate that the contents are FRAGILE. Label to indicate that the contents are fragile can be at the contractor's discretion.

Figure 1

Format 3



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PACKING: The contractor is to provide any necessary inner and all outer packaging materials for items shipped out of their facilities. Multiple items shipping to a single destination **MUST** be consolidated for maximum savings and to reduce the risk of lost items. Double packaging (inner and outer) is required for all shipments and will vary in dimensions and materials based on type and quantity of items ordered. All packaging and cartons must be able to withstand shipping without damage to the contents. The final (or outer) cartons must be either corrugated cardboard or unbendable chipboard. The inner packaging (for ordered items) may be either cushioned shipping bags or another smaller type of corrugated or unbendable chipboard box or padded jiffy pack envelope, at contractor's option, to insure that the contents will not be damaged in shipping process. Printed item to be shipped to a sub-contractor framer will also be required to be packaged to avoid bending and smearing during transit.

LABELING AND MARKING: Prior to sealing outer packaging for each addressee, for each delivery location, insert a packing list of items contained inside the outer package (multiple boxes shipped to a single location, due to weight concern, must have a packing list in each carton). After sealing outer cartons, affix a small package carrier (UPS) shipping label to the outer carton. All outer labels used for shipments are to contain the print order number for the week that order was placed on.

The contractor **MUST** have the capability to generate outer carton small package carrier (SPC) shipping labels electronically and each label **MUST** provide the two (2) following reference fields: Reference Field 1 – GPO Jacket #; Reference Field 2 – The IRS requisition number and GPO 2511 print order number for the weekly shipment that corresponds to the date that the order was placed.

PACKING LISTS REQUIRED (STOCK/PAPER): Contractor will be required to provide and insert a packing list into each outer shipping container. Packing lists should be printed on 100% recycled paper, white color with black ink.

DEPARTMENTAL RANDOM COPIES (BLUE LABEL): 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 on GPO.gov). The random copies constitute a part of the total quantity ordered, and no additional charge will be allowed.

<u>Quantity Ordered</u>	<u>Number of Sublots</u>
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 from GPO.gov. The container and its contents shall be recorded separately on all shipping documents and sent in accordance with the distribution list to the ordering agency.

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

A copy of the signed Certificate of Selection of Random Copies must accompany the invoice sent to U.S. Government Publishing Office, Financial Management Services, for payment. Failure to furnish the certificate may result in delay in processing the invoice.

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QUALITY ASSURANCE RANDOM COPIES: In addition to the Departmental Random Copies (Blue Label), the contractor may be required to submit quality assurance random copies to test for compliance against specifications. The print order will indicate the number required, if any. When ordered, the contractor must divide the entire order into equal sublots and select a copy from a different general area of 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 on GPO.gov). Copies will be paid for at the running rate offered in the contractor's bid and their cost will not be a consideration for award. A copy of the Print Order must be included with the samples.

Business Reply Mail labels will be furnished for mailing the quality assurance random copies. The copies are to be mailed at the same time as the first scheduled shipment. A U.S. Postal Service approved Certificate of Mailing, identified by Program, Jacket and Print Order numbers must be furnished with billing as evidence of mailing.

DISTRIBUTION: All print orders ship f.o.b. contractor's city and f.o.b. destination, depending if product required outside sub-contractor services. See "SCHEDULE".

All shipments must be made by small parcel carrier ground service, with expedited options available after written authorization of ordering IRS publishing specialist or IRS transportation section, to any shipping address(es) indicated at the time of order placement. All shipments must be capable of being traced to show proof of delivery. The contractor's small package carrier service must have the capability to send the ordering recipient and IRS publishing specialist email confirmation of their order with tracking number(s) and indicate the signer at destination.

The contractor must provide ordering recipient(s) and IRS publishing specialist email addresses to small package carrier so small package carrier can provide the shipping/delivery confirmation via email.

SCHEDULE: Adherence to this schedule must be maintained. No definite schedule for pickup of material can be predetermined. Orders will be scheduled according to the work involved and the time that can be allowed. Contractor must not start production of any job prior to receipt of the individual print order (GPO Form 2511), for the week that the order is placed.

Ships FOB Destination

Printed Forms in Route to Sub-Contractor for Framing Services: Orders that require subcontracting framing services must be at framers destination within seven (7) workdays after receipt of the print order by the contractor. Contractor is to be responsible for transportation between printing and framing locations.

Orders which require any reprinting due to contractor's error with variable data or copy quality must be delivered within one workday of shipment at the contractor's expense (FOB Destination).

Schedule for Framing Services: Orders that require sub-contracted framing services will require an additional five (5) plus business days for framing services (depending on quantity of items to be framed). Follow the timetables below based on the quantity required, and as indicated on each print order.

1 – 75 items = 5 business days
76 – 120 items = 7 business days
121 – 170 items = 9 business days
171+ items = 1 business day for additional 25 items

Accelerated Schedule: Orders placed may require an accelerated schedule. Each accelerated order shall consist of no more than one (1) to thirty (30) items (including production of all items) and must be completed within one (1) workday and shipped via overnight to delivery location depending on if additional services are ordered or not.

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Orders placed for accelerated schedule will be fulfilled via a separate GPO 2511. Accelerated schedule orders may be received any day of the workweek by the contractor.

There will be no more than three (3) accelerated schedule orders may be placed during one workweek. If there are more than three (3) accelerated scheduled orders required, it is the contractor's responsibility to notify GPO for approval. This applies to all accelerated orders that exceed the three (3) orders per week.

Upon completion of all requests for any given print order, the contractor must return a MS Excel spreadsheet to show such data as names, addresses, operating divisions, type of items shipped, total quantity of such items, date received by contractor's web ordering system, dates that orders were shipped and the tracking numbers via email to the IRS printing specialist indicated on the print order. Contractor must title each MS Excel spreadsheet with the print order number.

Contractor must notify the ordering agency on the same day that the product ships/delivers via e-mail sent to the agency and to compliance@gpo.gov and to fbuchko@gpo.gov . Call the agency to confirm receipt of documentation. The subject line of this message shall be "Distribution Notice for PROGRAM 4954S, PRINT ORDER XXXXX". The notice must provide all applicable tracking numbers, shipping method, and Title. Contractor must be able to provide copies of all delivery, mailing, and shipping receipts upon agency request.

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.

At the conclusion of the contract, the contractor must return any steel dies, if requested, and extra stored items within five (5) business days of the contract conclusion/termination.

SECTION 3.- DETERMINATION OF AWARD

The Government will determine the lowest bid by applying the prices offered in the "Schedule of Prices" to the following units of production which are the estimated requirements to produce one year's orders under this contract. These units do not constitute, nor are they to be construed as, a guarantee of the volume of work which may be ordered under this contract.

PREMIUM PAYMENTS: Orders requiring a production schedule of 24 hours will be paid for at the premium rate in accordance with the contractor's offered percentage in the "Schedule of Prices".

All other orders will be placed with the required schedule and paid for at the basic prices offered.

Percentages offered for premium priced work are additional to the basic prices offered for units of work. Premium payments, when authorized, will apply to all items in the "Schedule of Prices".

When premium payment is authorized it will be indicated on the print order.

Failure of the contractor to deliver work at the time specified will result in disallowance of premium payments that were anticipated and the contractor will not list such items on their voucher submitted to GPO for payment.

It is estimated that 2% of the orders placed on this contract will require an accelerated schedule. Premium payments for an accelerated schedule will be evaluated for award. Evaluation will be effected by applying the percentage increase, offered for the accelerated schedule in the "Schedule of Prices" (item III), to 2% of the prices offered for items I and II.

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

I.	(a)	22
	(b)	572
	(c)	176
	(d)	132
	(e)	22

II.	(a)	110
	(b)	136
	(c)	38
	(d)	120
	(e)	5
	(f)	14

III.	2% of total of item I and II.
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SECTION 4.- SCHEDULE OF PRICES

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

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 contractor MUST furnish the name of company, physical address, mailing address, telephone number, and point of contact for these picture frames.

The Internal Revenue Service (IRS) designated framer is located in Luray, VA 22835 for Formats #1, and #2 only. All other frames will be procured through this contract as line items.

All interested bidders MUST submit the name of company, address, telephone number, email address, and point of contact for all specialty items on their company letterhead. This documentation is submitted with your bid to GPO.

Contractor will be required to confirm that all stocks utilized in this contract will be FSC certified stocks and list the source of these stocks on their company letterhead. This documentation is submitted with your bid to GPO.

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

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 cost of the first soft proof shall be included in the prices quoted. All additional soft proofs are charged under II.(f).

(Initials)

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

- (a) Producing Format #1per item.....\$ _____
 (b) Producing Format #2per item.....\$ _____
 (c) Producing Format #3per item.....\$ _____
 (d) Producing Format #4per item.....\$ _____
 (e) Producing Format #5per item.....\$ _____

II. ADDITIONAL OPERATIONS: Prices quoted shall include the cost of all required materials and operations necessary for the complete production and operation of the on-line ordering system (on-line website) listed in accordance with these specifications.

- (a) Cardboard Easel Frames, 8-1/2 x 11"per frame.....\$ _____
 (b) Cardboard Easel Frames, 5 x 7"per frame.....\$ _____
 (c) Processing Digital Signature per signature.....\$ _____
 (d) 8 x 10" Studio Moulding 22101 Frame.....per frame.....\$ _____
 (e) 19 x 13" Studio Moulding Elan Frame.....per frame.....\$ _____
 (f) Additional PDF proofs per proof.....\$ _____

III. PREMIUM PAYMENTS: Premium payments, when authorized, will apply.

Percentage increase for accelerated schedule..... %

My production facilities are located within the assumed area of production.....yes _____no _____

NOTICE: Bidders OUTSIDE the assumed production area specified on page one of these specifications should complete the following information.

1. Proposed carrier(s) for pickup of Government Furnished Material _____

a. Number of hours from acceptance of print order to pickup of Government Furnished Material..... _____

b. Number of hours from pickup of Government Furnished Material to delivery at contractor's plant..... _____

2. Proposed carrier(s) for delivery of completed product _____

a. Number of hours from notification to carrier to pickup of completed product..... _____

b. Number of hours from pickup of completed product to delivery at destination..... _____

(Initials)

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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 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 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)

Return this Page to bids@gpo.gov