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|---------|---|--------------|------------------|---------------------|---------------|---------------------|----------------|---------------------|--------------|---------------------|---------------|---------------------|--|
| TITLE: | Large Print Products | | | | | | | | | | | | |
| TERM: | August 1, 2015 thru July 31, 2016 | | | | | | | | | | | | |
| | Internal Revenue Service (IRS) | | | | | | | | | | | | |
| | Program 106-S | | | | | | | | | | | | |
| | | | Allen Wayne, LTD | | | Digital Rio Inc. | | Envision Print | | F&S Service Company | | GH, LLC | |
| | | | Vint Hill, VA | | | Marietta, GA | | Wichita, KS | | Eddyville, KY | | Lafayette, IN | |
| ITEM NO | DESCRIPTION | AWARD | UNIT RATE | COST | UNIT RATE | COST | UNIT RATE | COST | UNIT RATE | COST | UNIT RATE | COST | |
| I. | ELECTRONIC PREPRESS: | | | | | | | | | | | | |
| (a) | Simple Text capture/text reflow/page layout per finished page----- | 36,388 | 1.50 | 54,582.00 | 1.26 | 45,848.88 | 1.80 | 65,498.40 | 1.45 | 52,762.60 | 2.23 | 81,145.24 | |
| (b) | Complex Text/Graphics capture (recreate/enlarge graphics/charts/diagrams/photos/wrapping text/reflow per finished page----- | 11,484 | 4.00 | 45,936.00 | 3.60 | 41,342.40 | 5.00 | 57,420.00 | 4.25 | 48,807.00 | 3.65 | 41,916.60 | |
| (c) | Creat Table of Contexts pages per page----- | 1,316 | 4.50 | 5,922.00 | 4.50 | 5,922.00 | 6.00 | 7,896.00 | 5.25 | 6,909.00 | 5.00 | 6,580.00 | |
| II. | PRINTING: | | | | | | | | | | | | |
| (a) | Text (8- 1/2 x 11") Printing in black ink, including stitching per page Running Per 100 Copies----- | 2,326 | 2.60 | 6,047.60 | 1.50 | 3,489.00 | 1.06 | 2,465.56 | 2.25 | 5,233.50 | 3.55 | 8,257.30 | |
| (b) | Cover (8-1/2 x 11"): Printing in black ink -----per page Running Per 100 Copies----- | 33 | 20.00 | 660.00 | 20.00 | 660.00 | 1.06 | 34.98 | 5.00 | 165.00 | 3.75 | 123.75 | |
| (c) | Fold-in (16-5/8 x 11" flat): | | | | | | | | | | | | |
| 1. | Printing one side only, including folding and inserting into publication -----per fold-in Running Per 100 Copies----- | 311 | 7.00 | 2,177.00 | 6.00 | 1,866.00 | 15.00 | 4,665.00 | 3.00 | 933.00 | 4.35 | 1,352.85 | |
| 2. | Printing second side-----per fold-in | 308 | 5.00 | 1,540.00 | | | 0.09 | 27.72 | 1.75 | 539.00 | 3.95 | 1,216.60 | |
| III. | ADDITIONAL OPERATIONS: | | | | | | | | | | | | |
| | Coil-binding-----per 100 copies Running Per 100 Copies----- | 33 | 110.00 | 3,630.00 | 40.00 | 1,320.00 | 40.00 | 1,320.00 | 275.00 | 9,075.00 | 2.75 | 90.75 | |
| IV. | PAPER: | | | | | | | | | | | | |
| (a.) | Natural, Cream, or Off-White White Offset Book (70-lbs.) Per 100 Leaves----- | 1,785 | 4.10 | 7,318.50 | | | 4.75 | 8,478.75 | 28.00 | 49,980.00 | 3.00 | 5,355.00 | |
| (b) | Natural, Cream, or Off-White Index (110-lbs.)----- | 66 | 8.89 | 586.74 | | | 6.25 | 412.50 | 22.00 | 1,452.00 | 4.00 | 264.00 | |
| V. | PACKING: | | | | | | | | | | | | |
| | Packing and sealing-----per container | 700 | 2.25 | 1,575.00 | 2.00 | 1,400.00 | 1.75 | 1,225.00 | 2.00 | 1,400.00 | 2.00 | 1,400.00 | |
| VI. | PREMIUM PAYMENTS: | | | | | | | | | | | | |
| | Percentage increase----- | | 20% | | 10% | | 5% | | 3% | | | | |
| | CONTRACTOR SUBTOTALS | | | \$129,974.84 | | \$101,848.28 | | \$149,443.91 | | \$177,256.10 | | \$147,702.09 | |
| | ACCELLERATED SCHEDULE | 5.00% | | \$6,498.74 | | \$5,092.41 | | \$7,472.20 | | \$8,862.81 | | \$7,385.10 | |
| | PERCENTAGE INCREASE | | 20.00% | \$1,299.75 | 10.00% | \$509.24 | 5.00% | \$373.61 | 3.00% | \$265.88 | 10.00% | \$738.51 | |
| | CONTRACTOR TOTALS PLUS PERCENTAGE INCREASE | | | \$131,274.59 | | \$102,357.52 | | \$149,817.52 | | \$177,521.98 | | \$148,440.60 | |
| | DISCOUNT | | 2.00% | \$2,625.49 | 5.00% | \$5,117.88 | | \$4,438.05 | 2.50% | \$4,438.05 | 4.00% | \$5,937.62 | |
| | DISCOUNTED TOTALS | | | \$128,649.10 | | \$97,239.64 | | \$149,817.52 | | \$173,083.93 | | \$142,502.98 | |
| | | | | | | | AWARDED | | | | | | |

U.S. GOVERNMENT PUBLISHING OFFICE
Washington, DC

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

Large Print Products

as requisitioned from the U.S. Government Publishing Office (GPO) by the
Internal Revenue Service (IRS)

Single Award

TERM OF CONTRACT: The term of this contract is for the period beginning August 1, 2015 and ending July 31, 2016, plus up to four (4) optional 12-month extension periods 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 publicly opened at 11:00 a.m., prevailing Washington, DC time, on July 23, 2015.

BID SUBMISSION: Submit bid in pre-addressed envelope furnished with solicitation or send to: U.S. Government Publishing Office, Bid Section, Room C-848, Stop: PPSGB, 732 North Capitol Street, NW, Washington, DC 20401. Facsimile bids in response to this solicitation are permitted. Facsimile bids may be submitted directly to the GPO Bid Section, Fax No. (202) 512-1782. The program number and bid opening date must be specified with the bid. Refer to Facsimile Bids in Solicitation Provisions of GPO Contract Terms, GPO Publication 310.2, as revised June 2001. Hand delivered bids are to be taken to: GPO Bookstore, 710 North Capitol Street, NW, Washington, DC, between the hours of 8:00 a.m. and 4:00 p.m., Eastern Standard Time, Monday through Friday. The contractor is to follow the instructions in the Bid Submission/Opening area. If further instruction or assistance is required, call (202) 512-0526.

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.

Abstracts of contract prices are available at <http://www.gpo.gov/gpo/abstracts/abstract.action?region=Central>

For information of a technical nature, call Bernice Mack (202) 512-1239. (No collect calls.)

SECTION 1. - GENERAL TERMS AND CONDITIONS

GPO CONTRACT TERMS: Any contract which results from this Invitation for Bid will be subject to the applicable provisions, clauses, and supplemental specifications of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 6-01)) and GPO Contract Terms, Quality Assurance through Attributes Program for Printing and Binding (GPO Publication 310.1, effective May 1979 (Rev. 8-02)).

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

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

DISPUTES: GPO Publication 310.2, GPO Contract Terms, Contract Clause 5. Disputes, is hereby replaced with the June 2008 clause found at www.gpo.gov/pdfs/vendors/contractdisputes.pdf. This June 2008 clause also cancels and supersedes any other disputes language currently included in existing contractual actions.

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

Product Quality Levels:

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

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 | Average type dimension/ Electronic media/Camera copy |
| P-8. Halftone Match (Single and Double Impression) | Electronic media/Camera copy |

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

NOTE: All applicable materials must conform to Section 508 of the Rehabilitation Act, 29 U.S.C. §794(d), as amended by the Workforce Investment Act of 1998.

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 August 1, 2015 through July 31, 2016, 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 April 30, 2015, 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.

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.

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 the contractor's facility, within five (5) workdays of notification of award.

Exception: The postaward conference may be waived if the awarded contractor is currently performing on this contract or a contract with similar requirements.

CONTRACTOR'S QUALITY CONTROL PROGRAM: The contractor shall submit, in writing, to the Contracting Officer within three (3) calendar days of Government's request, a detailed plan of its Quality Control Program. The workday after notification to submit will be the first day of the schedule.

The proposed plan is subject to review and approval by the Government and award will not be made prior to approval of same.

The plan shall contain, at a minimum, how, when, where, and by whom, the process controls and inspections will be performed.

The contractor shall be required to correct each defect or error found during the inspection(s) of work either in process or already completed.

Failure to maintain the quality control program in accordance with the plan reviewed/approved by the Government may result in the Government terminating the contract for default.

RECALL: Large Print products produced for the IRS shall be free of defects and are subject to recall. The content of the large print product should be identical to the “non-large” print version. If an error is discovered in the source file, the contractor shall immediately notify the IRS to determine how to make the change to the large print version.

SECURITY REQUIREMENTS:

Safeguards: Any Treasury Department information made available, which is marked “FOR OFFICIAL USE ONLY,” shall be used only for the purpose of carrying out the provisions of this contract and shall not be divulged or made known in any manner to any person except as may be necessary in the performance of the contract. All copies must be accounted for and waste sheets/printing plates destroyed beyond recognition or reconstruction.

Criminal/Civil Sanctions: Each officer or employee or subcontractor of the contractor to whom “FOR OFFICIAL USE ONLY” information may be made available or disclosed shall be notified in writing by the contractor that “FOR OFFICIAL USE ONLY” information disclosed to such officer or employee or subcontractor can be used only for a purpose and to the extent authorized herein, and that further disclosure of any such “FOR OFFICIAL USE ONLY” information, by any means for a purpose or to an extent unauthorized herein, may subject the offender to criminal sanctions imposed by 18 U.S.C. 641.

That section provides, in pertinent part, that whoever knowingly converts to his use or another, or without authority, sells, conveys or disposes of any record of the United States or whoever received the same with the intent to convert it to his use or gain, knowing it to have been converted, shall be guilty of a crime punishable by a fine of up to \$10,000 or imprisoned up to 10 years or both.

Security Controls: To ensure the contractor’s facility can provide the necessary controls to safeguard security materials, a tour of the facility may be conducted by IRS security personnel. The review of the contractor’s facility will include, but is not limited to, the following:

- Physical security controls
- Protection of data recorded on magnetic media
- Protection of data recorded on hard copy media
- Identification and authentication controls
- System accountability controls
- Systems access controls
- Protection of residual data
- Backup procedures
- Fire detection and annunciation
- Contingency plans
- Personnel security

The contractor will be required to make reasonable changes to their facility and/or procedures to properly safeguard security material. If requirements are not met, the requirements will be procured from other sources.

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 August 1, 2015 through July 31, 2016, plus for such additional period(s) as the contract is extended. All print orders issued hereunder are subject to the terms and conditions of the contract. The contract shall control in the event of conflict with any print order. A print order shall be “issued,” for purposes of the contract, when it is either deposited in the U.S. Postal Service mail or otherwise furnished to the contractor in conformance with the schedule.

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

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

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

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

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

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

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

BILLING: Upon completion of each order, the contractor shall submit an itemized statement for billing to the ordering agency for examination and certification as to the correctness of the billing. The contractor must submit the billing to: darell.l.ashton@irs.gov.

After agency verification, the billing invoice must be submitted to the U.S. Government Publishing Office for payment. Submit to: U.S. Government Publishing Office, Office of Financial Management, Attn: Comptroller, Stop: FMCE, Washington, DC 20401. (NOTE: GPO offers a Contractor Fax Billing System. Please visit the GPO website for more information.)

NOTE: Contractor’s billing invoices must be itemized in accordance with the line items in the “SCHEDULE OF PRICES.”

SECTION 2. - SPECIFICATIONS

SCOPE: These specifications cover the production of large print products consisting of self- and separate-covered publications requiring such operations as capturing text, generating page layout, electronic prepress, printing, binding, packing, and distribution.

TITLE: Large Print Products.

FREQUENCY OF ORDERS: Up to approximately 300 orders per year.

Up to 10 orders may be placed on the same day requiring the same schedule. The majority of orders will be placed between the months of October through February.

QUANTITY: Approximately 1 to 50 copies per order.

NUMBER OF PAGES: Up to approximately 1,000 pages (plus cover, when ordered) per order.

NOTE: Some products may contain fold-ins that insert and bind with the publication. When required, a publication may contain up to approximately 250 fold-ins; however, the majority of publications requiring fold-ins will contain less than 30.

TRIM SIZE:

Publication: 8-1/2 x 11".

Fold-in: 16-5/8 x 11" flat (folding down to 8-1/2 x 11").

GOVERNMENT TO FURNISH:

It is anticipated that the IRS Logo, Cover Page template, and Quick Response (QR) Code will be furnished electronically at the beginning of the contract and when revisions are made. Contractor is responsible to maintain these items at his location and use most recent logo, template, and code on file at the time the order is placed.

Electronic media will be furnished as follows –

Storage Media: FTP; email.

Software: Adobe Acrobat (current or near current version).

All platform system and software upgrades (for specified applications) which may occur during the term of the contract must be supported by the contractor.

Fonts: All printer and screen fonts will be embedded.

The contractor is cautioned that furnished fonts are the property of the Government and/or its originator. All furnished fonts are to be eliminated from the contractor's archive immediately after completion of the contract.

Additional

Information: Files will be furnished in PDF format.

PDF files must be exported for resizing and editing into suitable program.

A visual of the furnished electronic files will be provided.

GPO Form 952 (Desktop Publishing – Disk Information) will be furnished.

Distribution list will be furnished via email.

One reproduction proof, IRS Form 6153 (Rev. 3-2006), Category No. 62724N, with labeling and marking specifications.

One reproduction proof, Form 905 (R. 6/03), with labeling and marking specifications.

A supply of blue labels and selection certificates for shipping Departmental Random copies.

Identification markings such as register marks, commercial identification marks of any kind, etc., except GPO imprint, form number, and revision date, carried in the electronic files, 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 products in accordance with these specifications.

Contractor must have an FTP site to send and retrieve files with a minimum of T-1 connection.

TEXT CAPTURE AND PAGE LAYOUT:

Fonts: The font will always be Sans Serif and the default font size is 20 pt. Output should be in Arial, unless otherwise specified on the print order.

Products containing graphics, charts, diagrams, and/or forms may require the contractor to enlarge the image to fit large paper and fold those into the 8-1/2 x 11” trim size. Graphic material must maintain the same contrast, clarity, and appropriate coloration as those prepared for regular print size.

The QR Code must be located in the lower right hand corner of each cover/self-cover page.

Text must be left justified and contain no hyphenation. All headings must be in bold and in a point size larger than the text (i.e., 22 to 28 pt.). Text matter may include tables or columnar material which must be converted to 20 pt. font, reformatted, and text flow adjusted. Pages must be repaginated. Images, as well tables, must be resized and rewrapped around text paragraph matter.

The contractor is required to create a Table of Content page(s) for all publications. The Table of Contents is to include page numbers for large print publications and the corresponding page numbers for the “non-large print” publications.

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 production image. Any errors, media damage, or data corruption that might interfere with proper file image processing must be reported to Darell L. Ashton, Distribution Analyst, Alternative Media Center, on (804) 916-8853.

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.

All halftones must be 150-line screen or finer and enlarged with the best possible resolution to fit the specified area.

When required by the Government, the contractor shall make minor revisions to the electronic files which may include color corrections to digital furnished images. It is anticipated that the Government will make all major revisions.

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

Upon completion of each order, the contractor must furnish final production PDF files (digital deliverables) with the furnished material. The digital deliverables must be an exact representation of the final printed product and returned on a CD. Additionally, the contractor must furnish an editable electronic deliverable in Microsoft Word on a CD. The two digital deliverables, each on a separate CD, shall be sent to the Alternative Media Center (AMC). The digital deliverables shall conform to Section 508 of the Rehabilitation Act 29 U.S.C. §794(a). The Government will not accept, as digital deliverables, PostScript files or any proprietary file formats other than those supplied, unless specified by the Government.

STOCK/PAPER: The specifications of all paper furnished must be in accordance with those listed herein or listed for the corresponding JCP Code numbers in the “Government Paper Specification Standards No. 12” dated March 2011.

Government Paper Specification Standards No. 12 – http://www.gpo.gov/pdfs/customers/sfas/vol12/vol_12.pdf.

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

All text paper used in each copy must be of a uniform shade. All cover paper must have the grain parallel to the spine.

Text and Fold-ins: At contractor’s option, Natural, Cream, or Off White Offset Book, basis weight: 70 lbs. per 500 sheets, 25 x 38”, equal to JCP Code A63. NOTE: Paper must be opaque.

Cover: At contractor’s option, Natural, Cream, or Off White Index, basis weight: 110 lbs. per 500 sheets, 25-1/2 x 30-1/2”, equal to JCP Code K10.

PRINTING: At contractor’s option, the product may be produced via conventional offset or digital printing provided that Quality Level 3 standards are maintained. Final output must be a minimum of 150-line screen and at a minimum resolution of 2400 x 2400 dpi x 1 bit or 600 x 600 dpi x 8 bit depth technology. Digital device must have a RIP that provides an option for high quality color matching such as Device Links Technology and/or ICC Profiles.

Products print head-to-head or head-to-foot in black ink. (Majority of publications will require a separate cover. For publications requiring a separate cover, typically, only Cover 1 prints; however, an occasional order may require that Covers 2, 3, and/or 4 print.)

When required, fold-ins print face only or face and back in black ink.

NOTE: If a publication has to be divided into multiple volumes (see “BINDING”), the contractor must print the volume number on Cover 1 in black ink on each volume (e.g., volume 1 of 2, volume 2 of 2). The QR Code is to be printed in black ink in the lower right hand corner of each product cover/self-cover page.

MARGINS: Margins will be as indicated on the print order or furnished electronic media/camera copy.

BINDING: Bind as indicated on the print order. Various binding styles will be ordered, as follow:

Stitch with one wire stitch in upper left corner (ULC) and trim four sides.

Punch and insert black plastic coil binding of suitable capacity.

NOTE: The normal number of pages (including the table of content pages) bound in a volume is 100 pages (50 leaves) for products of large page counts. If an order exceeds 150 pages (75 leaves), the contractor is to divide the material into separately bound volumes. There shall be a natural break in the information from volume to volume (i.e., at the end of a chapter, section, etc.). A volume may have less than 100 pages in order to accommodate the flow of information. However, if the product has less than 150 pages total, the contractor should bind in one (1) volume.

When required, fold-ins fold from 16-5/8 x 11" down to 8-1/2 x 11" with one fold. Fold-ins collate and insert, as specified, into the publication and bind with the publication.

PACKING: Pack suitable in shipping containers not to exceed 25 pounds when fully packed.

Contractor must collate the product volumes together so that all volumes of a product are packed together.

All shipments which fill less than a shipping container must be packaged with materials of sufficient strength and durability and in such a manner which will guarantee that the product will not be damaged and the package will not open nor split during delivery process.

LABELING AND MARKING: Reproduce shipping container label(s) from furnished repro, fill in appropriate blanks, and attach to shipping containers.

Labels must be reproduced same size and be printed in black ink on white paper. Outside of each container must be clearly marked with "LARGE PRINT PRODUCTS ARE ENCLOSED."

NOTE: Labeling/marketing indicating special handling may be required and will be indicated on the individual print order.

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 execute a statement furnished by GPO certifying that copies were selected as directed. 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 Government-furnished blue label, affixed to each affected container. The container and its contents shall be recorded separately on all shipping documents and sent to the address specified on the print order.

A copy of the print order/specification and a signed Government-furnished certificate of selection must be included.

A copy of the Government-furnished certificate must accompany the invoice sent to U.S. Government Publishing Office, Financial Management Service, for payment. Failure to furnish the certificate may result in delay in processing the invoice.

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 the 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 execute a statement furnished by GPO certifying that copies were selected as directed. 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.

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 copy of the print order must be included.

A U.S. Postal Service approved Certificate of Mailing, identified by GPO program, jacket, and print order numbers must be furnished with billing as evidence of mailing.

DISTRIBUTION: Ship f.o.b. contractor's city to multiple addresses nationwide.

Contractor to ship using the IRS's small package carrier shipping account. (On occasion, the contractor may be required to ship reimbursable by traceable means. When required, the contractor will be reimbursed for all shipping costs by submitting shipping receipts with their billing invoice.)

Upon completion of each order, contractor must notify the ordering agency (on the same day the order ships) via email to the address indicated on the print order. The subject line of the email shall be "Distribution Notice for Program 106-S, Print Order XXXXX, Jacket Number XXX-XXX." The notice must provide all applicable tracking numbers, shipping methods, and title of product.

Within three (3) workdays of completion of each order, contractor deliver digital deliverables along with one (1) copy of the contractor's billing invoice and one (1) copy of the shipping receipts to: IRS, Attn: Darell L. Ashton, Distribution Analyst, IRS-RFOB, Room G39, Box 59, 400 North 8th Street, Richmond, VA 23219.

All expenses incidental to 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).

No definite schedule for pickup of material can be predetermined.

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.

Regular Schedule: Contractor must make complete production and distribution within 10 workdays of notification of availability of print order and furnished material.

Accelerated Schedule:

- Approximately 5% of all orders placed will require an accelerated schedule.
- The contractor must make complete production and distribution within five (5) workdays of notification of availability of print order and furnished material.

NOTE: For orders requiring the accelerated schedule, the statement "Accelerated Schedule Authorized" MUST be specified on the print order in order for the contractor to receive the premium payment. If an order placed requiring the accelerated schedule does not have "Accelerated Schedule Authorized" specified on the print order, the contractor is to notify both the IRS and the GPO immediately for further instruction.

The ship/deliver date indicated on the print order is the date products ordered for shipping f.o.b. contractor's city must be picked up by small package carrier.

Unscheduled material such as shipping documents, receipts or instructions, delivery lists, labels, etc., will be furnished with the 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.

For compliance reporting purposes, contractors are to report information regarding each order with date of shipment or delivery, as applicable, in accordance with the contract requirements by contacting the Shared Support Services Compliance Section via email at compliance@gpo.gov, via telephone at (202) 512-0520, or via facsimile at (202) 512-1364. Personnel receiving the email, call, 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 one (1) year's production under this contract. These units do not constitute, nor are they to be construed as, a guarantee of the volume of work which may be ordered for a like period of time.

PREMIUM PAYMENTS: Orders requiring the accelerated schedule 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 regular 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 except Item IV. "PAPER" in the "SCHEDULE OF PRICES."

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 his voucher.

It is estimated that 5% of all 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 VI.), to 5% of the prices offered for all items, except Item IV., "PAPER."

The following item designations correspond to those listed in the "SCHEDULE OF PRICES."

I. (a) 36,388
(b) 11,484
(c) 1,316

II. (a) 2,326
(b) 33
(c) 1. 311
2. 308

III. 33

IV. (a) 1,785
(b) 66

V. 700

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SECTION 4. - SCHEDULE OF PRICES

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

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

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

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 non-responsive.

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

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

Fractional parts of 100 will be prorated at the per-100 rate.

A charge will be allowed for each text page, whether printed or blank. Unless otherwise specified, no more than one (1) blank page shall be permitted at the end of the text.

Cost of all required paper must be charged under Item IV., "PAPER."

I. ELECTRONIC PREPRESS:

- (a) Simple Text capture/text reflow/page layout.....per finished page.....\$_____
- (b) Complex Text/Graphics capture (recreate/enlarge graphics/
charts/diagrams/photos/ wrapping text/reflow)per finished page.....\$_____
- (c) Create Table of Contents pages per page\$_____

(Initials)

II. PRINTING: Prices offered shall include the cost of all required materials and operations for the printing of the product listed in accordance with these specifications.

Running Per
100 Copies

- (a) Text (8-1/2 x 11"):
 - Printing in black ink, including stitching per page\$ _____
- (b) Cover (8-1/2 x 11"):
 - Printing in black ink per page\$ _____
- (c) Fold-ins (16-5/8 x 11" flat):
 - 1. Printing one side only, including folding and inserting into publication per fold-in\$ _____
 - 2. Printing second side per fold-in\$ _____

III. ADDITIONAL OPERATIONS:

Coil-binding per 100 copies\$ _____

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

Computation of the net number of leaves will be based on the following:

Text - Each page-size leaf.

Fold-ins – Two page-size leaves will be allowed for each fold-in.

Covers - Two page-size leaves will be allowed for each complete cover.

Per 100 Leaves

- (a) Natural, Cream, or Off-White (at contractor's option)
 - White Offset Book (70-lbs.)\$ _____
- (b) Natural, Cream, or Off-White (at contractor's option)
 - Index (110-lbs.)\$ _____

(Initials)

V. PACKING: Prices offered must be all-inclusive, as applicable, and must include the cost of packing; shipping containers; all necessary wrapping and packing materials; labeling and marking; and complete distribution, in accordance with these specifications.

Packing and sealing..... per container\$_____

VI. PREMIUM PAYMENTS: Premium payments, when authorized, will apply to all items except Item IV., "PAPER." Percentage increase will be added to all orders which require the "Accelerated Schedule."

Percentage increase..... %

INSTRUCTIONS FOR BID SUBMISSION: Fill out "SECTION 4.-SCHEDULE OF PRICES," initialing or signing each page in the space(s) provided. Submit two copies (original and one exact duplicate) of the "SCHEDULE OF PRICES" with two copies of the GPO Form 910 "BID" form. Do not enter bid prices on GPO Form 910; prices entered in the "SCHEDULE OF PRICES" will prevail.

Bidder _____

(City - State)

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

(Person to be contacted)

(Telephone Number)