U.S. GOVERNMENT PUBLISHING OFFICE
Chicago Regional Office

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

Reproduction, Color and Black only
General Usage, Federal Printing Region 5-1

As requisitioned from the U.S. Government Publishing Office (GPO) by the
Various Government Departments and Agencies

Single Award

BID OPENING: Bids shall be opened at 2 p.m. prevailing Chicago, IL time on September 27, 2022.

Due to the COVID-19 pandemic, this will NOT be a public bid opening.

BID SUBMISSION: Due to the COVID-19 pandemic, the physical office will NOT be open. Based on this, bidders MUST submit email bids to bidschicago@gpo.gov for this solicitation. See also “ADDITIONAL EMAILED BID SUBMISSION PROVISIONS” below.

No other method of bid submission will be accepted at this time.

The program number “1502-S” and bid opening date “September 27, 2022” must be specified in the subject line of the emailed bid submission. Bids received after “2:00 p.m. Central” on the bid opening date specified above will not be considered for award.

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

1. Illegibility of bid.
2. Emails over 40 MB may not be received by GPO due to size limitations for receiving emails.
3. The bidder’s email provider may have different size limitations for sending email; however, bidders are advised not to exceed GPO’s stated limit.
4. When the email bid is received by GPO, it will remain unopened until the specified bid opening time. Government personnel will not validate receipt of the emailed bid prior to bid opening. GPO will use the prevailing time (specified as the local time zone) and the exact time that the email is received by GPO’s email server as the official time stamp for bid receipt at the specified location.
BIDDER’S NAME AND SIGNATURE: Unless specific written exception is taken, the bidder, by signing and submitting a bid, agrees with and accepts responsibility for all certifications and representations as required by the solicitation and GPO Contract Terms – Publication 310.2.

When responding by email, fill out and return one copy of all pages in “SECTION 4. – SCHEDULE OF PRICES,” including initialing/signing where indicated. Valid electronic signatures will be accepted in accordance with the Uniform Electronic Transactions Act, § 2. Electronic signatures must be verifiable of the person authorized by the company to sign bids.

NOTE: Bidder must use the exact bid pages in “SECTION 4. – SCHEDULE OF PRICES,” and MUST NOT substitute their own bid formatting in their submitted bid. Substitution may result in a determination of the bid as non-responsive.

CONTRACT TERM: The term of this contract is for the period beginning Date of Award (October 1, 2022) and ending September 30, 2023 plus up to 1 optional 12-month extension period(s) that may be added in accordance with the “Option to Extend the Contract Term” clause in this contract.

Changes are scattered throughout. Bidders are cautioned to familiarize themselves with all provisions of these specifications before bidding.

INFORMATION: For questions about these specifications contact Thomas Ferguson at 312-353-5783 or tferguson@gpo.gov. Questions about these specifications should be forwarded at least 1 workday before the Bid Deadline, in order to be addressed prior to bid submission.

Email requests for new award information (available approximately 2 weeks after bid opening) to GPO Chicago Front Desk at kdodson@gpo.gov.

Doing Business with GPO Customer Services During the Coronavirus Pandemic:

Contractors should continue performance on contracts. Contractors must continue to fully comply with the terms and conditions of these contracts. Deliveries, proof approvals, and press sheet inspections for agencies may be impacted. It is requested that contractors contact a Government employee at the delivery location to confirm their availability to receive prior to shipping.

Schedules and other adjustments will be made in accordance with GPO Contract Terms. Caution should be used to safeguard all products should any delivery delays be imposed by the Government.

As a reminder, contractors must furnish contract compliance information required in accordance with GPO Contract Terms, Contract Clause 12: Notice of Compliance With Schedules.

Contractors should immediately contact your GPO contract administrator(s) and/or contracting officer(s) to identify impacted orders if any delay is anticipated, including temporarily closure of a production facility or the planned suspension of any services.

If you have any questions on a particular contract, please contact the Customer Services contract administrator and/or contracting officer for your contract (best method of communicating with them is via email). Office team e-mail addresses can be found at https://www.gpo.gov/how-to-work-with-us/agency/services-for-agencies/procurement-services-team.
SECTION 1.- GENERAL TERMS AND CONDITIONS

GPO CONTRACT TERMS: Any contract which results from this Invitation for Bid will be subject to the applicable provisions, clauses, and supplemental specifications of GPO Contract Terms (GPO Publication 310.2, effective December 1987 (Rev. January 2018) and GPO Contract Terms, Quality Assurance Through Attributes Program for Printing and Binding (GPO Publication 310.1, effective May 1979 (revised September 2019).


DOING BUSINESS WITH GPO: Contractors wishing to do business with the GPO are referred to the GPO web site http://www.gpo.gov/how-to-work-with-us/vendors/programs-for-vendors, where one can register as a GPO contractor using the ‘GPO Contractor Connection’ link in accordance with the furnished instructions on this page.

NOTE: Prospective and existing GPO contractors are to note that as of January 1, 2008, all contractors seeking to do business with GPO must first complete and thereafter maintain the accuracy of their GPO Contractor Connection registration with the following mandatory taxpayer information boxes: “EIN/TIN #” Employer Identification Number of Taxpayer Identification Number): “Subject to Backup Withholding” (See IRS Form W-9, available for download at http://www.irs.gov/pub/irs-pdf/fw9.pdf.) GPO will withhold payment of invoices for work completed by any contractor who fails to provide this tax data in GPO Contractor Connection. Such invoices will be declared ineligible for payment until all requirements for payment, including providing this tax data in GPO Contractor Connection, have been satisfied.

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

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

Product Quality Level: (a) Printing (page related) Attributes - Level 4 for black only copying. Exception - Level 3 for color copying. (b) Finishing (item related) Attributes-Level 4.

Inspection Levels (from ANSI/ASQC Z1.4): (a) Non-destructive Tests--General Inspection Level 1; (b) Destructive Tests - Special Inspection Level S-2.

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

<table>
<thead>
<tr>
<th>Attribute</th>
<th>Specified Standard</th>
</tr>
</thead>
<tbody>
<tr>
<td>P-7. Type Quality and Uniformity</td>
<td>OK Proof/Digital Print File / Camera Copy</td>
</tr>
<tr>
<td>P-10. Color Match</td>
<td>OK Proof / Camera Copy</td>
</tr>
</tbody>
</table>
**PREDOMINANT PRODUCTION FUNCTION:** The predominant production function is printing. The predominant production function may NOT be sub-contracted.

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

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

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

**POSTAWARD CONFERENCE:** At the Government’s option, immediately after award a postaward conference with contractor representative(s) may be held via telephone conference to discuss the requirements of the contract.

**GOVERNMENT IN-PLANT INSPECTIONS:** The Government shall have the right to send its officers and employees into the offices and plants of the contractor for inspection of the facilities and operations provided for the performance of any work under this contract. On the basis of such inspection, the Contracting Officer may require specific measures in cases where the contractor is found to be noncompliant with contract safeguards.

**RIGHTS IN DATA:** The term “data” as used herein, includes all information in connection with the supplies and operations under the contract herein, including but not exclusive to, magnetic tapes, disks, or other magnetic or similar media, transmissions of or access to any digitized information, and any other data information furnished to or accessed by the contractor, or produced by the contractor.

All data, whether produced in the performance of this contract or delivered by the Government to the contractor for use during the performance of the contract, shall be the sole property of the Government. The contractor shall have no rights at common law or equity and may not establish any statutory copyright in such data. The contractor shall not sell, publish, copy, or distribute any such data, in whole or in part, (other than as required by the terms of this contract), without the express written consent of the Government.
OPTION TO EXTEND THE CONTRACT TERM: The Government has the option to extend the term of this contract for a period of 12 months by written notice to the contractor not later than 30 days before the contract expires. If the Government exercises this option, the extended contract shall be considered to include this clause, except, the total duration of the contract may not exceed 5 years as a result of, and including, any extension(s) added under this clause. Further extension may be negotiated under the “Extension of Contract Term” clause. See also “Economic Price Adjustment” for periodic pricing revision.

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

ECONOMIC PRICE ADJUSTMENT: The pricing under this contract shall be adjusted in accordance with this clause, provided that in no event will any pricing adjustment be made that would exceed the maximum permissible under any law in effect at the time of the adjustment. There will be no adjustment for orders placed during the first period specified below. Pricing will thereafter be eligible for adjustment during the second and any succeeding performance period(s). For each performance period after the first, a percentage figure will be calculated as described below and that figure will be the economic price adjustment for that entire next period. Pricing adjustments under this clause are not applicable to reimbursable postage or transportation costs, or to paper, if paper prices are subject to adjustment by separate clause elsewhere in this contract. For the purpose of this clause, performance under this contract will be divided into successive periods. The first period will extend from October 1, 2022 to September 30, 2023, and the second and any succeeding period(s) will extend for 12 months from the end of the last preceding period, except that the length of the final period may vary. The first day of the second and any succeeding period(s) will be the effective date of the economic price adjustment for that period.

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

The economic price adjustment will be the percentage difference between Index averages as specified in this paragraph. An index called the variable index will be calculated by averaging the monthly Indexes from the 12-month interval ending 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 three months prior to the beginning of the contract, 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.
DEPARTMENTAL RANDOM COPIES (BLUE LABEL): All orders for more than 500 copies must be divided into 50 sublots. A random copy must be selected from each sublot. Do not choose copies from the same general area in each sublot. 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.

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 in accordance with the distribution list to address receiving the bulk of the copies. A copy of the PRINT ORDER and a signed Government-furnished certificate of selection must be included.

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 individual "Print Orders" for each job placed with the contractor. The print order, when issued, will indicate the quantity to be produced and other information pertinent to the particular order.

ORDERING: Items to be furnished under the contract shall be ordered by the issuance of print orders by the Government. Orders may be issued under the contract from October 1, 2022 through September 30, 2023 plus for such additional period(s) as the contract is extended. All print orders issued hereunder are subject to the terms and conditions of the contract. The contract shall control in the event of conflict with any print order. A print order shall be “issued” for purposes of the contract, when it is 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. Mailing/delivery of items or performance of work shall be made only as authorized by orders issued in accordance with the clause entitled “Ordering”.

The quantities of items specified herein are estimates only, and are not purchased hereby. Except as may be otherwise provided in this contract; if the Government’s requirements for the items set forth herein do not result in orders in the amounts or quantities described as “estimated”, it shall not constitute the basis for an equitable price adjustment under this contract. The Government shall not be required to purchase from the contractor, requirements in excess of the limit on total orders under this contract, if any.

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

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

The Government may issue orders which provide for shipment/delivery to, or performance at, multiple destinations.
Subject to any limitations elsewhere in this contract, the contractor shall furnish to the Government all items set forth herein which are called for by print orders issued in accordance with the “Ordering” clause of this contract.

**WARRANTY:** The provisions of article 15, "Warranty", of Contract Clauses in GPO Contract Terms (Pub. 310.2, effective December 1, 1987 (Rev. 1-18)) is amended for the solicitation to the effect that the warranty period is EXTENDED from 120 days to "180 days" from the date the check is tendered as final payment.

**OPTIONS:** Whenever an option is indicated in the specifications, it is the Government’s option, not the contractor’s, unless it is specifically stated otherwise.

**MATERIAL:** All materials and inks used to produce these items must be approved by FDA as child safe, and environmentally safe. Contractor must state origin and place of manufacture of raw materials (including paper) on all carton labels.

**LEGAL DISCLAIMER:** Product names are the trademarks of the respective companies and do not indicate endorsement by the U.S. Government.

**ESTIMATES:** To receive an estimate, the agency will submit a “draft” GPO Form 2511 Print Order.

The contractor will furnish the agency with the estimate (based on the established contract prices) that they expect to invoice the Government for the proposed print order. Contractor’s estimate must be furnished within two (2) workdays of the request and must be accurate within ± 10 percent of the contractor’s final invoice voucher for that order. Any non-contract (out of scope) requests must be returned to the agency, with no price, until a price has been negotiated between the contractor and GPO.

When the actual print order, with the estimate included, is received by the contractor, the contractor must inspect the print order and the Government Furnished Material (GFM) to ensure there will be no deviation from the estimated price. In the event of a discrepancy, the contractor will immediately place the order on hold and notify the agency and GPO.

Estimates must be furnished to the Government at no additional cost.

**PAYMENT:**

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

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

Submitting invoices for payment via the GPO fax gateway (if no samples are required) utilizing the GPO barcode coversheet program application is the most efficient method of receiving payment. Instruction for using this method can be found at the following web address: [http://winapps.access.gpo.gov/fms/vouchers/barcode/instructions.html](http://winapps.access.gpo.gov/fms/vouchers/barcode/instructions.html).


Contractor’s billing invoice must be itemized in accordance with the items in the “SCHEDULE OF PRICES.”

CONTRACTOR’S INVOICE FOR PAYMENT MUST BE ITEMIZED IN ACCORDANCE WITH THE SCHEDULE OF PRICES AND ISSUED TO GPO WITHIN 10 WORKDAYS AFTER COMPLETION OF EACH INDIVIDUAL PRINT ORDER. FAILURE TO ITEMIZE IN ACCORDANCE WITH THE SCHEDULE OF PRICES OR ISSUED TO GPO WITHIN 10 WORKDAYS AFTER ORDER COMPLETION MAY RESULT IN DELAYED PAYMENT.
SECTION 2.- SPECIFICATIONS

SCOPE: These specifications cover the reproduction (copying) of various books, pamphlets, and forms, black only, full color only, or a mix of both. Operations include copy pickup, download of government furnished digital print files or reproduction from government-furnished camera copy, collation including tab divider when required, and binding using such operations as slip sheeting, stapling, tape binding, comb binding, or shrink film wrapping, cutting, drilling, labeling, packing, and delivery.

TITLE: Reproduction, Color and Black only, General Usage, Federal Printing Region 5-1

Although this is an option year contract, all the estimates, averages, etc., are based upon one year’s production.

FREQUENCY OF ORDERS: It is not possible to predetermine the number or frequency of orders that will be placed during the term of this contract. Historical data accumulated over a period of time for similar type products purchased by this office have been used to project the anticipated usage on this contract.

It is anticipated that approximately 10 orders may be placed as follows.

1. Color Reproduction 2
2. Mixed color and black only Reproduction 2
3. Black only Reproduction 6

QUANTITY AND NUMBER OF PAGES: Estimated from 10 to 1,000 copies per order. A few orders may be for fewer than 10 copies or for more than 1,000 copies. No guarantee can be made as to the quantity and number of pages that will be ordered and actual quantities may be less than or exceed those indicated.

It is estimated that most work will be in the following ranges.

<table>
<thead>
<tr>
<th>QUANTITY</th>
<th># OF ORDERS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Color Reproduction only, 1 to 70 originals, with most orders for fewer than 40 originals</td>
<td>2-50</td>
</tr>
<tr>
<td>Mixed color and black reproduction; from 50 to 250 pages, approx. 75% have only the front cover in color, balance have up to 90 color originals interspersed throughout:</td>
<td>Up to 200</td>
</tr>
<tr>
<td></td>
<td>over 200</td>
</tr>
<tr>
<td>Black only reproduction, from 4 to 2,000 pages copying one or two sides. Approx. 44% of the orders will be for fewer than 100 pages; 35% will be for over 100 pages to 500 pages; and 21% will be for over 500 pages:</td>
<td>Up to 100</td>
</tr>
<tr>
<td></td>
<td>101 to 500</td>
</tr>
<tr>
<td></td>
<td>over 500</td>
</tr>
</tbody>
</table>

TRIM SIZE: Up to 8-1/2 x 11”.

Majority of orders will be at 8-1/2 x 11”. Sizes may also be ordered at 8-1/2 x 5-1/2” and 2.75 x 11”.

Tab dividers are 1/5th cut, approx. 9 x 11” including 2 x ½” tab, banks of 5 (or other mutually agreed upon
configurations that the contractor is willing to provide for the same price and schedule).

**GOVERNMENT TO FURNISH:**

Print Order (GPO Form 2511).

**All other orders:**

Manuscript copy for tab dividers if applicable.

When available, a page dummy.

Infrequently a bound copy must be disassembled to use as camera copy, and/or staple or drill holes must be masked so images do not transfer to copy. **No additional charges will be allowed for these operations.**

**PROOFS:** Some orders may require PDF soft proof. This must be emailed to address on 2511 within 1 work day of receiving PDF of text for the job. Proof OK will return within 1 work day. Delivery date may be changed at to accommodate delays in return of the proof with agreement between the IRS, contractor, and GPO.

**ELECTRONIC PREPRESS:** Prior to image processing, the contractor shall perform a basic check (preflight) of the furnished media and publishing files to assure correct output of the required reproduction image. Any errors, media damage, or data corruption that might interfere with proper file image processing must be reported to Thomas Ferguson at 312-353-5783.

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.

**RIGHTS ON DATA REGARDING FONTS:** The fonts provided (see GOVERNMENT TO FURNISH) are the property of the ordering agency and are provided for use on this contract only. Using the furnished fonts on any job other than the one for which the fonts were submitted violates copyright law. All fonts should be eliminated from contractor's archive immediately after completion of the production run.

**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.

The GPO imprint line is waived. 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.

In order to verify that contractor has the capability to send and receive IRS’ electronic distribution list from the distribution/shipping application. The contractor will be required to do a test to verify that network and operating system used by contractor will be compatible with IRS’ distribution application, before sending “live” electronic distribution files.

**STOCK:** **No additional charges will be allowed for stock (with the exception of tab dividers and clear or black plastic protector cover stock as noted in the Schedule of Prices).**

Please include these paper costs in your complete product prices. Approximately 10% of the orders will require a separate cover stock.

The specifications of all paper furnished must be in accordance with those listed herein or listed for the

All stock used in each copy must be of a uniform shade.

Unless otherwise indicated, all black only copies will be on JCP O60, and all color copies on JCP O61. Covers, when ordered, will be on white or colored vellum cover or index if black only, and on white index, matte coated or smooth finish cover if color copies. Covers normally consist of two leaves of paper (a front and a back cover).

The following stocks may be ordered:

A. White and colored Plain Copier, Xerographic paper, basis weight 20 lbs. per 500 sheets, 17 x 22” equal to JCP O60. Infrequently, colored sheets may be ordered intermixed with the white.

B. White High Quality Xerographic Copier Paper, Laser Printer, basis weight 24 lbs, per 500 sheets, 17 x 22”, equal to JCP O61.

C. White and colored Vellum Finish Cover, basis weight 65 lbs. per 500 sheets, 20 x 26” equal to JCP L20.

D. White and colored Index, basis weight 90 lbs. per 500 sheets, 25-1/2 x 30-1/2” equal to JCP K10. Tab dividers will be on white index.

E. White laser finish Matte Coated Cover, basis weight 60-65 lbs. per 500 sheets 20 x 26”, equal to JCP L50 except for laser finish requirement.

F. White No. 1 Smooth Finish Cover, laser finish, basis weight 80 lb. per 500 sheets 20 x 26”, equal to JCP L21 except for laser finish requirement.

REPRODUCTION: Reproduce one side in color or black; both sides in color or black (head to head or as specified), or one side color and other side black (intermixed). Black sides must be produced using black toner. Tab dividers, if ordered, copy in black on face only or face and back.

Full reverse, bleed pages and a solid area over two square inches per page shall not be required.

Copies WILL NOT be acceptable if they contain background tone, strip-lines, faded out or inconsistent images, images from drill holes or staple holes in the furnished originals, or are not otherwise equal to the furnished copy.

MARGINS: No bleeds. At least ¼” white space will be allowed on all edges except on tab dividers.

BINDING: Various binding styles may be ordered. Most orders will require collation into sets. Sets may be ordered bound as follows. All of these methods are at the government’s option.

A. Slip sheeted using a colored separator between sets;

B. Shrink film wrapped with chipboard;
C. Stapled with one staple in upper left corner;

D. Two staples along 11” bind edge;

E. Tape bound using black tape as ordered (or any other mutually agreed upon colors that the contractor is willing to make available for the same cost and schedule); or

F. Comb bound using black or white plastic combs as ordered (or any other mutually agreed upon colors that the contractor is willing to make available for the same cost and schedule).

When requested, forms cut to size (if other than 8-1/2 x 11”). Copy will normally be furnished imposed as multiples on 8-1/2 x 11” sheet. Complete product price considered as number of 8-1/2 x 11” units prior to cutting to size, not finished pieces, and an additional charge will be allowed for cutting to size.

When requested, drill up to 5 round holes. Most orders will require 3 round holes, 4-1/4” center to center, along 11” dimension or 2 holes, 2-3/4” center to center along 8-1/2” dimension. Holes will be ordered either ¼” or 3/8” in diameter; and center of holes to be 3/8” from left or top edge.

When ordered, contractor will be required to furnish white tab dividers, copied face only or face and back. These tabs must be inserted in text. Tabs will be 2 x ½”, 1/5th cut, with Mylar reinforcement (or other mutually agreed upon configurations that the contractor is willing to provide for the same price and schedule).

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

PACKING: NOTE: Critical packaging requirements. Failure to package correctly will result in rejection.

Pack in shipping containers. Each shipping container must not exceed 35 pounds when fully packed. Shipping containers shall have a minimum bursting strength of 275 lbs. per sq. in. or a minimum edge crush test (ECT) of 44 lbs. per inch width. Pallets are required.

When agency re-ships individually shrink-film wrapped packages, the shrink-film wrap must be of sufficient strength as to not break open.

When agency orders re-mailable boxes, they must be of sufficient strength to withstand handling through the US Mail or a small package carrier.

LABELING AND MARKING: Reproduce shipping container label from furnished repro, fill in appropriate blanks and attach to shipping containers. Inner packaging and ALL carton labels must include NFES # and title. Contractor must state origin of material used to produce the item on identifying label. Full shipments are required.

Labeling and Marking Specifications (GPO Form 905): See GPO Contract Terms Booklet, Publication 310.2. for more information.

All expenses incidental to labeling and marking bundles and containers must be borne by the contractor.
RECEIPTS FOR DELIVERY: Contractor must furnish their own receipts for delivery. These receipts must include the GPO jacket, program, and print order numbers; total quantity delivered, number of cartons, and quantity per carton; date delivery made; and signature of the Government agent accepting delivery. The original copy of these receipts or other acceptable proof must accompany the contractor's invoice for payment.

Contractor to send a copy of the delivery receipt and invoice as a PDF email to the ordering Agency. Email address will be included on the bottom of the Print order. Subject line to read “Jacket number, Print order number, delivery receipt and invoice”.

DISTRIBUTION:

**F.o.b. destination (at contractor’s expense):** Pickup copy from, deliver production quantities and government furnished material to addresses in the Chicago, Illinois metropolitan area located within 50 mile radius of the Chicago GPO.

Some orders will require pickup at the agency and delivery to the customer at another location. The Government-furnished material normally delivers to the other locations, must not be packaged with the printed copies, and must have a separate, signed receipt from the customer.

On occasion, the contractor may be required to meet a delivery date when using an Agency’s FedEx/UPS account number.

It is estimated that approximately 30% of the orders will be f.o.b. destination.

**F.o.b. contractor’s city:** Deliveries to destinations beyond the 50 mile radius must be delivered by overnight carrier, costs reimbursable, unless the contractor indicates that they can deliver to that location via their vehicle at no additional charge. (May also ship by slower method if additional time allowed in schedule).

**FOB Contractor City for all print orders placed by the IRS as follows:**

Ship/Deliver F.O.B. Contractor’s City (at Government’s expense):

Shipping to various destinations throughout the United States. Most orders will have shipment to Bloomington, IL. Generally each order will have multiple destinations. For most orders, the number of destinations range from 2 to 12. Occasionally, additional destinations may be required. It is unusual for the total number of destinations to exceed 20.

Shipments Up to 750 lbs. per destination per print order. Shipments that are up to 750 lbs. per individual destination on a print order are to be shipped via the Government’s designated small package carrier. Contractor must use the small package carrier designated by the Government. The designated carrier may change during the term of the contract. The Government will provide the contractor with the account number to be used. Contractor MUST use this account number for these shipments. This account number can only be used for IRS designated shipments under this contract. The account number cannot be used for private use. It cannot be used for any other contracts unless those are IRS contracts where its use is specifically authorized.

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

Shipments over 750 lbs. per destination per print order. Shipments that are over 750 lbs. are to be sent via freight carriers. The IRS will provide the Government Bill(s) of Lading (GBL’s) for each required destination per print order. It is not anticipated that “blank” or “partially completed” GBL’s will be provided for general use under this contract but rather that IRS GBL’s will be provided per print order when required. At the Government’s option, these GBL’s may be provided as hard copy, via fax, or via e-mail. It is anticipated that email will be most often used and contractor must be able to accept via this means. If GBL’s are furnished, specific instructions will be furnished with them which the contractor must follow. Contractor must use the Government designated carrier. Use of a carrier other than the designated carrier, without the express permission of the IRS, is not authorized. The IRS will not pay for shipping charges for other than their designated carrier(s). It is anticipated that GBL’s will be furnished via email two days in advance of shipment. GBL’s may be accompanied by instructions for “distribution” as well as the designated carrier. Contractor must follow those instructions. GBL’s are obligating documents and GBL’s furnished for one print order under this contract cannot be used for another agency, contract, print order, shipment, or any other use. All unused GBL’s must be returned to the IRS point of contact as designated on the GPO Form 2511 Print Order or as otherwise instructed. If GBL’s are furnished via email, then an email notification of GBL numbers not used will be acceptable.

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

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).

GPO “VERIFICATION OF DELIVERY” form. Contractor MUST complete this form and email to VerifyChicago@gpo.gov Chicago, Attn: Compliance Section WITHIN 24 HOURS OF DELIVERY. Failure to follow this procedure may result in delayed payment after billing.

No definite dates can be predetermined for placement of orders. Contractor will be notified by email when furnished material has been transmitted.

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

The following schedule begins the workday after notification of availability of furnished material for pickup. Calls for pickups will be made between 8 am and NOON Chicago time.

Deliver to local destinations within the 50-mile radius of Chicago GPO within 7 workdays.
Deliver to destinations outside the 50-mile radius of Chicago GPO within 10 workdays (when shipping overnight, add additional days if use slower shipping method).

For IRS Orders delivering to Bloomington, IL:

Orders for delivery to Bloomington, IL will be shipped the workday after receipt of the order. Vendor location must be within 1 working day “Ground Method” delivery for the IRS small package carrier (currently UPS). In other words, the vendor for this contract must be located so that shipping to Bloomington, IL will take no more than 1 day by UPS ground shipping method.

All other IRS orders:
All other orders must deliver within 5 working days to any destination in the contiguous 48 states via UPS Ground method.
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 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.

The following item designation corresponds to the one listed in the “Schedule of Prices”.

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</table>
SECTION 4.- SCHEDULE OF PRICES

Bids offered are F.O.B. Destination and F.O.B. Contractor City.

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

An entry of NC (No Charge) shall be entered if bidder intends to furnish individual items at no charge to the Government.

Bids submitted with NB (No Bid) or blank spaces for an item may be declared nonresponsive.

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

The contractor is cautioned not to perform any operation(s) or produce any product(s) for which a price has not been offered under the contract. Further, the contractor is not to accept print orders which are outside the scope of the contract. Any changes made to the print order MUST be confirmed in writing by the Contracting Officer, Chicago GPO. If such orders are placed by the agency, and no Modification is received from the Chicago GPO, the contractor is to notify GPO Chicago immediately. Failure to do so may result in nonpayment.

**CONTRACTOR MUST INVOICE IN ACCORDANCE WITH SCHEDULE OF PRICES.**

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

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

I. **COMPLETE PRODUCT (except for additional charges listed under II. ADDITIONAL OPERATIONS):** 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. The cost of the various stocks ordered must be included in this base price.

As an exception, when tab dividers are ordered, they will be charged for as Item II(b) rather than Item I(a).

For black only reproduction, a page is one side of a sheet of paper, whether printed or blank. Each leaf consists of 2 pages. Two-piece covers equal 4 pages. The number of black only copies billed equals the number of pages as defined herein times the number of sets ordered. See Item II (b)(c) for tab dividers.

(a) Black only… **per page (whether printed or blank)**……. **per 100 copies**………………… $___________________

For the purposes of this contract only, the definition for color reproduction is different than that for black
only. The number of color originals times the number of sets equals the total number of copies. A two-piece cover that reproduces in color on the face of the front cover only would be billed as one (1) original.

(b) Color only… (per color side)……**per 100 copies**……$__________________

When one side of a sheet is reproduced in color and the other side is black, a charge will be allowed under both (a) and (b) above.

II. ADDITIONAL OPERATIONS: Cost for color proof (II(a)) includes pickup and delivery. Contractor may also charge under Item I (b) for the copies made.

The price under Item II (b) includes furnishing the dividers, copying on the face and back, and inserting dividers within the text.

Charges for collating tabs, color copies and text printed on colored paper with rest of text under (b)(c), and (d) is in addition to charges allowed for collating under (e), (f), or (g). If only the cover is color copy or on colored paper, the cost under (c) may not be charged.

Contractor will be reimbursed for an additional run of tape binding, Item II(f), when the product being bound is thicker than the equivalent of 125 sheets of 20 lb. bond.

________________________________________

(Initials)

(COMPLETE AND SUBMIT THIS PAGE WITH YOUR BID)
NOTE: You may be requested to typeset copy for tab dividers using commonly available typefaces such as Helvetica or Times Roman or their generic equivalents in various sizes and weights. As mutually agreed, this service will be at no additional charge to the Government.

(a) Proof of color pages…per color page…$________________

(b) Black copy face only of tab dividers, mylar reinforce tab, clear mylar reinforce bind edge, including cost of divider, and collate within text, per 100 dividers…$________________

(c) Black copy face and back of tab dividers, mylar reinforce tab, clear mylar reinforce bind edge, including cost of divider, and collate within text, per 100 dividers…$________________

(d) Furnish and place clear plastic protector in front of cover and clear or black plastic protector in back…per book/pamphlet…$________________

(e) Collate text color copies or text on colored stock with balance of text per 100 sets…$________________

(f) Collate into sets, including, as ordered, slip sheeting between sets or stitching with one or two stitches, and/or drilling, per 100 sets…$________________

(g) Collate into sets, punch, and comb bind, per 100 sets…$________________

(h) Collate into sets and tape bind, per 100 sets…$________________

(i) Shrink film wrap, per wrap…$________________

(Initials)

(COMPLETE AND SUBMIT THIS PAGE WITH YOUR BID)
BIDDERS NOTE: Indicate below the anticipated method of f.o.b. destination delivery to be used for this contract:

_____________________________________________________________________________________

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

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

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

__________________________________________________________

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

CONTRACTOR’S NAME AND SIGNATURE: Fill out and return one copy of all pages in “Section 4. Schedule of Prices,” initial or sign each in the space provided. Additionally, see Page 1. Contractor

(Street Address) (City – State – Zip)

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

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

(Email Address) (Contractor’s Code No.)

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THIS SECTION FOR GPO USE ONLY

Certified by: ____________ Date: ________ Contracting Officer: ________ Date: ______

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(COMPLETE AND SUBMIT THIS PAGE WITH YOUR BID)