INVITATION FOR BID

U.S. GOVERNMENT PUBLISHING OFFICE

Government Publishing & Printing Procurement

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

W & I Offline Newsletters

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

Department of Treasury/IRS

Single Award

TERM OF CONTRACT

The term of this contract is for the period beginning **Date of Award through September 30, 2027**, plus up to four (4) optional 12-month extension periods (October 1, 2027 through September 30, 2028; October 1, 2028 through September 30, 2029; October 1, 2029 through September 30 2030; and October 1, 2030 through September 30, 2031) that may be added in accordance with the “Option to Extend the Term of the Contract” clause in “Section 1” of this contract.

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, company name, 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.

BID OPENING

Bids shall be opened virtually at 11:00 a.m., prevailing Eastern Time (ET), on **September 23, 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.

NOTICE TO BIDDERS

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

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 Malaysia Peele at mpeele@gpo.gov or (202) 512-2458.

SECTION 1. – GENERAL TERMS AND CONDITIONS

GPO CONTRACT TERMS

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

GPO CONTRACT TERMS (GPO PUBLICATION 310.2)
https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/contractterms2018.pdf.

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

SUBCONTRACTING

The predominant production function will be printing. Any contractor who cannot perform the predominant production function will be declared non-responsible.

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

QUALITY ASSURANCE LEVELS AND STANDARDS

The following levels and standards shall apply to these specifications:

Product Quality Levels:

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

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

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

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

Attribute	Specified Standard
P-7. Type Quality and Uniformity	Average Type Dimension in Publication
P-9. Solid and Screen Tint Color Match	Pantone Matching System

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

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.

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 (September30, 2031)** 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).

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 **Date of Award to September 30, 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 **June 30, 2026**, 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. 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.

ASSIGNMENT OF JACKETS, PURCHASE AND PRINT ORDERS

A GPO jacket number will be assigned and a purchase order issued to the contractor to cover work performed. The purchase order will be supplemented by an individual print order for each job placed with the contractor. The print order, when issued, will indicate the quantity to be produced and any other information pertinent to the particular order.

ORDERING

Items to be furnished under the contract shall be ordered by the issuance of print orders by the Government. Orders may be issued under the contract from **Date of Award through September30, 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 requirement 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(s) 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(s), 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(s) within the time specified in the order, and the rights and obligations of the contractor(s) 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(s) will not accept an order providing for the accelerated shipment/delivery, the Government may procure this requirement from another source.

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

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

ADDITIONAL EMAILED BID SUBMISSION PROVISIONS

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

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

PAYMENT

Submitting invoices for payment via the GPO fax gateway (if no samples are required) utilizing the GPO barcode coversheet program application is the most efficient method of receiving payment.

Instruction for using this method can be found at the following web address: http://winapps.access.gpo.gov/fms/vouchers/barcode/instructions.html.

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

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

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

In addition, the contractor is required to email a copy of the billing documents (and any supplementary billing information) to the IRS Media and Publications Analyst indicated on the Print Order. Failure to do so may result in non-payment.

SECTION 2. – SPECIFICATIONS

SCOPE

These specifications cover the production of various saddle-stitched pamphlets requiring such operations as electronic prepress, printing, binding, packing, and distribution.

TITLE

W & I Offline Newsletters

FREQUENCY OF ORDERS

Approximately 8 - 12 orders per year from each of 8-11 locations - usually issued on a monthly basis.

QUANTITY

Approximately 100 to 1,400 copies per order.

NUMBER OF PAGES

Approximately 8 to 12 pages per order.

TRIM SIZE

8-1/2 × 11”

EXHIBIT

Exhibit “A” (see page 15) is representative of the distribution list(s) which will be furnished under this contract; however, it cannot be guaranteed that future orders will correspond exactly to this exhibit.

GOVERNMENT TO FURNISH

Electronic media will be furnished as follows:

Platform: Windows

Storage Media: FTP, E-mail, GPO Publish or GPO File Share.

Software: Adobe Acrobat Pro (most 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 will be embedded in the majority of furnished PDF files; however, an occasional order will include files in which some fonts will not be embedded and must be furnished by the contractor.

The contractor is cautioned that furnished fonts are 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: GPO Imprint information does NOT print on these orders.

Color ID is RGB, CMYK, Black, and/or Pantone/Spot colors. If necessary, contractor to convert all colors to

CMYK.

Addresses for distribution will be furnished electronically in a Microsoft Excel file format.

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

Identification markings such as register marks, commercial identification marks of any kind, etc., except GPO imprint, form number, and revision date, carried on copy or in 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 product(s) in accordance with these specifications.

ELECTRONIC PREPRESS

Prior to image processing, the contractor shall perform a basic check (preflight) of the furnished media and publishing files to assure correct output of the required reproduction image. Any errors, media damage, or data corruption that might interfere with proper file image processing must be reported to the ordering agency as specified on the print order.

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.

High level digital printing (175 line screen for all CMYK, 1200+ dpi for the balance) output required.

When required by the Government, the contractor shall make minor revisions to the electronic files. 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 native application files (digital deliverables) with the furnished material. The digital deliverables must be an exact representation of the final printed product and shall be returned on the same type of storage media as was originally furnished, unless otherwise specified. The Government will not accept as digital deliverables PostScript files, Adobe Acrobat Portable Document Format (PDF) files, or any proprietary file formats other than those supplied, unless specified by the Government. (The Government will accept Adobe Acrobat Portable Document Format (PDF) files as digital deliverables when furnished by the Government.)

PROOFS

When required, contractor to submit one "Press Quality" PDF soft proof (for content only) using the same Raster Image Processor (RIP) that will be used to produce the final printed product. PDF proof will be evaluated for text flow, image position, and color breaks. Proof will not be used for color match. Contractor must call or email the Army to confirm receipt, phone number and email address to be provided at the time of award.

Contractor MUST supply a proof sign-off sheet and a return airbill. Also please include a reminder that the agency can only keep proofs 2 days.

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

The contractor must not print prior to receipt of an "OK to Print."

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. 13" dated September 2019.

Government Paper Specification Standards No. 13 – https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/vol_13.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 opinion, materially differs from that of the color sample(s).

White Gloss-Coated Text, Basis Weight: 70 lbs per 500 sheets, 25 x 38", equal to JCP Code A180.

All cover stock must have the grain parallel to the spine.

PRINTING

Pamphlets print full color matter via 4-color process. Print head-to-head.

Facing pages (center spread) will occasionally print to and must align across the bind.

The GPO imprint is waived and must not print on the finished product.

Pamphlets must be printed via offset printing on a minimum 4-color press with one single pass. Digital printing and inkjet printing are not acceptable.

MARGINS

Follow file setup. No bleeds will be required.

BINDING

Saddle-stitch in 2 places on the 11" left bind dimension. Trim 3 sides. Grain must run parallel to spine, score on fold to prevent cracking.

PACKING AND LABELING

Shrink-wrap as indicated on the individual print order, anticipate the majority of orders will shrink wrap in units of 100 newsletters. All shipments must be packed in UNIFORM quantities per carton*. *Contractor must NOT deviate from the specified quantity.

All cartons must be packed solid with a maximum weight of 32 lbs per carton. Pack solid in corrugated or solid fiber shipping containers, bursting strength: 200p.s.i, minimum. Carton bottoms may be glued, stapled, or sealed with polyester tape (2 to 3 inches width, not reinforced), minimum 12kNm (65 lbs./inch) traverse tensile strength. If stapled, the cartons may only be stapled on the bottom and/or side; no staples are to be used on top. Cartons are to be sealed at the top with paper or polyester tape (2 to 3 inches width, not reinforced). Contractor will determine exact dimensions of carton in accordance with folded and/or trim size and weight of the product produced. Cartons must not exceed 17-1/2" (L) x 11-1/2" (W) x 9" (D) in exterior dimensions. NOTE: Packing peanuts/beads are not acceptable carton fillers.

*In some cases where, there may be one carton with an odd quantity due to the quantity packed per carton not dividing equally in the quantity ordered. The label for that single carton MUST be labeled accurately with the carton quantity (see "CARTON LABELING" for electronically correcting label quantity).

CARTON LABELING: Contractor must reproduce shipping carton label at 100% on white paper from furnished PDF file, fill in appropriate fields and securely attach one label to each carton. NOTE: Carton labels contain barcodes; therefore, dot matrix printing is NOT acceptable.

On cartons shipped via small package carrier (SPC), affix the SPC label on top of carton on the end nearest to IRS label. On small package carrier (SPC) boxes/envelopes, the IRS label is to be affixed to the top of each package and the SPC shipping label to the reverse side of the package (this includes advance distributions and IRS samples). Correct labeling of shipping cartons, in strict accordance with the requirements of these specifications, is essential to the identification, distribution and warehousing activities of the IRS. Use of any other label is prohibited and may be cause for rejection of reimbursement for any expenses incurred to correct use of improper labels.

The following must be updated ELECTRONICALLY by the contractor, when not entered by IRS on the PDF label using Adobe Acrobat. DO NOT MAKE HAND-WRITTEN UPDATES TO THE LABEL UNDER ANY CIRCUMSTANCES.

--Carton # of #
--From Address
--To Address
--Carton Quantity

If requested, the contractor must send an electronic PDF proof of label prior to reproducing.

FAILURE OF THE CONTRACTOR TO COMPLETE THE PDF LABEL ELECTRONICALLY WILL RESULT IN THE SHIPMENT BEING REJECTED AND RE-LABELED AT THE CONTRACTOR'S EXPENSE.

If a "0" is pre-filled in on the furnished PDF label, then contractor MUST change the "0" to reflect actual quantity inside cartons. Contractor must ensure that all cartons have the same quantity. The carton count field in the PDF file is directly linked to the barcode field; therefore, the contractor must press "enter" or "tab" after entering the quantity in order for the quantity to be reflected in the barcode. All changes to the carton count field MUST be made in the electronic label (not hand filled in) to whatever the true carton quantity is so that it is reflected on the label in both the quantity and barcode fields. NOTE: In the case of one carton with an odd quantity due to the quantity packed per carton not dividing equally into the quantity ordered, the label for that single carton must also be updated electronically to reflect the true quantity per carton.

Automated "Carton # of #" fields: To print the correct number of labels for each address with sequential carton numbers, input in the total number of cartons and press "Print Labels" button. Warning: Once the print button is pressed, printing cannot be canceled. Be sure all information is correct prior to printing labels.

PACKAGING AND PACKING PROBLEMS: In addition to other inspection procedures detailed elsewhere in these specifications, the contractor is responsible for correcting all packaging and packing problems (i.e. mislabeled cartons, IRS carton labels not being used or securely attached, cartons not being packed solid, incorrect pallets, or pallets not being layered correctly). The delivery will either be returned to the contractor to be corrected or the contractor may be billed by GPO for the amount that accrued in fixing the problem by an outside vendor.

"Mislabeling" means any error on the carton label, which incorrectly states or identifies the title of the form; the form identification number; or the quantity of forms actually contained in the carton, or has any missing information, or is not securely attached.

LABELING AND MARKING

Contractor to download the "Labeling and Marking Specifications" form (GPO Form 905, R. 7-15) from www.gpo.gov, fill in appropriate blanks, and attach to shipping containers.

PACKING LIST: CONTRACTOR MUST PROVIDE A PACKING LIST OR OTHER SUITABLE DOCUMENT TO ACCOMPANY EACH SHIPMENT (EXCLUDING ONLY THE ENVELOPES AND PACKAGES MAILED WITH A DEPARTMENTAL PERMIT IMPRINT).

Packing list shall be sealed in a waterproof envelope, secured to the outside of the number one container, and for truckload shipments, be placed near the tailgate of the trailer. The packing list must show, at a minimum, the following data for each order included in the shipment:

1) Name and address of consignor and of consignee.
2) Departmental requisition/print order number.
3) Description of material shipped, including:
    a. publication number and title, if applicable, and date
    b. quantity per container and total quantity
    c. number of containers

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 sub-lots and select a copy from a different general area of each sublot. 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.

INSPECTION SAMPLES

One copy of each order must be sent to the IRS Media and Publications Analyst at the address indicated on the Print Order. The inspection samples for all issues printed during the month can be sent in one package. These samples need to be packed with chip board front and back with shrink wrapped to prevent damage during shipping.

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

DISTRIBUTION

Deliver f.o.b. contractor's city as indicated on the individual print order. Complete addresses and quantities will be furnished with each print order.

F.O.B. CONTRACTOR'S CITY

All consignments weighing less than 750 pounds must be shipped GROUND (unless otherwise indicated on the print order) via a furnished IRS Small Package Carrier (UPS) account number. If the contractor does not have such an account, the IRS will establish one for the contractor upon award of the contract. Contractor must not use their own small package carrier account. Contractor is cautioned that the small package carrier account number is for use under these specifications only.

SHIPPING REPORT

Contractor is responsible for maintaining a shipping report in an Excel spreadsheet that includes the contact, address, quantity ordered, number of packages shipped, and tracking number(s) for each destination. Contractor must email shipping log to the IRS Media and Publications Analyst and the agency's customer(s) no later than one workday after shipping. Complete contact information will be provided with each print order. The subject line of this message shall be "Distribution Notice for Program 2429-S, Print Order XXXXX, Jacket Number XXX-XXX, Campus XXXXX."

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 Government will email print orders, distribution lists, and carton labels. Print files will be uploaded* to the contractor's SFTP on the date indicated on the print order. The contractor is required to email a confirmation to the addressees indicated on the individual print orders acknowledging receipt of the files and successful preflights (or file issues if applicable) in accordance with the contractor provided preflight profile.

No definite schedule for placement of orders can be predetermined.

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

- Contractor to acknowledge receipt and affirm preflight on same day as file receipt or no later than the first workday of the schedule.

- Contractor must make complete production and ship within 5 workdays after receipt.

NOTE: One or more orders may run concurrently. Schedules will apply to each individual order.

*If the print file is not available on the date indicated, the contractor must immediately notify the IRS Media and Publications Analyst at the email indicated on the print order.

The ship/deliver date indicated on the print order is the date products ordered f.o.b. contractor's city must be made available to the small package carrier service indicated by the IRS.

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, the contractor must notify the U.S. Government Publishing Office of the date of shipment or delivery, as applicable, via email to the GPO Term Contracts Office (termcontracts@gpo.gov). The subject line of this message shall be "Distribution Notice for Program 2429-S, Print Order XXXXX, Jacket Number XXX-XXX.". The notice must provide all applicable tracking numbers, delivery methods, and title of product. Contractor must be able to provide copies of all delivery receipts upon agency request.

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.

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

I.		(1)	(2)
	(a)	720	4,514
II.	(a)	596	

SECTION 4. – SCHEDULE OF PRICES

Bids offered are f.o.b. contractor's city for all mailing and shipping.

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.

I. **COMPLETE PRODUCT:** Prices offered 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 except for Item II.

	Make-ready and/or setup (1)	Running Per 100 copies (2)
(a) Printing in four-color process .... per page	$__________	$__________

II. ADDITIONAL OPERATIONS:

(a) Shrink-wrap packaging ....per package ....$___________

____
(Initials)

SUBMIT EMAIL BIDS TO BIDS@GPO.GOV

SCHEDULE OF PRICES

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 Solicitations 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.

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 fax or mail, 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)

GPO Use Only:

Contracting Officer Review __________ **Date** __________ **Certifier** ____________ **Date** _______

SUBMIT EMAIL BIDS TO BIDS@GPO.GOV

Exhibit A

2429 - Distribution list for XXXXXXXX Campus

Campus communicator: Month/Issue:

Deliver to:	**Count**
IRS Address Mail Stop City, State ZIP Contact Information Phone:	XXXX
IRS Address Mail Stop City, State ZIP Contact Information Phone:	XXXX
IRS Address Mail Stop City, State ZIP Contact Information Phone:	XXXX
IRS Address Mail Stop City, State ZIP Contact Information Phone:	XXXX
IRS 401 W. Peachtree Street N.W. Mail Stop 24-WI Atlanta, Georgia 30308-3510 Attn: Niporn Tam Phone: 404-338-7796	12
IRS 3651 S. IH-35 Mail Stop 1020 AUSC Austin, Texas 78741-0000 Attn: Tim Hobson Phone: (512) 460-8768	1

Shipment Quantity: XXXX