

**U.S. GOVERNMENT PUBLISHING OFFICE**

Washington DC

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

***DC Government Tax Forms***

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

Government of the District of Columbia (DC),

Office of the Chief Financial Officer, Office of Tax and Revenue

Single Award

**TERM OF CONTRACT:** The term of this contract is for the period beginning **September 1, 2022** and ending **August 31, 2023** plus up to two (2) optional 12-month extension period(s) that may be added in accordance with the "OPTION TO EXTEND THE TERM OF THE CONTRACT" clause in SECTION 1 of this contract.

**BID OPENING:** Bids shall be opened at 11:00 a.m., prevailing Eastern Standard Time (EST), on **August 19, 2022**, at the Government Publishing Office, Washington, DC. (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 [bidsapsdc@gpo.gov](mailto:bidsapsdc@gpo.gov) for this solicitation. No other method of bid submission will be accepted at this time.

The Program 740-S and the bid opening date must be specified in the subject line of the emailed bid submission. Bids received after 11:00 a.m. on the bid opening date specified above will not be considered for award.

**BIDDERS, PLEASE NOTE:** 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, call **David Love** at (202) 512-0307 or email [dlove@gpo.gov](mailto:dlove@gpo.gov).

## SECTION 1 - GENERAL TERMS AND CONDITIONS

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

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

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

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

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

Product Quality Levels:

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

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

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

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

<u>Attribute</u>	<u>Specified Standard</u>
P-7. Type Quality and Uniformity	Approved proofs
P-9. Solid and Screen Tint Color Match	Pantone Matching System.

**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 three (3) 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 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 periodically 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 **September 1, 2022** to **August 31, 2023** and the second and any succeeding period(s) will extend for 12 months from the end of the last preceding period, except that the length of the final period may vary. The first day of the second and any succeeding period(s) will be the effective date of the economic price adjustment for that period.

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

The economic price adjustment is the percentage variation 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 **May 31, 2022**, called the base index. The percentage change (plus or minus) of the variable index from the base index will be the economic 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.

**NOTE:** Economic price adjustments are not cumulative and are to be applied to original bid prices only.

**PREAWARD SURVEY:** In order to determine the responsibility of the prime contractor/subcontractor, the Government reserves the right to conduct an on-site preaward survey at the contractor’s/subcontractors’ 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(s)
- 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:** Unless waived by the Contracting Officer, the total requirements of the job as indicated in these specifications may be reviewed by Government representatives with the contractor's representatives at the GPO, Washington, DC, immediately after award. At the Government's option, the postaward conference may be held via teleconference.

Person(s) that the contractor deems necessary for the successful implementation of the contract must be in attendance.

**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 **September 1, 2022** through **August 31, 2023**, plus for such additional period(s) as the contract is extended. All print orders issued hereunder are subject to the terms and conditions of the contract. The contract shall control in the event of conflict with any print order. A print order shall be "issued" upon notification by the Government for purposes of the contract when it is electronically transmitted or otherwise physically furnished to the contractor in conformance with the schedule.

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

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

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

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

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

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

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

**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:** Upon completion of each order, prior to submitting billing invoice to GPO for payment, the contractor must submit an itemized billing invoice to the ordering Agency for verification, approval, and signature. Unless otherwise specified, contractor to submit billing to: Deborah Walker (email: [Deborah2.Walker@dc.gov](mailto:Deborah2.Walker@dc.gov)). After agency verification/approval, contractor must submit the signed billing invoice along with the print order to the U.S. Government Publishing Office

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

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

For more information about the billing process, refer to the General Information of the Office of Finance web page located at: <http://www.gpo.gov/finance/index.htm>.

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

## SECTION 2 - SPECIFICATIONS

**SCOPE:** These specifications cover the production of tax forms, saddle-stitched booklets, and envelopes, requiring such operations as, keyboarding and laying-out, creating print-ready files for digital deliverables, electronic prepress, printing, binding, construction, packing, and distribution.

**TITLE:** DC Government Tax Forms

**FREQUENCY OF ORDERS:** Approximately 15 to 20 print orders per year for up to 43 different individual items (not including Format C - 6 x 9 return envelopes). **See Table 1 – All Items.**

**NOTE:** The majority of print orders are expected to be placed in September through November of each calendar year. Multiple items may be ordered on the same print order requiring the same schedule.

**QUANTITY:** Approximately 2 to 10,000 copies per item per order.

### NUMBER OF PAGES:

Booklets: Approximately 20 to 100 pages (plus cover) per booklet per order.

Forms: 1 to 4 pages per form per order.

**TRIM SIZE:** Various trim sizes will be ordered and paid for in their respective "Format" classification as follows:

#### **Format A:** Portrait Oriented Booklets and Forms - 8-1/2 x 11”

Booklets – Five (5) different items. See Table 1 - Items: 1, 17, 18, 29, and 31.

Forms – Test forms and flat forms for approximately 35 different items. See Table 1 - Items: 2 through 13, 15, 16, 19 through 25, 28, 30, and 32 through 43.

#### **Format B:** Landscape Oriented Booklets and Forms - 8-1/2 x 3-1/2” up to and including 9 x 3-1/2”.

Booklets – Three (3) different items. See Table 1 - Items: 14, 26, and 27.

Forms - Test forms only – pulled from the above booklets. See Table 1 - Items: 14, 26, and 27.

#### **Format C:** Envelopes

6 x 9” Return Envelopes. Envelope to be included in Format A booklets. See Table 1 - Items: 1, 17, and 18

**GOVERNMENT TO FURNISH:** Electronic media will be furnished as follows –

*Platform:* Macintosh OS 10.11 (or latest version), Windows 7 (or latest version)

*Storage Media:* Files furnished via contractor-hosted SFTP server; CD-R/RW; DVD-R/RW; or email

*Software:* InDesign, Adobe Acrobat, Microsoft Word, and Microsoft Excel,

All files will be created in current or near current versions of the above mentioned program.

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

*Files:* Furnished in native application and/or PDF format

*Fonts:* Printer and screen fonts will not be furnished or embedded.

*Additional Information:*

Pantone Matching System will be used for color identification

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

Identification markings such as register marks, commercial identification marks of any kind, etc., carried in the electronic files, must not print on the finished product.

**EXHIBITS:** The facsimiles of samples pages shown as exhibits A through AR are representative of the print requirements which will be ordered under this contract. However, it cannot be guaranteed that future orders will correspond exactly to these exhibits.

**Table 1 – All Items** – provides a breakout for each item identifying description of requirements, format, type of product, estimated Quantity, and approximate number of pages.

The table below lists each exhibit and a description:

<b>Item</b>	<b>Exhibit</b>	<b>Description</b>
1	Exhibit A	D-40 – Individual Income Tax Booklets
2	Exhibit B	Schedule S – Supplemental Information and Dependents
3	Exhibit C	Schedule H – DC Homeowner and Rental Property Tax Credit
4	Exhibit D	Schedule U – Additional Miscellaneous Credits and Contributions
5	Exhibit E	Schedule I – Federal AGI Adjustments
6	Exhibit F	Schedule N – EITC Non-Custodial Parent
7	Exhibit G	Schedule ELC – Keep Child Care Affordable Tax Credit
8	Exhibit H	D-40P – Payment voucher for D-40
9	Exhibit I	FR-127 – Extension of Time to File Individual Income Tax Return
10	Exhibit J	D-2210 – Underpayment of Estimated Income Tax by Individuals
11	Exhibit K	D-2440 – Disability Income Exclusion
12	Exhibit L	D-2441 – Child and Dependent Care Credit for Part-Year Residents
13	Exhibit M	FR-147 – Statement of Person Claiming Refund Due a Deceased Taxpayer
14	Exhibit N	D-40ES – Declaration of Estimated Income Tax Booklet for Individuals
15	Exhibit O	D-40B – Non-resident Request for Refund
16	Exhibit P	Schedule L
17	Exhibit Q	D-20 – Corporation Franchise tax booklet
18	Exhibit R	D-30 – Unincorporated Business Franchise tax booklet
19	Exhibit S	Worldwide Combined Reporting Election Form
20	Exhibit T	Schedule UB
21	Exhibit U	D-20P – Payment Voucher
22	Exhibit V	FR-120 – Extension of Time to File a DC Corporation Franchise Tax Return Worksheet
23	Exhibit W	D-30P – Payment Voucher
24	Exhibit X	FR-130 – Extension of Time to File a DC Unincorporated Business Franchise Return Worksheet
25	Exhibit Y	Schedule SR – Small Retailer Property Tax Credit
26	Exhibit Z	D-20ES – Declaration of Estimated Franchise Tax Booklet for Corporations
27	Exhibit AA	D-30ES – Declaration of Estimated Unincorporated Franchise Tax Booklet

28	Exhibit AB	D-2220 – Underpayment of Estimated Franchise Tax by Businesses
29	Exhibit AC	D-65 – Partnership Return of Income booklet
30	Exhibit AD	FR-165 – Partnership Return of Income Tax Forms and Instructions
31	Exhibit AE	D-41 – Fiduciary Income Tax Return booklet
32	Exhibit AF	D-41P – Payment voucher
33	Exhibit AG	FR-127F – Extension of Time to File Fiduciary Income Tax Return
34	Exhibit AH	D-41ES – Declaration of Fiduciary Income Tax form
35	Exhibit AI	FR-900A – Employer/Payor Withholding Tax Annual Return
36	Exhibit AJ	FR-900NP – Annual Return for Withholding Reported on Forms 1099 and W-2G
37	Exhibit AK	FR-900Q – Employer/Payor Withholding Tax - Quarterly Return
38	Exhibit AL	FR-900P – Payment Voucher
39	Exhibit AM	Schedule HSR – DC Health Care Shared Responsibility
40	Exhibit AN	DC8379 – Injured Spouse Allocation
41	Exhibit AO	D-8609 – Low Income Housing Credit Allocation and Certification
42	Exhibit AP	D-8609A – Low Income Housing Tax Credit Allotment
43	Exhibit AQ	D-8609DS – Low Income Housing Tax Credit Distribution Schedule
44	Exhibit AR	6 x 9” Return Envelopes

**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 contractor must be able to accept files electronically via a contractor-hosted Secure File Transfer Protocol (SFTP) server. Appropriate log-on instructions and protocol must be provided at time of award.

The contractor must provide necessary security for the SFTP, which at a minimum, must have a unique user ID and password.

**ELECTRONIC PREPRESS:** Prior to image processing, the contractor shall perform a basic check (preflight) of the furnished media and publishing files to assure sufficient 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 contact noted 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. **NOTE:** Contractor is to adjust for creep to avoid text or image cut-off on face of booklets.

As required by the Government, the contractor shall make all revisions to the electronic files. Prior to making revisions, the contractor shall copy the furnished files and make all changes to the copy.

**KEYBOARDING AND LAYOUT:**

Contractor may be required to layout, edit, and prepare print-ready files using multiple furnished files and file types. Significant desktop time is anticipated.

The ordering agency will furnish InDesign files (and may also furnish separate PDF and/or MS Word files) that indicate the changes/edits required to the furnished InDesign files. Changes/edits may include, but are not limited to, revising existing language, adding language, and revising layout of document.

Contractor may be required to create new forms using the furnished files.

Once all changes/edits and/or the new forms are complete, the contractor will provide initial proofs, as required under “PROOFS.” The ordering agency may make revisions resulting in revised proofs. Multiple rounds of proofs may be required before the ordering agency provides an “O.K. to Print.” (See “PROOFS.”)



Upon completion of each order, contractor must furnish the final files (used for the production of the products) as digital deliverables on CDs, as specified below.

**DIGITAL DELIVERABLES:** Upon completion of each order, the contractor must furnish two (2) CDs, each containing the final production InDesign native application files and a print-ready Adobe Acrobat Portable Document Format (PDF) files with the furnished material (if applicable). The digital deliverable files must be an exact representation of the final printed product. The CDs must have written identification thereon and must be placed in slimline jewel cases.

**PROOFS:** When ordered –

**PDF Proofs** – One (1) soft proofs.

Contractor to submit one (1) “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 must indicate margins. PDF will be evaluated for text flow, image position, color breaks, and margins. Proof will not be used for color match.

For booklets/forms, proofs must show all pages and position of any required perforations. For envelopes, proofs must show margins and dimensions, indicate trim marks, and show flap and position of perforations.

On selected forms, the contractor will be required to include registration marks (targets) on both bottom corners and top right corner of the form for the 0002, 0005 and 0006 barcodes. Contractor to submit “Press Quality” PDF soft proofs (for content only) for each of the required barcodes as noted on the print order.

The ordering agency reserves the right to make changes to all proofs. The Government may require two (2) or more sets of revised proofs before rendering an “O.K. to Print.”

**Digital Color Content Proofs** – Two (2) sets of proofs.

Proofs shall be collated with all elements in proper position (not pasted up), imaged face and back, trimmed and folded to the finished size of the product. Proofs must be created using the same Raster Image Processor (RIP) that will be used to produce the product. Direct to plate must be used to produce the final product with a minimum of 2400 x 2400 dpi.

For booklets/forms, proofs must show all pages and position of any required perforations. For envelopes, proofs must show margins and dimensions, indicate trim marks, and show flap and position of perforations.

The ordering agency reserves the right to make changes to all proofs. The Government may require three (3) or more sets of revised proofs before rendering an “O.K. to Print.”

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

**CONTRACTOR MUST NOT PRINT PRIOR TO RECEIVING AN "OK TO PRINT."**

**CONSTRUCTION SAMPLES (NO PRINTING REQUIRED):**

For booklets only, the sample requirement for this contract is not less than two (2) construction samples (printing not required). Each sample shall be constructed as specified and must be of the size, kind, and quality that the contractor will furnish. Samples will be inspected and tested and must comply with the specifications as to construction, kind, and quality of materials.

Prior to the commencement of production of the contract production quantity, the samples plus the furnished government material must be submitted directly to: DC Government, Office of Tax and Revenue, 1101 4th Street, SW, Washington DC 20024.

The container and accompanying documentation shall be marked CONSTRUCTION SAMPLES and shall include the Program 740-S, Jacket Number XXX-XXX, and Print Order XXXXX. The samples must be submitted in sufficient time to allow Government testing of the samples and production and shipment in accordance with the shipping schedule.

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

If the samples are disapproved by the Government, the Government, at its option, may require the contractor to submit additional samples for inspection and test, in the time and under the terms and conditions specified in the notice of rejection. Such additional samples shall be furnished, and necessary changes made, at no additional cost to the Government and with no extension in the shipping schedule. The Government will require the time specified above to inspect and test any additional samples required.

In the event the additional samples are disapproved by the Government, the contractor shall be deemed to have failed to make delivery within the meaning of the default clause in which event this contract shall be subject to termination for default, provided however, that the failure of the Government to terminate the contract for default in such event shall not relieve the contractor of the responsibility to deliver the contract quantities in accordance with the shipping schedule.

In the event the Government fails to approve, conditionally approve, or disapprove the samples within the time specified, the Contracting Officer shall automatically extend the shipping schedule in accordance with Contract Clause 12, "Notice of Compliance With Schedules," of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 01-18)).

Manufacture of the final product prior to approval of the sample submitted is at the contractor's risk. Samples will not be returned to the contractor. All costs, including the costs of all samples shall be included in the contract price for the production quantity.

All samples shall be manufactured at the facilities in which the contract production quantities are to be manufactured.

**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](https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/vol_13.pdf)

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

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

***Formats A and B –***

Booklet Text and Forms: White Optical Character Recognition (OCR) Bond, basis weight: 24 lbs. per 500 sheets, 17 x 22", equal to JCP Code O-25.

Booklet Covers: White Index, basis weight: 110 lbs. per 500 sheets, 25-1/2 x 30-1/2", equal to JCP Code K10.

***Format C –***

6 x 9" Return Envelopes: White Writing Envelopes, Basis Size 17 X 22", Basis Weight: 28 lbs. per 500 sheets, equal to JCP Code V20.

**PRINTING:** Digital Printing is not acceptable.

**NOTE:** The GPO imprint requirement is waived and must not print on the final product.

***Formats A and B***

Booklet text prints head to head throughout in black, or in black and up to two additional Pantone colors (Pantone 331U Green and/or Pantone 185U Red), consisting of logos, type, line matter, screens, and barcodes. No bleeds.

Booklet covers 1 through 4, or a combination thereof, print in black, or in black and up to two additional Pantone colors (Pantone 331U Green and/or Pantone 185U Red), consisting of logos, type, line matter, and screens. No bleeds.

Forms print one side only or head to head in black, or in black and up to two additional Pantone colors (Pantone 331U Green and/or Pantone 185U Red), consisting of logos, type, line matter, screens, and barcodes. No bleeds.

***Format C***

6 x 9” Return Envelopes (with a 3-1/4” printed gummed flap) prints type, line matter, and solid on face only (before construction) in black and Pantone 185U Red (with type reversing to white). The flap prints type and line matter in black to create two return address labels.

**MARGINS:** Margins will be as indicated on the print order or furnished copy.

**BINDING:**

***Format A (Portrait)*** – Saddle-wire stitch in two places on the 11” dimension and trim three sides. Each product must contain complete 4-page signatures after trimming. Single leaves connected with a lip (i.e., binding stub) to left or right side of stitches will not be allowed.

When ordered, insert 6 x 9” return envelopes into bind (between stitches) between folios as designated on print order.

***Format B (Landscape)*** – Saddle-wire stitch in two places on the 3-1/2” dimension and trim three sides. Each product must contain complete 4-page signatures after trimming. Single leaves connected with a lip (i.e., binding stub) to left or right side of stitches will not be allowed.

**PERFORATION:** As indicated on print order for booklets and/or forms; one or more perforations horizontally and/or vertically, including perforations parallel to 3/16” from the left binding edge on one or more leaves per item.

**CONSTRUCTION**

***Format C (6 x 9 return envelopes)*** – Open side, diagonal seams, plus a 3-1/4” gummed flap. Head prints toward flap score. Perforate gummed flap vertically and horizontally creating two side by side return address labels, each measuring 2-3/8 x 1-1/2” after separation. **See Exhibit AR.**

**PACKING:**

Shrink film wrap as indicated per print order. Pack suitably per shipping container.

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 the delivery process.

**LABELING AND MARKING:** Contractor to download GPO Form 905 (R. 7-15) – Labeling and Marking Specifications which can be located on [www.GPO.gov](http://www.GPO.gov), fill in appropriate blanks, and attach to shipping containers. Identify bulk shipment containers with Print Order Number, Form Number, and Quantity.

**DEPARTMENTAL RANDOM COPIES (BLUE LABEL):** All orders must be divided into equal sublots in accordance with the chart below. A random copy must be selected from each subplot. Do not choose copies from the same general area in each subplot. The contractor will be required to certify that copies were selected as directed using GPO Form 917-Certificate of Selection of Random Copies (located on [www.GPO.gov](http://www.GPO.gov)). The random copies constitute a part of the total quantity ordered, and no additional charge will be allowed.

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

These randomly selected copies must be packed separately and identified by a special label (GPO Form 2678-Departmental Random Copies (Blue Label)) that must be printed on blue paper and affixed to each affected container. This form can be downloaded from [www.GPO.gov](http://www.GPO.gov).

The container and its contents shall be recorded separately on all shipping documents and sent in accordance with the distribution list to: DC Government, Office of Tax and Revenue, 1101 4th Street, SW, Washington DC 20024.

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

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

**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 certify that the copies were selected as directed using GPO Form 917 – Certificate of Selection of Random Copies which can be located on [GPO.gov](http://GPO.gov). Copies will be paid for at the running rate offered in the contractor’s bid, and their cost will not be a consideration for award. A copy of the print order must be included with the samples.

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

**DISTRIBUTION:**

Deliver f.o.b. destination to DC Government, Office of Tax and Revenue, 1101 4th Street, SW, Washington DC 20024.

Upon completion of each order, contractor must notify the ordering agency (on the same day the order delivers) via email to the address indicated on the print order. The subject line of the email shall be “Distribution Notice for Program 740-S, Jacket Number XXX-XXX, and Print Order XXXXX.” 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.

Upon completion of each order, all furnished material must be delivered to the address indicated under “SCHEDULE”.

All expenses incidental to picking up or returning furnished materials or proofs 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).

Print orders will be furnished by email

Furnished material may be furnished via contractor-hosted SFTP or email.

When required, furnished material, construction samples and hard copy proofs must be picked up from and delivered to: DC Government, Office of Tax and Revenue, 1101 4th Street, SW, Washington DC 20024. Furnished material (if applicable) must be returned with proofs.

When required, PDF soft proofs for booklets, forms, and envelopes must be emailed to the ordering agency contact noted on the print order. The email header must identify the program number/print order number along with a return name and email address.

No definite schedule for placement of order/pickup of materials can be predetermined.

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

Contractor must complete production and distribution within 30 workdays.

When ordered, no specific date is set for submission of proofs and construction samples. Proofs and samples must be submitted as soon as possible to allow for revised proofs samples, if required.

When ordered, soft (PDF) Proofs will be withheld no more than three (3) workdays from their receipt at the ordering agency until changes/corrections / "O.K. to Print" are provided via email.

When ordered, hard Proofs will be withheld no more than five (5) workdays from their receipt at the ordering agency until they are made available for pickup.

Contractor must submit revised proofs, if necessary due to author's alterations (AA's), within three (3) workdays after receipt of proof. No additional time will be permitted due to contractor's errors (PE's).

Revised PDF Proofs will be withheld no more than one (1) workday from their receipt at the ordering agency until changes / corrections / "O.K. to Print" are provided via email.

When ordered, construction samples will be withheld no more than five (5) workdays from receipt by the Government until they are made available for pickup.

**NOTE:** The first workday after receipt of proofs at the ordering agency is day one (1) of the hold time.

All proofs samples, and transit time is included in the 30-workday schedule.

The ship/deliver date indicated on the print order is the date products ordered for delivery f.o.b. destination must be delivered to the destination specified.

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. Upon completion of each order, contractor must contact the Shared Support Services Compliance Section via email at [compliance@gpo.gov](mailto:compliance@gpo.gov) or via telephone at (202) 512-0520. Personnel receiving the email or call 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 12 months' 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.	(a)	403	
	(b)	30	
	(c)	253	
	(d)	16	
	(e)	10	
	(f)	6	
	(g)	13	
II.		(1)	(2)
1.	(a)	284	10,712
	(b)	20	448
	(c)	160	151
	(d)	412	8,667
2.	(a)	60	60
	(b)	12	12
	(c)	6	3
	(d)	50	47
3.	(a)	3	110
III.			
1.	(a)	5,432	
	(b)	224	
2.	(a)	32	
	(b)	6	
3.	(a)	110	
IV.	(a)	3,190	
	(b)	5	

**SECTION 4 - SCHEDULE OF PRICES**

Bids offered are f.o.b. destination.

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

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

An entry of NC (No Charge) shall be entered if bidder intends to furnish individual items at no charge to the Government. Bids submitted with NB (No Bid), NA (Not Applicable) or blank spaces for an item may be declared nonresponsive.

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

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

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

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

**I. PREPRESS OPERATIONS:**

**NOTE:** Price submitted for line item I.(a) must include only the costs for the initial keyboarding and layout, file preparation of digital deliverables, and saving digital deliverables to CDs (including the cost of the CDs and the jewel cases). The costs for all proofs are to be charged under the applicable proof line item. The costs for AA's are to be charged under line item I.(f).

- (a) Keyboarding and Layout of print-ready files ..... per page .....\$ \_\_\_\_\_
- (b) PDF proofs .....per complete file .....\$ \_\_\_\_\_
- (c) Barcoded PDF proofs ..... per complete file / per barcoded version .....\$ \_\_\_\_\_
- (d) Digital Content Proofs..... per trim/page-size unit .....\$ \_\_\_\_\_
- (e) Construction samples (Format A) ..... per page .....\$ \_\_\_\_\_
- (f) Construction samples (Format B)..... per page .....\$ \_\_\_\_\_
- (g) System Timework..... per hour .....\$ \_\_\_\_\_

Electronic prepress operations which cannot be properly classified under any other item shall be charged as "System Timework". Any charge made under "System Timework" must be supported by a statement outlining in detail the operation for which payment is claimed. In case of dispute, the Contracting Officer reserves the right to be the final judge as to the operations and/or number of hours chargeable under item I(g).

\_\_\_\_\_  
Initials

**II. PRINTING, BINDING, AND DISTRIBUTION:** Prices offered shall include the cost of all required materials and operations necessary (excluding paper) for the printing, binding, and distribution of the products listed in accordance with these specifications.

	<u>Makeready and/or Setup</u> (1)	<u>Running Per 100 Copies</u> (2)
<b>1. Format A – Forms and Booklets (8-1/2 x 11”)</b>		
(a) Booklets - Saddle-Stitched text: Printing text pages in black ink, including binding .....	per page.....\$ _____	\$ _____
(b) Covers: Printing Covers 1 through 4 in black ink, including binding .....	per page.....\$ _____	\$ _____
(c) Forms: Printing in black ink, including binding .....	per page.....\$ _____	\$ _____
(d) Each Additional Color: Printing booklets (text, or cover pages), or forms in a color not charged for under line items II.1. (a), (b), and (c).....	per color/per page.....\$ _____	\$ _____
<b>2. Format B – Forms and Booklets (8-1/2 x 3-1/2” up to and including 9 x 3-1/2”)</b>		
(a) Booklets - Saddle-Stitched text: Printing text pages in black ink, including binding .....	per page .....	\$ _____
(b) Covers: Printing Covers 1 through 4 in black ink, including binding .....	per page.....\$ _____	\$ _____
(c) Forms: Printing in black ink, including binding .....	per page .....	\$ _____
(d) Each Additional Color: Printing booklets (text, or cover pages), or forms in a color not charged for under line items II.2. (a), (b), and (c).....	per color/per page.....\$ _____	\$ _____
<b>3. Format C –Envelopes (6 x 9”)</b>		
(a) Envelopes: Printing in two ink colors one side, including construction, perforations, and inserting into booklets.....	per envelope.....\$ _____	\$ _____

\_\_\_\_\_  
Initials



**III. 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: Two (2) pages equal one (1) leaf.

Covers: One (1) wrap-around cover equals two (2) leaves.\

Envelopes: One flat envelope (before construction)

Per 100  
Leaves

**1. Format A – Forms and Booklets (8-1/2 x 11”)**

(a) White Optical Character Recognition (OCR) Bond, (24-lb.) .....\$ \_\_\_\_\_

(b) White Index (110-lb.).....\$ \_\_\_\_\_

**2. Format B – Forms and Booklets (8-1/2 x 3-1/2” up to and including 9 x 3-1/2”)**

(a) White Optical Character Recognition (OCR) Bond, (24-lb.) .....\$ \_\_\_\_\_

(b) White Index (110-lb.).....\$ \_\_\_\_\_

**3. Format C –6 x 9” Return Envelopes**

(a) White Writing Envelopes (28-lb.).....\$ \_\_\_\_\_

**IV. ADDITIONAL OPERATIONS:**

Note: Costs for line IV(a) is for perforations for booklets and forms only. Costs for Perforations of envelopes must be charged under II. 3(a).

(a) Perforating..... per 100 leaves.....\$ \_\_\_\_\_

(b) Shrink Film Wrap..... per package.....\$ \_\_\_\_\_

\_\_\_\_\_  
Initials

