

BID OPENING: Bids shall be opened at **11:00am** prevailing Pacific Standard Time **April 14, 2021** at the U.S. Government Publishing Office, San Francisco Regional Office, 536 Stone Road, Suite I, Benicia, CA 94510. Due to COVID-19, this will NOT be a public bid opening.

Any questions before and after award concerning these specifications, please call Scoti Cox (707) 748-1970, ext. 2. No collect calls.

BID SUBMISSION: Due to the COVID-19 pandemic, the physical office of San Francisco Regional Office will NOT be open. Based on this, bidders MUST submit email bids to bidssanfran@gpo.gov for this solicitation.

No other method of bid submission will be accepted at this time. The jacket number and 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.

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) Emails over 75 MB may not be received by GPO due to size limitations for receiving emails.
- (2) The vendor's email provider may have different size limitations for sending e-mail, however vendors are advised not to exceed GPO's stated limit.
- (3) Illegibility of bid.
- (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 e-mailed bid prior to bid opening. GPO will use the prevailing time (specified as the local time zone) and the exact time that the e-mail is received by GPO's email server as the official time stamp for bid receipt at the specified location.

Bids submitted to be based upon f.o.b. destination. All shipments must deliver via traceable means, signature required. Full quantity is required.

BIDDERS, PLEASE NOTE: The GPO 910 "BID" Form is no longer required. Bidders are to fill out, sign/initial, as applicable, all pages under "BIDS" (Pages 6 and 7).

GPO CONTRACT TERMS: Any contract which results from the 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 Publications 310.1, effective May 1979 (Rev. 08-02)).

Program for Printing and Binding (GPO Publication 310.1, effective May 1979 (revised 9-19)). GPO Contract Terms (GPO Publication 310.2) – <https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/contractterms2018.pdf>

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

PREDOMINANT FUNCTION: The predominant function for this procurement is the printing of Publication 5.

SUBCONTRACTING: Subcontracting is **not** authorized.

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

Product Quality Levels:

- (a) Printing Attributes -- Level III.
- (b) Finishing Attributes -- Level III.

Inspection Levels (from ANSI/ASQC 21.4):

- (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 proof
P-9. Solid or Screen Tints Color Match	Four-Color Process

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 pre-award 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.

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

Instruction for using this method can be found at the following web address:

<http://winapps.access.gpo.gov/fms/vouchers/barcode/instructions.html> .

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

For more information about the billing process, refer to the General Information of the Office of Finance web page located at <https://www.gpo.gov/how-to-work-with-us/vendors/how-to-get-paid>

TITLE: Your Appeal Rights and How to Prepare a Protest if You Disagree

QUANTITY: 1,239,215 copies

GOVERNMENT TO FURNISH: The purchase order will be emailed to the contractor upon award.

PDF file of Publication 5.

IRS Form 2020 – Distribution/Shipping List.

IRS Document IRS 12336-A – Packing Requirements for Multi-Page IRS Stuffers Used by Correspondence Production Sites (CPS)

Basic Check of Furnished Electronic Files: 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 your contract administrator.

The contractor shall create/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.

This Electronic Media and File check should identify any problem areas with the digital file submission and should include but not be limited to missing or damaged fonts, improper trim size and/or margins, only low resolution files included for illustrations, and any improper color definition. The contractor is also responsible for adjusting copy for trim size and bindery attributes, and defining proper file output selection for the imaging device being used. All furnished files must be imaged as necessary to meet the assigned Quality Assurance Thorough Attributes Program (QATAP) level.

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.

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.

Contractor to create artwork as needed.

PUBLICATION 5: Eight text pages print type, rules, illustration and agency logo in four-color process, face and back. Page 1 bleeds three sides. All remaining text pages do not bleed. Collate in sequence; and bind with paste-on-fold on left 11" dimension. Tri-fold to 8-1/2 x 3-2/3" with title side out.

TRIM SIZE: 8-1/2 x 11" tri-fold to 8-1/2 x 3-2/3".

MARGINS: Page 1 bleeds three sides. Follow the digital files for margins.

INKS: Four-Color Process.

STOCKS: 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 Specifications Standards No. 13" dated September 2019.

White Offset Book, 25 x 38", 40 lbs., per 500 sheets, equal to JCP A60.

PROOFS: Contractor to submit one Press Quality PDF soft proof 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 may call Joseph Moyer at (202) 317-6067 to

confirm receipt of proof, which will be evaluated within one workday upon receipt.

Email proofs on or before **April 19, 2021** to joseph.j.moyer@irs.gov and scox@gpo.gov. Jacket 571-008 must appear in the "Subject" line of the email.

If the contractor cannot provide an acceptable PDF proof by this date or within a reasonably sufficient time to allow for proof review and printing BEFORE THE ESTABLISHED DELIVERY DATE, he/she may be required to show cause as to why the contract should not be terminated for default.

The proof will be checked for quality and compliance with these specifications, approved or approved with comments and the contractor will be notified within ONE (1) workday after receipt. If, in the opinion of the GPO and/or Department, the proofs are not a true representation of the furnished copy, or contain noticeable defects they will be rejected, must be corrected and reproofed at no additional expense to the Government. The schedule stated elsewhere in these specifications CANNOT be extended to allow for such reproofing.

NOTE: The day of receipt by the Government is not considered the first day.

DEPARTMENTAL QUALITY COPIES: All orders must be divided into equal sublots in accordance with the chart shown below. A random sample must be selected from each subplot. Do not choose copies from the same general area in each subplot.

<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 samples must be packed separately and must be identified by a special government-furnished blue label, which is to be affixed to each affected container. These random sample copies must be recorded separately on all shipping documents and sent in accordance with the distribution list. The random inspection samples constitute a part of the total quantity ordered, and no additional charge will be allowed.

In addition, a copy of the SPECIFICATION along with the signed selection certificate, which will be furnished, must be included with the samples.

A copy of the Government-furnished certificate must accompany the voucher sent to the GPO, Financial Management Service, for payment. Failure to furnish the certificate may result in delay of processing the voucher.

LABELING AND MARKING:

PACKING: Pack 700 copies per carton. Follow Document 12336-A for Packing Requirements for Multi-Page IRS Stuffers Used by Correspondence Production Sites (CPS) for 1,239,200 copies.

CUSTOMER DELIVERY NOTIFICATION: Contractor must notify the ordering agency on the same day that the product ships/delivers via e-mail to joseph.j.moyer@irs.gov. The subject line of this message shall be "Distribution Notice for Jacket 571-008". The notice must provide all applicable tracking numbers, shipping method, and Title. Contractor must be able to provide copies of all delivery, mailing, and shipping receipts upon agency request.

All expenses incidental to returning materials, submitting proofs, and furnishing sample copies must be borne by the contractor.

DELIVERY: Complete production of all copies to deliver f.o.b. destination on or before **May 7, 2021**. Deliver via traceable means, signature required. Do not use the U.S. Postal Service.

Refer to the IRS Form 2040 "Distribution/Shipping List" for complete addresses and quantities. Do not combine shipments. Each address receives their own shipment.

569,800 folded copies to: (814 cartons)
Detroit, MI 48226-1128

581,700 folded copies to: (831 cartons)
Ogden, UT 84404-1313

11,900 copies to: (17 cartons)
Fresno, CA 93727-2100

14,700 folded copies to: (21 cartons)
Ogden, UT 84404-1313

60,900 folded copies to: (87 cartons)
Bloomington, IL 61705-2500

200 (blue label) folded copies to: (0.267 carton)
Ogden, UT 84404-1313

10 unfolded copies to:
Ogden, UT 84201-1000

5 unfolded copies to:
Internal Revenue Service
1111 Constitution Avenue, NW
Room 6550
Washington, DC 20224
Attn: Joseph Moyer (202) 317-6067

SCHEDULE: The signed purchase order and digital files will be emailed to the contractor by **April 16, 2021**.

PDF proof due to agency, GPO on or before **April 19, 2021**.

Complete production of all copies and delivery **MUST** be made on or before **May 7, 2021**.

All Government Furnished Material must be returned within 10 workdays after delivery of the order.

JACKET NUMBER: 571-008

BIDS: Bids must include the cost of all materials and operations for the total quantity ordered in accordance with these specifications. In addition, a price must be submitted for 1,000 additional copies. The price for additional quantities must be based on a continuing run, exclusive of all basic or preliminary charges, (i.e., running rate not including makeready) and will not be a factor for determination of award.

Bids must be received by the exact date and time specified.

TOTAL BID: _____

ADDITIONAL RATE: _____

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).

BID ACCEPTANCE PERIOD: In compliance with the above, the undersign agree, if this bid is accepted with _____ 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.

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

BIDDER 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 of “CONTRACTOR’S BID” section including initialing/signing where indicated.

Failure to sign the signature block below may result in the bid being declared non-responsive.

Bidder _____
(Contractor Name) (GPO Contractor’s Code)

(Street Address)

(City – State – Zip Code)

By _____
(Printed Name, Signature and Title of Person Authorized to Sign this Bid) (Date)

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

THIS SECTION FOR GPO USE ONLY

Certified by: _____ Date: _____ Contracting Officer: _____ Date: _____
(Initials) (Initials)
