

PROGRAM 1737-S TERM 03/01/11 TO 02/29/12					
TITLE: IRS PUBLICATIONS					
ITEM NO.	DESCRIPTION	*	BASIS OF	*	EAGLE WEB PRESS
		*	AWARD	*	Salem, OR
		*		*	UNIT RATE COST
I.	ELECTRONIC PREPRESS:	*		*	\$0.00
(a)	Trim-page-size unit.....per page.....	*	20	*	\$3.89 \$77.80
(b)	Adobe Acrobat PDF soft proofs.....per proof.....	*	2	*	\$2.34 \$4.68
(c)	Hard copy content proofs.....per proof.....	*	2	*	\$2.34 \$4.68
(d)	System timework.....per hour.....	*	1	*	\$93.47 \$93.47
II.	PRINTING AND BINDING:	*		*	\$0.00
(a)	8-page paste on fold pamphlet.....per complete product	*		*	\$0.00
(1)	Makeready and/or Setup.....	*	3	*	\$1,095.20 \$3,285.60
(2)	Running.....per 1000 copies.....	*	3000	*	\$20.61 \$61,830.00
(b)	12-page paste on fold pamphlet.....per complete product	*		*	\$0.00
(1)	Makeready and/or Setup.....	*	7	*	\$1,783.79 \$12,486.53
(2)	Running.....per 1000 copies.....	*	7000	*	\$30.72 \$215,040.00
III.	ADDITIONAL OPERATIONS:	*		*	\$0.00
(a)	Fold pamphlets from 8-1/2 X 11" to 8-1/2 X 3-2/3"....per 1000 pamphlets.....	*	7000	*	\$9.77 \$68,390.00
(b)	Fold pamphlets from 8-1/2 X 11" to 8-1/2 X 5-1/2"....per 1000 pamphlets.....	*	3000	*	\$8.49 \$25,470.00
(c)	Paper banding stuffers.....per 1000 bundles.....	*	4	*	\$155.79 \$623.16
(d)	Generating carton labels from electronic file....per 1000 labels.....	*	8	*	\$311.58 \$2,492.64
(e)	Packing and sealing shipping containers.....per container.....	*	8000	*	\$1.56 \$12,480.00
		*		*	
	CONTRACTOR TOTALS	*		*	\$402,278.56
	DISCOUNT	*		*	5.00% \$20,113.93
	DISCOUNTED TOTALS	*		*	\$382,164.63



V.G. REED & SONS		*	PREVIOUS CONTRACTOR	
Louisville, KY		*	(Trend Offset Printing)	
UNIT RATE	COST	*	UNIT RATE	COST
	\$0.00	*		\$0.00
\$2.89	\$57.80	*	\$2.50	\$50.00
\$1.74	\$3.48	*	\$2.00	\$4.00
\$1.74	\$3.48	*	\$2.00	\$4.00
\$69.47	\$69.47	*	\$75.00	\$75.00
	\$0.00	*		\$0.00
	\$0.00	*		\$0.00
\$814.00	\$2,442.00	*	\$3,000.00	\$9,000.00
\$15.32	\$45,960.00	*	\$11.72	\$35,160.00
	\$0.00	*		\$0.00
\$1,325.79	\$9,280.53	*	\$3,500.00	\$24,500.00
\$22.83	\$159,810.00	*	\$15.77	\$110,390.00
	\$0.00	*		\$0.00
\$7.26	\$50,820.00	*	\$8.50	\$59,500.00
\$6.31	\$18,930.00	*	\$10.50	\$31,500.00
\$115.79	\$463.16	*	\$650.00	\$2,600.00
\$231.58	\$1,852.64	*	\$150.00	\$1,200.00
\$1.16	\$9,280.00	*	\$1.00	\$8,000.00
		*		
	\$298,972.56	*		\$281,983.00
5.00%	\$14,948.63	*	1.00%	\$2,819.83
	\$284,023.93	*		\$279,163.17

U.S. GOVERNMENT PRINTING OFFICE  
Dallas, Texas

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

IRS Publications

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

Department of Treasury

Single Award

**CONTRACT TERM:** The term of this contract is for the period beginning March 1, 2011 and ending February 29, 2012, plus up to four (4) optional 12-month contract extension periods that may be added in accordance with the "Option to Extend the Contract Term" clause in this contract.

**BID OPENING:** Bids shall be publicly opened at 2 p.m., prevailing Dallas, Texas time, on February 24, 2011.

**BIDDERS, PLEASE NOTE:** Revisions are scattered throughout; therefore, all bidders are cautioned to familiarize themselves with all provisions of these specifications before bidding. In particular, note the changes under Number of Orders and Frequency on page 7, the change in Schedule on page 9 and the change in banding in Attachment 7.

Facsimile bids are permitted.

Questions concerning this contract should be directed to Glen D. Carlson at (214) 767-0451 ext. 17. (No collect calls.)



## SECTION 1.- GENERAL TERMS AND CONDITIONS

**GPO CONTRACT TERMS:** Any contract which results from this Invitation for Bid will be subject to the applicable provisions, clauses, and supplemental specifications of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 6-01)) and GPO Contract Terms, Quality Assurance Through Attributes Program for Printing and Binding (GPO Publication 310.1, effective May 1979 (revised April 1996)).

**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	Camera Copy/Page Reproducible

**FACSIMILE BIDS:** Facsimile bids are permitted.

(a) Definition. "Facsimile bid," as used in this solicitation, means a bid, modification of a bid, or withdrawal of a bid that is transmitted to and received by the Government via electronic equipment that communicates and reproduces both printed and handwritten material.

(b) Bidders may submit facsimile bids as responses to this solicitation. These responses must arrive at the place and by the time specified in the solicitation.

(c) Facsimile bids that fail to furnish required representations or information or that reject any of the terms, conditions, and provisions of the solicitation will be excluded from consideration.

(d) Facsimile bids must contain the required signatures.

(e) The Government reserves the right to make award solely on the facsimile bid. However, bidders agree to promptly submit the complete original signed bid.

(f) Submit facsimile bid to FAX No. 214-767-4101, one bid per facsimile.

(g) If the bidder chooses to transmit a facsimile bid, the Government will not be responsible for any failure attributable to the transmission or receipt of the facsimile bid including, but not limited to, the following:

- (1) Receipt of garbled or incomplete bid.
- (2) Availability or condition of the receiving facsimile equipment.

FACSIMILE BIDS (contd.):

- (3) Incompatibility between the sending and receiving equipment.
- (4) Delay in transmission or receipt of bid.
- (5) Failure of the bidder to properly identify the bid.
- (6) Illegibility of bid.
- (7) Security of bid data.

**OPTION TO EXTEND THE CONTRACT TERM:** The Government has the option to extend the term of this contract for a period of 12 months by written notice to the contractor not later than 60 days before the contract expires. If the Government exercises this option, the extended contract shall be considered to include this clause, except, the total duration of the contract may not exceed five (5) years as a result of, and including, any extension(s) added under this clause. Further extension may be negotiated under the "Extension of Contract Term" clause. See also "Economic Price Adjustment" for periodic pricing revision.

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

**ECONOMIC PRICE ADJUSTMENT:** The prices set forth in this contract shall be adjusted in accordance with the provisions of this clause, provided that, in no event will prices be revised to exceed the maximum permissible under any law existing as of the date of the contract or as may be hereafter promulgated.

**Price adjustment period:** For the purpose of this clause, the program years shall comply with the Contract Term clause. There shall be no price adjustment for orders placed during the first program year of this contract.

**Price adjustment:** The prices shall be adjusted on the basis of the "Consumer Price Index For All Urban Consumers - Commodities Less Food, Seasonally Adjusted," published monthly in the CPI Detailed Report by the Department of Labor, Bureau of Labor Statistics, in the following manner:

- (1) The contract price of orders placed during the adjusted period (excluding reimbursable postage or transportation costs) shall be adjusted by the percentage increase or decrease in the average, seasonally adjusted Consumer Price Index For All Urban Consumers - Commodities Less Food (seasonally adjusted) as follows: An index shall be calculated by averaging the 12 seasonally adjusted months ending 3 months prior to the expiration of the first period of the contract. This average is then compared with the average index for the 12-month period ending 3 months prior to the beginning of the contract, called the base index. The percentage increase or decrease by comparing these two indexes shall be applied to the contractor's invoices for orders placed during the price adjustment period.
- (2) The Government will notify the contractor in writing of the percentage increase or decrease to be applied to any invoices to be submitted for orders subject to price adjustment in accordance with this clause. Such percentage will be determined from the published index as set forth above. The contractor shall apply the percentage increase or decrease against the total price of the invoice less reimbursable postage or transportation costs. Any applicable discounts will be calculated on the basis of the invoice price as adjusted.

If the Government exercises an option, the extended contract shall be considered to include this economic price adjustment clause.

**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.

**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.

**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 March 1, 2011 through February 29, 2012 plus for such additional period(s) as the contract is extended. All print orders issued hereunder are subject to the terms and conditions of the contract. The contract shall control in the event of conflict with any print order. A print order shall be "issued" for purposes of the contract, when it is either deposited in the U.S. Postal Service mail or otherwise furnished to the contractor in conformance with the schedule.

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

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

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

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

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

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

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

**PAYMENT:** Submit all vouchers to: Comptroller, Stop FMCE, Office of Financial Management, U.S. Government Printing Office, Washington, D.C. 20401. Vouchers may be faxed to 202-512-0992 or 202-512-0993. To expedite payment from GPO, use the bar code cover sheet. Refer to the following web page for instructions: <http://winapps.access.gpo.gov/fms/vouchers/barcode> .

## SECTION 2.- SPECIFICATIONS

**SCOPE:** These specifications cover the production of Internal Revenue Service (IRS) publications requiring such operations as electronic prepress, printing, paste on fold, folding, packing, and delivery.

**TITLE:** IRS Publications.

**FREQUENCY OF ORDERS:** Approximately 10 orders per year. Multiple orders may be placed at the same time to ensure that distribution locations have sufficient stock on hand during peak demand times.

**QUANTITY:** Approximately 1,000,000 to 1,500,000 copies per order with an average of 1,000,000 copies per order. The first few orders placed by the Department may be for up to 3,000,000 copies to build up a reserve stock for the distribution locations.

**NUMBER OF PAGES:** 8 to 12 pages per order.

**TRIM SIZE:** 8-1/2 x 11" (with most orders folding to 8-1/2 x 3-2/3" or 8-1/2 x 5-1/2").

**GOVERNMENT TO FURNISH:** Print orders, electronic media with all page elements (text and line art illustrations in proper position) or final reproduction size camera copy, folding sample.

**Electronic Media:**

Platform: PC/Windows.

Software: Adobe Acrobat. Digital file will be provided in Portable Document Format (PDF) and will be e-mailed to the contractor.

Note: All software upgrades (for specified applications) which may occur during the term of the contract, must be supported by the contractor.

Fonts: Fonts are embedded in the furnished PDF file.

**NOTE:** During the course of the contract the furnished material may change. The contractor may be required to substitute revised copy during the performance of the print order or the term of the contract. The contractor will be notified within 12 working days of the ship date indicated on the print order. The contractor will be allowed 12 additional days to complete the order once the contractor receives revised copy.

One reproduction proof, Form 905 (R. 3/90) with labeling and marking specifications.

Identification markings such as register marks, ring folios, rubber stamped jacket numbers, commercial identification marks of any kind, etc., except GPO imprint, 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.

**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 contract administrator within 24 hours of receipt of the Government furnished material.

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.

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.

**PROOFS:** Occasional print orders may require an Adobe Acrobat PDF soft proof or hard copy content proof. PDF proofs must clearly indicate final product size. The PDF will be evaluated for accuracy in typesetting, text flow, and image position. Hard copy proofs must be collated with all elements in proper position (not pasted up), imaged face and back, and trimmed and folded to the finished size of the product. If proofs are required, the print order will specify the quantity, type and delivery address.

If the proof contains contractor's errors that are serious enough to require a revised proof, the revised proof must 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.

**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. 11" dated February 1999.

Newsprint, grammage 45 g/m<sup>2</sup> (basis weight: 28 lbs per 500 sheets, 24 x 36"), equal to JCP Code A10.

**NOTE:** All paper used **MUST** be of a consistent shade and uniform weight. Any deviation in weight will cause inserting problems in IRS mailing equipment and will be justification for rejection of the entire order and subsequent reprinting of the order at no additional cost to the Government.

**PRINTING:** Print head-to-head in black ink. Copy is type, rules, solids, reverses, line illustrations and tone areas.

**INK:** If lithographic ink is used in the performance of this contract, the ink shall contain not less than the following percentages of vegetable oil: (a) news ink, 40 percent; (b) sheet-fed and forms ink, 20 percent; and (c) heat-set ink, 10 percent. High quality color process printing on high speed heat-set presses is excepted when slow drying time significantly increases production costs.

**MARGINS:** Margins will be as specified on the furnished electronic media or camera copy. No bleed edges.

**BINDING:** Saddle pages together in sequence and paste on fold along the entire 11" dimension. Trim 3 sides. Single leaves connected with a lip (i.e., binding stub) will not be allowed. Most orders will fold. Some orders will ship flat. The print order will specify. When specified, orders will fold from 8-1/2 x 11" to 8-1/2 x 3-2/3" (IRS logo out) or from 8-1/2 x 11" to 8-1/2 x 5-1/2".

**PACKING, LABELING AND MARKING:** The print order will specify the carton quantity. No quantity variance will be allowed.

## PACKING, LABELING AND MARKING (contd.):

A Form 2040 in PDF fillable Adobe Acrobat 5.0 file format will be provided by email to the contractor. Contractor is required to have internet access, provided through their internet service provider with e-mail and a web browser equivalent to Internet Explorer 5.0 or Netscape 4.0. The contractor is also required to have Adobe Acrobat 6.0 (or higher) software (not Adobe reader). An email address must be provided to GPO upon award for the IRS to email the form.

The contractor is required to complete and email Form 2040 daily to the IRS when shipping begins. The majority of the information will be included in the report from the IRS to the contractor, but the contractor is responsible for the verification and correctness of information supplied back to the IRS. If there is any information missing or incorrect, contact GPO immediately for instructions. The contractor must revise the Electronic Form 2040 and transmit via email to IRS each day the product ships.

A carton label to be completed by the contractor will be provided with the 2040. The labels must be generated from the electronic file provided. No handwritten information is acceptable and there must be a bar code on the label. When a carton quantity of "0" (zero) is on the pdf label received, the contractor must electronically revise the pdf with the packing quantity to ensure the proper information will be embedded in the bar code. Failure of the contractor to revise the pdf electronically will result in the shipment being rejected and re-labeled at the contractor's expense. If requested by the department, the contractor must send an electronic PDF proof of the label prior to reproducing.

Contractor must follow ALL packing/labeling/palletizing requirements furnished on attachments 1 through 7. Do NOT substitute IRS labels. Any deviation in packing, labeling and/or shipping requirements may be cause for rejection of order and the contractor will have 48 hours to correct any deficiency. If not corrected in that timeframe, the Government will correct at contractor's expense. Note: Attachment 5 will apply to folded pamphlets. Attachment 6 will apply to pamphlets shipped flat. Attachment 7 will apply if pamphlets are folded to 8-1/2 x 3-2/3". If stuffers are required, the contractor must place chipboard on the top, bottom and between stacks within each carton to minimize damage to the product during transit.

**INSPECTION SAMPLES:** When indicated on the print order or otherwise requested, two samples shall be sent for inspection to the U.S. Government Printing Office, Regional Printing Procurement Office, 1100 Commerce Street, Room 731, Dallas, Texas 75242-0395, Attn: Inspection Samples.

These samples cannot be deducted from the total quantity ordered. The package or envelope containing the samples shall be identified by the GPO jacket number, program number, print order number, title, and include a facsimile 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:** Shipments over 750 pounds will ship f.o.b. contractor's city via IRS-supplied Government Bill of Lading (GBL). Shipments under 750 pounds will ship f.o.b. contractor's city via an IRS-supplied UPS account. The contractor is required to contact the IRS at least 7 workdays prior to shipping to arrange for GBLs or to obtain UPS account information. Shipments may deliver to a single address or multiple addresses.

Upon completion of each order, all furnished material and a print-order specified quantity of inspection samples must be returned to IRS/Dave Matlack, 4050 Alpha Road, MS 7015 NDAL, Dallas, TX 75244-4203. All expenses incidental to returning materials, submitting proof(s), and furnishing sample copies must be borne by the contractor.

**SCHEDULE:** Adherence to this schedule must be maintained. Contractor must not start production of any job prior to receipt of the individual print order (GPO Form 2511).

Furnished material will be ready for pickup, at contractor's expense, one hour after notification from the Department: see "Distribution" for address.

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

Complete production and distribution must be completed within 20 workdays.

For any orders in excess of 1,500,000 copies, 5 additional workdays will be added to the schedule.

If proofs are required, 3 additional workdays will be added to the schedule.

The ship/deliver date indicated on the print order is the date products ordered for shipment f.o.b. contractor's city must be shipped to the destination(s) specified.



### 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 orders for 12 months 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 during a like period of time.

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

- I. (a) 20
- (b) 2
- (c) 2
- (d) 1

- II.       (1)       (2)
- (a)    3       3000
- (b)    7       7000

- III. (a) 7000
- (b) 3000
- (c) 4
- (d) 8
- (e) 8000



### SECTION 4.- SCHEDULE OF PRICES

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

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

An entry of NC (No Charge) shall be entered if bidder intends to furnish individual items at no charge to the Government. Bids submitted with NB (No Bid) or blank spaces for an item may be declared nonresponsive.

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

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

Fractional parts of 1000 will be prorated at the per 1000 rate.

I. Electronic Prepress: The prices offered must be all-inclusive for output from electronic media and shall include the cost of all materials and operations as applicable including output of original or revised pages from electronic media.

- (a) Trim/Page-size unit .....per page.....\$\_\_\_\_\_
- (b) Adobe Acrobat PDF soft proofs.....per proof.....\$\_\_\_\_\_
- (c) Hard copy content proofs.....per proof.....\$\_\_\_\_\_
- (d) 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 (c). Operations that will be allowed are special visual effects changes such as electronic enhancement or alteration of photography, graphics, illustrations or text that is not performed by the department's design staff, requiring additional system software work by the contractor.

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Initials

II. PRINTING AND BINDING:

	<u>Makeready and/or Setup</u> (1)	<u>Running Per 1000 Copies</u> (2)
(a) 8-page paste on fold pamphlet...per complete product...\$	_____	\$ _____
(b) 12-page paste on fold pamphlet...per complete product...\$	_____	\$ _____

III. ADDITIONAL OPERATIONS:

- (a) Fold pamphlets from 8-1/2 X 11" to 8-1/2 x 3-2/3".....per 1000 pamphlets.....\$ \_\_\_\_\_
- (b) Fold pamphlets from 8-1/2 x 11" to 8-1/2 x 5-1/2".....per 1000 pamphlets.....\$ \_\_\_\_\_
- (c) Paper banding stuffers.....per 1000 bundles.....\$ \_\_\_\_\_
- (d) Generating carton labels from electronic file.....per 1000 labels.....\$ \_\_\_\_\_
- (e) Packing and sealing shipping containers.....per container.....\$ \_\_\_\_\_

**BIDDERS NAME AND SIGNATURE:** Fill out and return two copies of all pages in "Section 4.- Schedule of Prices", initial or sign each in the space provided and submit with the original and duplicate copies (face and back) of GPO Form 910, "Bid". Do not enter bid prices on GPO Form 910. NOTE: The Schedule of Prices will prevail in instances where prices are inadvertently entered on GPO Form 910.

Bidder \_\_\_\_\_

(City - State)

By \_\_\_\_\_

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

(Person to be contacted)

(Telephone Number)

## **Carton Shipping Instructions (Printers: Please Read Carefully)**

All shipping cartons must have the Carton Shipping Label affixed to one end of the carton (never on top, long side, or bottom). On small package carrier boxes/envelopes, the IRS label is to be affixed to the top of the package and the SPC shipping company label to the reverse side of the package.

If you receive a label from IRS without a Catalog Number, Revision Date, IRS Requisition Number, Product Number, Product Title, or blank carton quantity, the contractor must contact the IRS printing specialist for an updated carton label.

The following fields must be updated **electronically** by the contractor, when not entered by the IRS on the PDF label using Adobe Acrobat 6.0. **Do not make hand-written updates to the label under any circumstances.**

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

Automated **Carton # of #** fields: To print the correct number of labels with 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 cancelled. Be sure all information is correct prior to printing labels.*

**When a carton quantity of "0" (zero) is on the PDF label received, the contractor must electronically update the PDF with the packing quantity to ensure that the proper information will be embedded in the bar code.**

The label must be produced same-size in black ink on white paper.

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

**Failure of the contractor to update the PDF electronically will result in the shipment being rejected and re-labeled at the contractor's expense.**

Attachment#   2  

**Shipping/Distribution Instructions**

See attached Distribution List (2040). Online 2040 instructions, Shipping and Palletizing specs attached.

Must be **full** qtys to all consignees; no shortages accepted.

Contractor **must**:

- (1) Complete agency carton labels prior to reproducing & applying to cartons. IRS Carton labels for SPC shipments require the boxes in the upper right corner of the label, "CARTON#" and "OF" to be filled in (eg. 1 of 3, 2 of 3, and 3 of 3).
- (2) Follow all attachments (Shipping and Palletizing).
- (3) All shipments **over 750lbs** to a single dest. must ship via GBLs.
- (4) Shipments **under 750lbs** ship via IRS UPS account. If the contractor needs to setup an UPS account with the IRS they **must** email the printer contractor name, complete address, printer contact name, phone number and email address to David.J.Matlack@irs.gov **7-business days prior** to ship date.
- (5) Contractor to complete Online 2040 via email **each day** products ship.

**Special Requirements for shipping on IRS UPS Account.**

The print contractor must have the capability to generate UPS shipping labels electronically. It is the print contractor's responsibility to be familiar with electronic shipping methods via UPS. There are many ways to generate electronic shipping labels, either through a UPS shipping system (UPS WorldShip System or UPS Internet Shipping) or a 3<sup>rd</sup> Party Shipping Software (Pitney Bowes Shipping Software, etc.). The print contractor is to ship UPS ground unless specified otherwise.

In addition to basic addressing requirements, UPS shipping systems provide two reference fields that are required to be used:

- 1. *Reference Field 1*: Government Printing Office (GPO) Jacket number or Small Purchase Agreement (SPA) Contract Number, and
- 2. *Reference Field 2*: IRS Print Requisition Number

**\*\*Small Package Carrier** (UPS) shipments require one address label per carton/package. The UPS address labels must be affixed to the top of each and every carton/package.

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Attachment # 3 pg 1 of 2

**Online 2040 Attachment**

**Furnished by Government:** Form 2040 in a PDF fillable Adobe Acrobat 6.0 file format provided via email.

**Furnished by Contractor:** Print contractor is required to have Internet access, provided through their Internet Service Provider (ISP) with e-mail and web browser equivalent to Internet Explorer 5.0 or Netscape 4.0. The print contractor is also required to have Adobe Acrobat 6.0 (or higher) software (not Adobe Reader). The contractor must furnish an e-mail address for the IRS to e-mail the form.

The print contractor is required to complete and e-mail Form 2040 daily to the IRS when shipping begins. Form 2040 is in a PDF fillable file format. The majority of the information will be included in the report from the IRS to the contractor, but the contractor is responsible for the verification and correctness of information supplied back to IRS. If there is any information missing or incorrect, please contact Dave Matlack at 972-308-1650 or email at [David.J.Matlack@irs.gov](mailto:David.J.Matlack@irs.gov).

The contractor **must** update the Electronic Form 2040 and transmit via e-mail to IRS each day the product ships. Any delay or missed input could result in delay of payment.

**UPON AWARD** - Contractor must submit email to IRS [David.J.Matlack@irs.gov](mailto:David.J.Matlack@irs.gov). immediately follow award. Email subject should be labeled, "Online 2040 Request, GPO Jacket XXX-XXX". The subject should be repeated in the body of the email. Also a contact name and phone number as well as email address if different from the one used should be provided in the body of the email.

**ELECTRONIC FORM 2040- DISTRIBUTION/SHIPPING LIST:** IRS' Electronic Form 2040- Distribution List is used for shipping verification and is used for the purpose of updating IRS' databases and to inform destinations of the shipping and quantity status. The contractor **MUST** update the Electronic Form 2040 and transmit via e-mail to IRS on day of product shipment. Any delay or missed input could result in delay of payment. The contractor is required to complete and email Form 2040 daily to IRS when shipping begins. The majority of the information will be included in the report from the IRS to the contractor but the contractor is responsible for the verification and correctness of information supplied back to IRS. The contractor will open this file using their web browser and will see the information provided by IRS already in place. It will be the contractor's responsibility to update the Shipping Status, Ship Quantity and Date Shipped fields with their information as per instructions included in Form 2040 PDF. Contractor **MUST** request the IRS' Quick Reference Guide for the Form 2040 application, at time of award, to familiarize themselves on how to properly use the form. If there is any information missing or incorrect, please contact: the IRS Printing Analyst that is specified on the Print Order and in the upper corner of Form 2040. See Exhibit A. Unscheduled material such as Government bills of lading, shipping instructions, delivery lists, labels, etc., will be furnished with each 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.

**NOTE:** Any use of public address or web-based mail servers (ex: Hotmail, Yahoo, Juno) are forbidden. In order to verify that contractor has the capability to send and receive IRS' electronic distribution list from the distribution/shipping application. The contractor will be required to do a test to verify that network and operating system used by contractor will be compatible with IRS' distribution application, before sending "live" electronic distribution files.

# **Attachment** 4

Revised 8-9-2000

## **Packing:**

Contractor to furnish all cartons for bulk shipments: Cartons must be corrugated or solid fiber shipping containers,  $\geq 380\text{ kPa}$  (275 psi) minimum bursting strength. Bottom flaps may be glued, stapled, or sealed with polyester tape 51 to 76 mm (2 to 3") width, minimum 12kNm (65 lbs./inch) transverse tensile strength). If stapled, cartons must be stapled before packing and without damage to the product. Cartons are to be sealed at the top with 51 to 76 mm (2 to 3") paper or polyester taped (not reinforced). Approximate carton size is 445 x 295 x 203 mm (17-1/2 x 11-1/2 x 8"). **Contractor will determine exact dimensions of carton in accordance with folded and/or trim size and weight of the product produced.**

**ALL CARTONS MUST BE PACKED SOLID.**

## **Carton Labeling**

Cartons used for shipping will require a carton label. Complete and copy the attached shipping label and affix one to each shipping container according to the instructions at the top of the base carton label sheet. Improper, partial, or incorrect labeling may require the vendor to reimburse IRS for time spent correcting the order.

## **Packing**

Pack cartons in \_\_\_ stack(s) (\_\_\_ column(s) of \_\_\_) in suitable uniform quantities per carton, with the weight of a fully packed carton between 28 to 32 lbs.

## **Pallets**

Pallets (required for motor freight shipments only) must be type III and must conform with Federal Specifications NN-P-71C, and any amendments thereto except for dimensions (as shown on the following page) and single center stringer. Full entry MUST be on the 40" width. Strict adherence to these dimensions is necessary to accommodate storage requirements of IRS distribution centers. Receipt of incorrect pallets may result in a charge for each incorrect pallet, which will be assessed against the contractor. This charge will cover additional costs incurred by IRS to re-palletize the shipment onto correct pallets. Cartons shall be stacked on pallets with a maximum height of 55" including pallet. Do NOT use metal strapping or pallet caps for securing material on pallets. There must be no more than one partial pallet per destination.

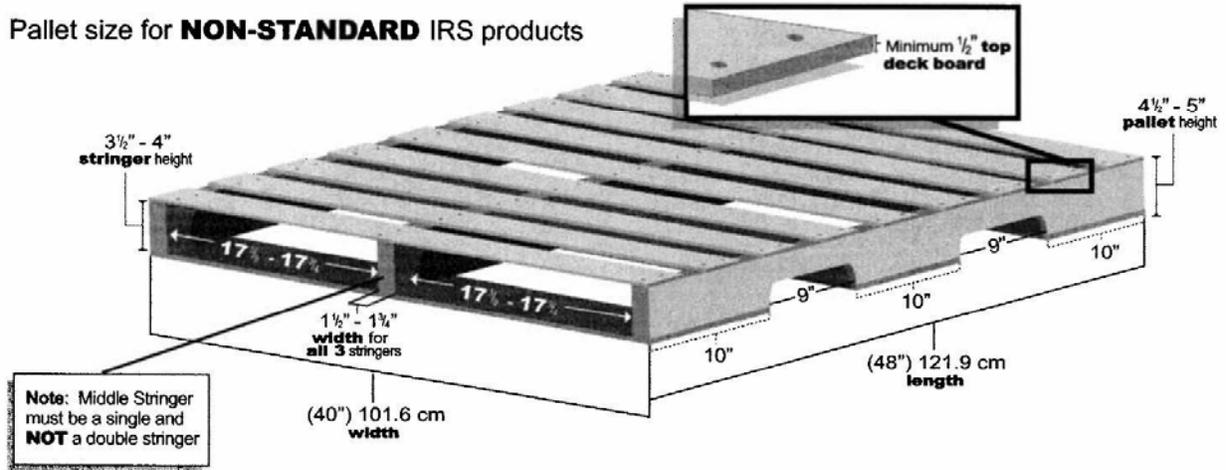
## **Palletizing:**

Cartons shall be stacked on pallets using a reverse layer pattern, usually having 9 cartons per layer, or as appropriate (see following page). Cartons must be fastened securely to the pallet in a manner that will prevent movement during transit but permit ready removal, without damage to the cartons at destinations.

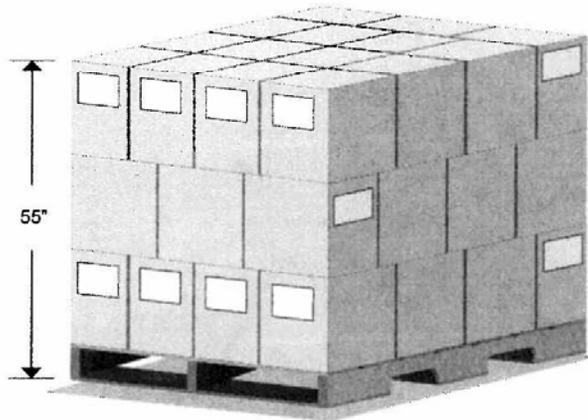
# IRS Pallet Specifications

**NOTE: The pallet in this specification is the standard pallet size that MUST be used when palletizing non-standard IRS products.** Palletization for cartons of non-Standard (non-letter size) IRS products should be based on a configuration that minimizes space between cartons and brings the end of each carton as close to the edge of the pallet as possible – without extending beyond the size of the pallet – always keeping in mind the stability of the required pallet size. Labels should be placed on all the cartons in the same location; with as many labels visible from the outer edge of the pallet as is possible. Direct any pallet inquiries to the appropriate IRS Printing Specialist prior to job completion.

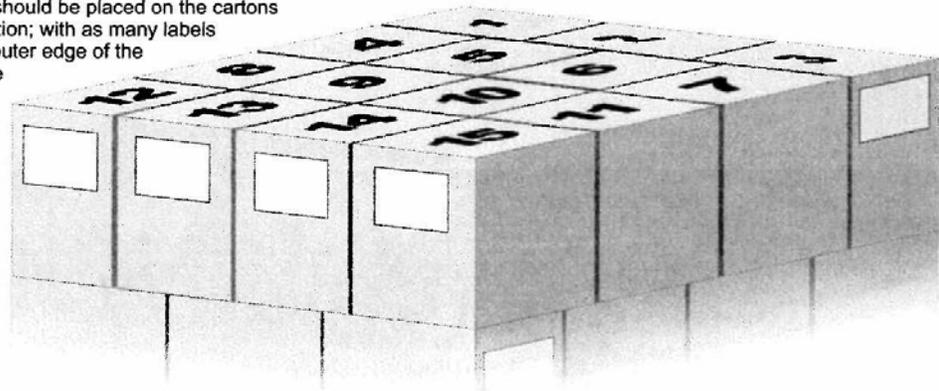
## Pallet size for **NON-STANDARD** IRS products



For non-standard IRS products the maximum full pallet (pallet + cartons) height **MUST NOT** exceed 55".



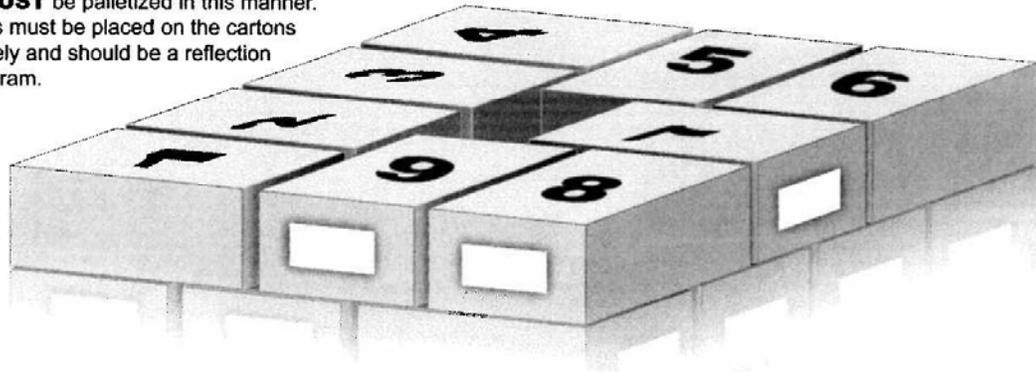
**ALL LABELS** should be placed on the cartons in the same location; with as many labels visible from the outer edge of the pallet as possible



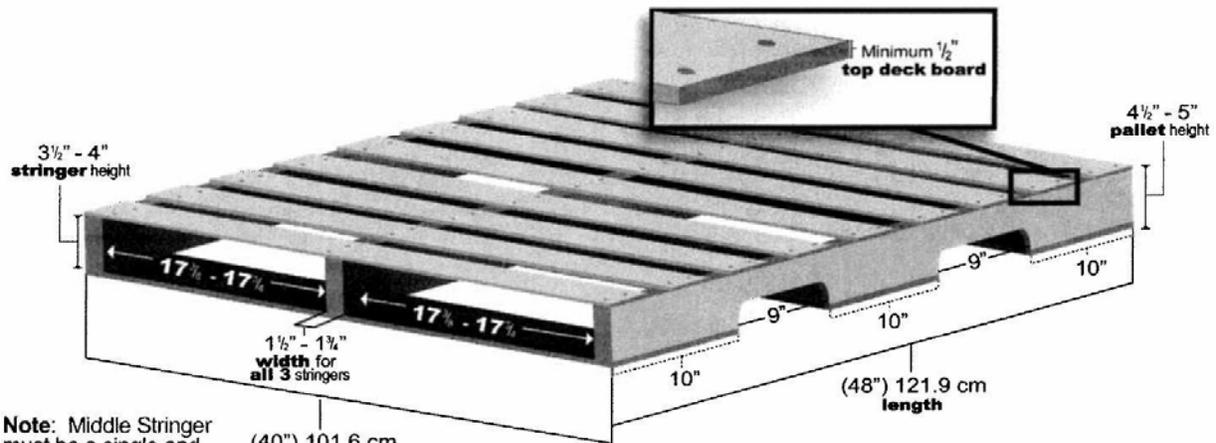
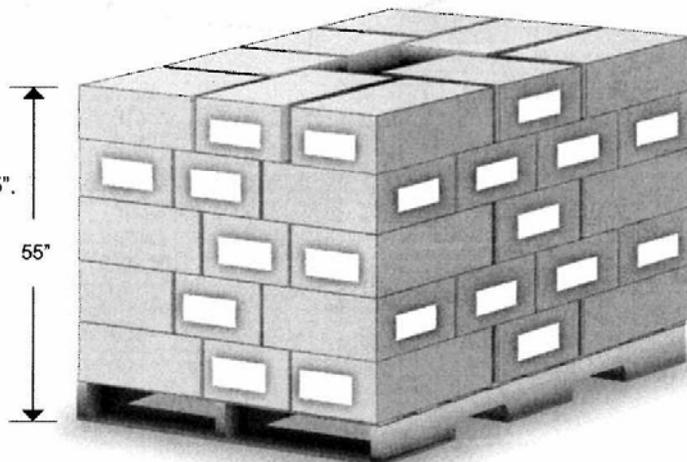


# Pallet Specifications

Cartons **MUST** be palletized in this manner.  
**ALL** labels must be placed on the cartons appropriately and should be a reflection of this diagram.



Maximum full pallet  
(pallet + cartons) height  
**MUST NOT** exceed 55".



**Note:** Middle Stringer must be a single and **NOT** a double stringer

# Packing Requirements for Standard IRS Stuffers

## Standard IRS Stuffers

The standard IRS stuffer (8-1/2" x 3-2/3") shall be packed in bundles:

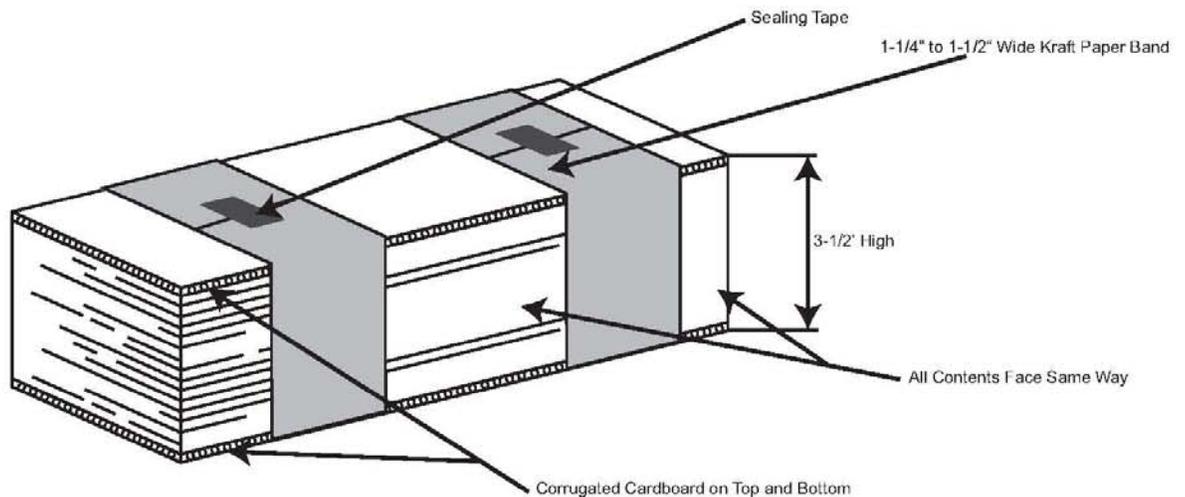
- With all the inserts facing the same way;
- With corrugated cardboard on the top and bottom; (the open sides will permit the user to determine the direction of the stuffers when preparing for use in the automated equipment); Specifications for corrugated cardboard: Corrugated mailing board, 900 x 1145mm (35" x 45"), plus or minus 3mm(1/8"), double faced, kraft or chip.

Bursting strength, average, not less than 420 kPa (60lb/in<sup>2</sup>); thickness of corrugating medium, average, 0.3mm (0.009"); nominal thickness of finished board, 3mm (1/8"). Cut corrugated cardboard with "rib" long to better enforce packaging.

- No higher than three and one-half inches (3-1/2") tall (after being compressed for banding);
- Banded in two places of the stack with plain kraft paper (non-adhesive) 1-1/4" to 1-1/2" wide; to prevent curling.
- With kraft band secured with some type of adhesive or tape that does not come in contact with the stuffers in any way;
- Packed securely in cartons to avoid shifting;
- With all units banded in consistent multiples of 25 (ex: 25, 50, 100 etc.);

NOTE: Do NOT use shrink wrap, plastic wrap, or enclose the stuffer bundles in any way.

To facilitate carton packing, three to five individually banded bundles may be wrapped together with two bands of three inch (3") plain kraft paper, secured in the same way as the individual bundles.



U.S. GOVERNMENT PRINTING OFFICE  
Printing Procurement Department  
**BID**

All bids are subject to GPO Publication 310.2, Contract Terms (Rev. 6-01) which is incorporated by reference, and the representations and certifications on the reverse of part one of this GPO Form 910.

Shipment(s) 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, contractor will be responsible for any additional shipping costs incurred.)

PROGRAM NO. \_\_\_\_\_ (BIDDER TO ATTACH SCHEDULE OF PRICES TO THIS BID FORM)

or

JACKET NO. \_\_\_\_\_

BID \_\_\_\_\_

Additional \_\_\_\_\_ Rate \_\_\_\_\_

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Discounts are offered for prompt payment as follows: \_\_\_\_\_ percent, \_\_\_\_\_ calendar days.  
See Provision 12 "Discounts" in GPO Contract Terms (Pub. 310.2).

Bidder hereby acknowledges amendment(s) number(ed) \_\_\_\_\_

In compliance with the above, the undersigned agrees, 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.

**Notice: Failure to provide a 60 day bid acceptance period may result in expiration of your bid prior to award.**

**COMPANY SUBMITTING BID**

**PERSON AUTHORIZED TO BID**

Company \_\_\_\_\_ Name \_\_\_\_\_

Address \_\_\_\_\_ Title \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Signature \_\_\_\_\_

GPO Contractor Code (if known) \_\_\_\_\_ Date \_\_\_\_\_

Telephone Number \_\_\_\_\_ Facsimile Number \_\_\_\_\_

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Contracting Officer Review \_\_\_\_\_ Date \_\_\_\_\_ Certifier \_\_\_\_\_ Date \_\_\_\_\_  
(Initials) (Initials)

# Representations and Certifications

Exception to the certifications may render your bid nonresponsive. Submission of your bid without statement of exception shall constitute certification of the six items.

## REPRESENTATIONS.

**R-1. Small business.** By submission of a bid, the bidder represents that the bidder is a small business concern, unless the bid contains an affirmative representation that the bidder is not a small business concern.

**R-2. Small Disadvantaged Business Concern.** By submission of a bid, the bidder represents that the bidder is not a small disadvantaged business concern, unless the bid itself contains an affirmative representation that the bidder is a small disadvantaged business concern.

**R-3. Women-Owned Small Business Concern.** By submission of a bid, the bidder represents that the bidder is not a women-owned small business concern, unless the bid itself contains an affirmative representation that the bidder is a women-owned small business concern.

## CERTIFICATIONS.

**C-1. Covenant Against Contingent Fees.** Submission of a bid without statement of exception shall constitute certification.

(a) The contractor warrants that no person or agency has been employed or retained to solicit or obtain a contract upon an agreement or understanding for a contingent fee, except a bona fide employee or agency. For breach or violation of this warranty, the Government shall have the right to annul the contract without liability or, in its discretion, to deduct from the contract price or consideration or otherwise recover, the full amount of the contingent fee.

(b) "Bona fide agency" means an established commercial or selling agency, maintained by a contractor for the purpose of securing business, that neither exerts nor proposes to exert improper influence to solicit or obtain Government contracts nor holds itself out as being able to obtain any Government contract or contracts through improper influence.

"Bona fide employee" means a person, employed by a contractor and subject to the contractor's supervision and control as to time, place, and manner of performance, who neither exerts nor proposes to exert improper influence to solicit or obtain Government contracts nor holds out as being able to obtain any Government contract or contracts through improper influence.

"Contingent fee" means any commission, percentage, brokerage, or other fee that is contingent upon the success that a person or concern has in securing a Government contract.

"Improper influence" means any influence that induces or tends to induce a Government employee or officer to give consideration or to act regarding a Government contract on any basis other than the merits of the matter.

**C-2. Buy American Certification.** Except as may be listed with the bid itself, the bidder certifies with the submission of a bid that each end product is a domestic end product (as defined in clause 37 "Buy American Act" in Contract Clauses), and that components of unknown origin have been considered to have been mined, produced, or manufactured outside the United States. Any exception listed with the bid itself must list both the excluded end products and the country of origin of each.

**C-3. Clean Air and Water.** Submission of a bid without statement of exception shall constitute certification.

(Applicable if the bid or offer exceeds \$100,000 or the Contracting Officer has determined that orders under an indefinite quantity contract in any year will exceed \$100,000, or a facility to be used has been the subject of a conviction under the Clean Air Act (42 U.S.C. 7413 (C) (1)) or the Federal Water Pollution Control Act (33 U.S.C. 1319(c)) and is listed by EPA, or is not otherwise exempt.)

(a) Any facility to be utilized in the performance of the proposed contract has not been listed on the Environmental Protection Agency List of Violating Facilities.

(b) The Contracting Officer will be promptly notified, prior to award, of the receipt of any communication from the Director, Office of Federal Activities, Environmental Protection Agency, indicating that any facility which he/she proposes to use for the performance of the contract is under consideration to be listed on the EPA List of Violating Facilities.

(c) Bidder will include substantially this certification, including this paragraph (c), in every nonexempt subcontract.

**C-4. Certificate of Independent Price Determination.** Submission of a bid without statement of exception shall constitute certification.

(a) The offeror certifies that-

(1) The prices in the offer have been arrived at independently, without, for the purpose of restricting competition, any consultation, communication, or agreement with any other offeror or competitor relating to(i) those prices; (ii) the intention to submit an offer; or (iii) the methods or factors used to calculate the prices offered.

(2) The prices in the offer have not been and will not be knowingly disclosed by the offeror, directly or indirectly, to any other offeror or competitor before bid opening (in the case of a sealed bid solicitation) or contract award (in the case of a negotiated solicitation) unless otherwise required by law; and

(3) No attempt has been made or will be made by the offeror to induce any other concern to submit or not to submit an offer for the purpose of restricting competition.

(b) Each signature on the offer is considered to be a certification by the signatory that the signatory-

(1) Is the person in the offeror's organization responsible for determining the prices being offered in the bid or proposal, and that the signatory has not participated and will not participate in any action contrary to subparagraphs (a) (1) through (a) (3) of this provision; or

(2)(i) Has been authorized, in writing, to act as agent for the following principals in certifying that those principals have not participated, and will not participate in any action contrary to subparagraphs (a) (1) through (a) (3) of this provision [insert full name of person(s) in the offeror's organization responsible for determining the prices offered in the bid or proposal, and the title of his or her position in the offeror's organization];

(ii) As an authorized agent, does certify that the principals named in subdivision

(b)(2)(i) of this provision have not participated, and will not participate, in any action contrary to subparagraphs (a)(1) through (a)(3) of this provision; and

(iii) As an agent, has not personally participated, and will not participate, in any action contrary to subparagraphs (a)(1) through (a)(3) of this provision.

(c) If the offeror deletes or modifies subparagraph (a)(2) of this provision, the offeror must furnish with its offer a signed statement setting forth in detail the circumstances of the disclosure.

**C-5. Certification Regarding Debarment, Suspension, Proposed Debarment, and other Responsibility Matters** (Jan. 1999). By submission of a bid-

(a)(1) The offeror certifies, to the best of its knowledge and belief, that-

(i) The offeror and/or any of its principals-

(A) Are not presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any Federal agency;

(B) Have not, within a 3-year period preceding this offer, been convicted of or had a civil judgment rendered against them for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, state, or local) contract or subcontract; violation of Federal or state antitrust statutes relating to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, or receiving stolen property; and

(C) Are not presently indicted for, or otherwise criminally or civilly charged by a governmental entity with commission of any of the offenses enumerated in subdivision (a)(1)(i)(B) of this provision.

(ii) The offeror has not, within a three-year period preceding this offer, had one or more contracts terminated for default by any Federal agency.

(2) "Principals," for the purposes of this certification, means officers; directors; owners; partners; and, persons having primary management or supervisory responsibilities within a business entity (e.g., general manager; plant manager; head of a subsidiary, division or business segment, and similar positions).

This Certification Concerns a Matter Within the Jurisdiction of an Agency of the United States and the Making of a False, Fictitious, or Fraudulent Certification May Render the Maker Subject to Prosecution Under Section 1001, Title 18, United States Code.

(b) The offeror shall provide immediate written notice to the Contracting Officer if, at any time prior to contract award, the offeror learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

(c) A certification that any of the items in paragraph (a) of this provision exists will not necessarily result in withholding of an award under the solicitation. However, the certification will be considered in connection with a determination of the offeror's responsibility. Failure of the offeror to furnish a certification or provide such additional information as requested by the Contracting Officer may render the offeror non-responsible.

(d) Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render, in good faith, the certification required by paragraph (a) of this provision. The knowledge and information of an offeror is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

(e) The certification in paragraph (a) of this provision is a material representation of fact upon which reliance was placed when making award. If it later determined that the offeror knowingly rendered an erroneous certification, in addition to other remedies available to the Government, the Contracting Officer may terminate the contract resulting from the solicitation for default.

**C-6. Certification of Nonsegregated Facilities** (Jan. 1999). Submission of a bid without statement of exception shall constitute certification.

(a) "Segregated facilities," as used in this provision, means any waiting rooms, work areas, rest rooms and wash rooms, restaurants and other eating areas, time clocks, locker rooms and other storage or dressing areas, parking lots, drinking fountains, recreation or entertainment areas, transportation, and housing facilities provided for employees, that are segregated by explicit directive or are in fact segregated on the basis of race, color, religion, or national origin because of habit, local custom, or otherwise.

(b) By submission of an offer, the offeror certifies that it does not and will not maintain or provide for its employees any segregated facilities at any of its establishments, and that it does not and will not permit its employees to perform their services at any location under its control where segregated facilities are maintained. The offeror agrees that a breach of this certification is a violation of the Equal Opportunity clause in the contract.

(c) The offeror further agrees that (except where it has obtained identical certifications from proposed subcontractors for specific time periods) it will-

(1) Obtain identical certifications from proposed subcontractors before the award of subcontracts under which the subcontractor will be subject to the Equal Opportunity clause;

(2) Retain the certifications in the files; and

(3) Forward the following notice to the proposed subcontractors (except if the proposed subcontractors have submitted identical certifications for specific time periods):

### NOTICE TO PROSPECTIVE SUBCONTRACTORS OF REQUIREMENT FOR CERTIFICATION OF NONSEGREGATED FACILITIES

A certification of Nonsegregated Facilities must be submitted before the award of a subcontract under which the subcontractor will be subject to the Equal Opportunity clause. The certification may be submitted either for each subcontract or for all subcontracts during a period (i.e., quarterly, semiannually, or annually).

Note: The penalty for making false statements in offers is prescribed in 18 U.S.C. 1001.

\*\*\*\*\*SAMPLE BID ENVELOPE\*\*\*\*\*

In order to insure proper processing of all bids, the following  
Information is required on all contractor furnished bid envelopes:

**JACKET OR PROGRAM NO.** \_\_\_\_\_  
**FROM** \_\_\_\_\_  
**ADDRESS** \_\_\_\_\_

POSTAGE  
STAMP  
REQUIRED

(Please check appropriate box)

- BID
- NO BID
- CONFIRMATION OF TELEPHONE/TELEGRAPH BID

**U.S. Government Printing Office  
Dallas Regional Printing Procurement Office  
1100 Commerce Street, Room 731  
Dallas, TX 75242**

BIDS WILL BE RECEIVED UNTIL

AT 2 P.M. PREVAILING DALLAS TIME