

Program 1502-S Contract Term: September 1, 2015 through August 31, 2016 plus four

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

ITEM	DESCRIPTION	BASIS OF AWARD	Alpha Graphics Schaumburg Schaumburg, IL		Spot Printing Oakbrook Terrace, IL		Warner Printing Co Chicago, IL		Previous Contract Alpha Graphics Schaumburg Schaumburg, IL	
			UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST
I.	COMPLETE PRODUCT:									
(a)	Black only, per page (whether printed or blank)per 100 copies	49,858	1.60	79,772.80	1.80	89,744.40	1.98	98,718.84	1.60	79,772.80
(b)	Color only ... (per color side) per 100 copies	71	19.00	1,349.00	21.85	1,551.35	16.00	1,136.00	19.00	1,349.00
II.	ADDITIONAL OPERATIONS:									
(a)	Proof of color pagesper color page	20	NC	0.00	7.00	140.00	NC	0.00	NC	0.00
(b)	Black copy face only of tab dividers, mylar reinforce tab, clear mylar reinforce bind edge, including cost of divider, and collate within textper 100 dividers	12	12.00	144.00	13.80	165.60	15.00	180.00	12.00	144.00
(c)	Black copy face and back of tab dividers, mylar reinforce tab, clear mylar reinforce bind edge, including cost of divider, and collate within textper 100 dividers	11	15.00	165.00	20.00	220.00	18.00	198.00	15.00	165.00
(d)	Furnish and place clear plastic protector in front of cover and clear or black plastic protector in back....per book / pamphlet	20	0.38	7.60	1.50	30.00	0.45	9.00	0.38	7.60
(e)	Collate text color copies or text on colored stock with balance of textper 100 sets	11	7.00	77.00	7.50	82.50	8.00	88.00	7.00	77.00
(f)	Collate into sets, including, as ordered, slip sheeting between sets or stitching with one or two stitching, and drillingper 100 sets	210	2.00	420.00	7.35	1,543.50	2.25	472.50	2.00	420.00
(g)	Collate into sets, punch and comb bind, per 100 sets	1	125.00	125.00	135.00	135.00	100.00	100.00	125.00	125.00
(h)	Collate into sets and tape bind per 100 sets	1	85.00	85.00	125.00	125.00	85.00	85.00	85.00	85.00
(i)	Shrink film wrap per wrap	12,294	0.18	2,212.92	0.22	2,704.68	0.22	2,704.68	0.18	2,212.92
	TOTAL OFFER:			\$84,358.32		\$96,442.03		\$103,692.02		\$84,358.32
	DISCOUNT:		2.00%	\$1,687.17	2.00%	\$1,928.84	0.00%		2.00%	\$1,687.17
	NET OFFER:			\$82,671.15		\$94,513.19		\$103,692.02		\$82,671.15
			AWARDED							

Prepared by: TF

Reviewed by: GC

INVITATION FOR BIDS

U.S. GOVERNMENT PRINTING OFFICE
200 N. LaSalle St., Suite 810
Chicago, IL 60601-1055

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

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

Single Award

BID OPENING: Bids shall be publicly opened at 2 p.m. prevailing Chicago, IL time on
July 31, 2015.

BID SUBMISSION: Facsimile bids are acceptable (see GPO Contract Terms, Pub. 310.2, 5/99). To submit a bid, the contractor must return a signed and completed GPO Bid Form 910 and "Schedule of Prices" included at the end of this specification.

Send bids to U.S. Government Printing Office, Suite 810, 200 N. LaSalle St., Chicago, IL 60601, or fax bids to **312-886-2057**.

NOTE: Changes are scattered throughout. All bidders are cautioned to familiarize themselves with all provisions of these specifications before bidding.

PRODUCTION AREA: It is assumed that all production facilities used in the manufacture of the product(s) ordered under this contract must be located within a 50-mile radius of the Chicago GPO office. Any bidder intending to use production facilities outside this area shall furnish additional information with the bid that will demonstrate ability to meet all the schedule requirements.

CONTRACT TERM: The term of this contract is for the period beginning September 1, 2015 and ending August 31, 2016, plus up to 4 optional 12-month extension period(s) that may be added in accordance with the "Option to Extend the Contract Term" clause in this contract.

INFORMATION: Fax requests for award information (available approx. 2 weeks after bid opening) to GPO Chicago front desk at 312-886-2057.

For questions about these specifications call Gina Conaway, 312 353-3916, ext. 5. Do **not** call her with requests for specifications or abstracts.

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 (Rev. August 2002)).

DOING BUSINESS WITH THE GPO: Contractors wishing to do business with the GPO are referred to the GPO web site <http://www.gpo.gov/business/index.html>, where one can register as a GPO contractor using the ‘**GPO Contractor Connection**’ link in accordance with the furnished instructions on this page.

NOTE: Prospective as well as existing GPO contractors are to note that, as of 1/1/08, all contractors seeking to do business with the GPO must first complete and thereafter maintain the accuracy of its GPO Contractor Connection registration with the following mandatory taxpayer information boxes: “EIN/TIN #” Employer Identification Number of Taxpayer Identification Number): “Subject to Backup Withholding” (See Form W-9). The GPO will withhold payment of any invoices for work completed by any contractor who fails to provide this tax data in GPO Contractor Connection. Such invoices will be declared ineligible for payment until all requirements for payment, including providing this tax data in GPO Contractor Connection, have been satisfied.

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

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

Inspection Levels (from ANSI/ASQC Z1.4): (a) Non-destructive Tests--General Inspection Level 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	OK Proof/Digital Print File / Camera Copy
P-10 Color Match	OK Proof / Camera Copy

SUBCONTRACTING: The predominant production functions are black only and full color copying. Bidders who must subcontract either of these operations will be declared non-responsible.

PREAWARD SURVEY: In order to determine the responsibility of the prime contractor or any subcontractor, the Government reserves the right to conduct a preaward survey or to require other evidence of technical, production, managerial, financial, and similar abilities to perform, prior to the award of a contract.

OPTION TO EXTEND THE CONTRACT TERM: The Government has the option to extend the term of this contract for a period of 12 months by written notice to the contractor not later than 30 days before the contract expires. If the Government exercises this option, the extended contract shall be considered to include this clause, except, the total duration of the contract may not exceed 5 years as a result of, and including, any extension(s) added under this clause. Further extension may be negotiated under the “Extension of Contract Term” clause. See also “Economic Price Adjustment” for periodic pricing revision.

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

ECONOMIC PRICE ADJUSTMENT: The 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.

DEPARTMENTAL RANDOM COPIES (BLUE LABEL): All orders for more than 500 copies must be divided into 50 sublots. A random copy must be selected from each subplot. Do not choose copies from the same general area in each subplot. The contractor will be required to execute a statement furnished by GPO certifying that copies were selected as directed. The random copies constitute a part of the total quantity ordered, and no additional charge will be allowed.

These randomly selected copies must be packed separately and identified by a special government-furnished blue label, affixed to each affected container. The container and its contents shall be recorded separately on all shipping documents and sent in accordance with the distribution list to address receiving the bulk of the copies. A copy of the PRINT ORDER and a signed Government-furnished certificate of selection must be included.

OFFICIAL USE ONLY: Some or all of the orders placed under this contract will be marked for “Official Use Only”. “Official Use Only” documents are the property of the IRS and are construed to be a “thing of value” protected by statute (18 USC 641, as modified by 18 USC 3571). All copies must be accounted for and all waste and printing plates must be destroyed beyond recognition or reconstruction. No sample copies may be sent to the GPO on orders so marked. The following clauses regarding “SAFEGUARDS” and “CRIMINAL/CIVIL SANCTIONS” are applicable as follows:

SAFEGUARDS: Any Treasury Department information made available, which is marked “Official Use Only,” shall be used only for the purpose of carrying out the provisions of this contract, and shall not be divulged or made known in any manner to any person except as may be necessary in the performance of the contract.

CRIMINAL/CIVIL SANCTIONS: Each officer or employee of the contractor or subcontractor at any tier to whom “Official Use Only” information may be made available or disclosed shall be notified in writing by the contractor that “Official Use Only” information disclosed to such officer or employee can be used only for a purpose and to the extent authorized herein, and that further disclosure of any such “Official Use Only” information, by any means, for a purpose or to an extent unauthorized herein, may subject the offender to criminal sanctions imposed by 18 USC Sections 641 and 3571. Section 641 of 18 USC provides, in pertinent part, that whoever knowingly converts to his use or the use of another, or without authority, sells, conveys, or disposes of any record of the United States or whoever receives the same with intent to convert it to his use or gain, knowing it to have been converted, shall be guilty of a crime punishable by fine or imprisoned up to ten years or both.

PERFORMANCE RECORDS: Confirmation of delivery forms will be furnished to the awarded contractor. GPO program and print-order numbers, and dates mailed and/or delivered must be filled in by the contractor. Send with copies of all delivery receipts and post office mailing receipts via telefacsimile to the GPO, (312-886-2057), Attn: Chicago GPO front desk, on the day delivery was completed.

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 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, 2015 through August 31, 2016, 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 from commercial sources 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.

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

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

The Government may issue orders that 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.

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

PAYMENT: Submit all invoices to: Comptroller, Stop FMCE, Financial Management Services, U.S. Government Printing Office, Washington, D.C. 20401.

CONTRACTOR'S INVOICE FOR PAYMENT MUST BE ITEMIZED IN ACCORDANCE WITH THE SCHEDULE OF PRICES. FAILURE TO ITEMIZE IN ACCORDANCE WITH THE SCHEDULE OF PRICES MAY RESULT IN DELAYED PAYMENT.

SECTION 2.- SPECIFICATIONS

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

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

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

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

It is anticipated that approximately 135 orders may be placed as follows.

1. Color Copying	2
2. Mixed color copying and black only copying	3
3. Black only copying	130

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

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

	<u>QUANTITY</u>	<u># OF ORDERS</u>
Color Copying only, 1 to 70 originals, with most orders for fewer than 40 originals	2-50	1
	51-200	1
Mixed color and black copying; from 50 to 250 pages, approx. 75% have only the front cover in color, balance have up to 90 color originals interspersed throughout:	Up to 200	2
	over 200	1
Black only copying, from 4 to 2,000 pages copying one or two sides. Approx. 44% of the orders will be for fewer than 100 pages; 35% will be for over 100 pages to 500 pages; and 21% will be for over 500 pages:	Up to 100	70
	101 to 500	40
	over 500	20

TRIM SIZE:

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

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

GOVERNMENT TO FURNISH:

Print Order (GPO Form 2511).

Orders placed by IRS (most orders): Electronic transfer of text, via e-mail or File Transfer Protocol (FTP). Files will be in Portable Document Format (PDF). All images in the PDF files will be hi-resolution and all fonts will be embedded in the files prior to image processing. The contractor is responsible for checking files contained on the furnished electronic files/media to insure that correct file output selection has been provided for, so as to correctly output for reproduction.

The Distribution List will be provided via email as Form 2040 in a PDF file format. Distribution List will contain addresses for creating shipping and mailing labels.

In addition to IRS' Electronic Form 2040- Distribution List; Contractor will be provided an Advance Distribution List (for locations at agency headquarters).

Special IRS shipping carton label (Form 6153) to be reproduced according to agency requirements.

All other orders:

Camera copy such as laser prints.

Manuscript copy for tab dividers if applicable.

When available, a page dummy.

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

Facsimile for shipping container labels.

GPO "VERIFICATION OF DELIVERY" form. Contractor **MUST** complete this form and fax to GPO Chicago, Attn: Compliance Section **WITHIN 24 HOURS OF DELIVERY**. Failure to follow this procedure may result in delayed payment after billing.

PROOFS: Some orders for color copying will require that the contractor generate 1 color copy on the stock and with the equipment to be used for the production quantity. This copy will serve as the proof.

The proof must be sent, along with the camera copy original, to the proof address indicated on the individual print order.

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 Gina Conaway at 312-353-3916 x 5.

The contractor shall create or alter any necessary trapping, set proper screen angles and screen frequency, and define file output selection for the imaging device being utilized. Furnished files must be imaged as necessary to meet the assigned quality level.

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

CONTRACTOR TO FURNISH: All materials and operations, other than those listed under "Government to Furnish," necessary to produce the product(s) in accordance with these specifications.

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

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

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

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

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

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

The following stocks may be ordered:

- A. White and colored Plain Copier, Xerographic paper, basis weight 20 lbs. per 500 sheets, 17 x 22" equal to JCP O60. Infrequently, colored sheets may be ordered intermixed with the white.
- B. White High Quality Xerographic Copier Paper, Laser Printer, basis weight 24 lbs, per 500 sheets, 17 x 22", equal to JCP O61.

- C. White and colored Vellum Finish Cover, basis weight 65 lbs. per 500 sheets, 20 x 26” equal to JCP L20.
- D. White and colored Index, basis weight 90 lbs. per 500 sheets, 25-1/2 x 30-1/2” equal to JCP K10. Tab dividers will be on white index.
- E. White laser finish Matte Coated Cover, basis weight 60-65 lbs. per 500 sheets 20 x 26”, equal to JCP L50 except for laser finish requirement.
- F. White No. 1 Smooth Finish Cover, laser finish, basis weight 80 lb. per 500 sheets 20 x 26”, equal to JCP L21 except for laser finish requirement.

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

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

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

Color copier settings must be adjusted as required to faithfully reproduce the original copy.

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

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

- A. Slip sheeted using a colored separator between sets;
- B. Shrink film wrapped with chipboard;
- C. Stapled with one staple in upper left corner;
- D. Two staples along 11” bind edge;
- E. Tape bound using black tape as ordered (or any other mutually agreed upon colors that the contractor is willing to make available for the same cost and schedule); or
- F. Comb bound using black or white plastic combs as ordered (or any other mutually agreed upon colors that the contractor is willing to make available for the same cost and schedule).

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

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

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

LABELING AND MARKING: Reproduce shipping container label, fill out information, and attach to each container.

PACKING: Pack suitable in shipping containers not to exceed 45 lbs. per container. Use only new corrugated or solid fiberboard containers with a minimum bursting strength of 275 p.s.i.

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

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

DISTRIBUTION:

F.o.b. destination (at contractor's expense): Pickup copy from, deliver production quantities and government furnished material to addresses in the Chicago, Illinois metropolitan area located within 35 mile radius of the Chicago GPO.

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

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

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

F.o.b. contractor's city: Deliveries to destinations beyond the 35 mile radius must be delivered by overnight carrier, costs reimbursable, unless the contractor indicates that they can deliver to that location via their vehicle at no additional charge. (May also ship by slower method if additional time allowed in schedule).

Orders placed by IRS (most orders):

The IRS will indicate on the print order the method and level of shipping required (anywhere from same day to UPS), and whether it is to be reimbursable or using an IRS account.

Ground service delivery – 750 lbs. and over to one location (as authorized by IRS):

Contractor may be required to use Internal Revenue Bills of Lading (IRBL's), which will be for all freight shipments. The IRBL's will have designated carriers which the contractor MUST use. The contractor must give the designated carrier a minimum of two workdays notice for pick-up. The contractor does not have the authority to change a designated carrier without IRS authorization and will be responsible for any additional shipping costs in the event of an unauthorized change. The contractor must report any carrier-related problems to the IRS Postal and Transport Policy Section immediately. Telephone (972) 308-1932 or (972) 308-1886, between the hours of 8:00 am – 3:30 pm, prevailing eastern-standard time, Monday through Friday, exclusive of Federal Holidays. If the carrier refuses the shipment, the contractor must provide the following information: contractor's name, location, date and time of shipment refusal, carrier name, name of carrier contact, IRBL number, requisition number, and a brief description of the problem. If necessary the IRS may authorize the use of another carrier. All unused IRBL's should be returned to the IRS, NOT the GPO.

The contractor is responsible for ensuring that the proper weight and pieces are shown on the IRBL, that the date of receipt of shipment is accurately entered by the carrier's agent, and the proper paperwork is issued to the carrier. Public Vouchers, submitted by the contractor for payment of printing, must be accompanied by a signed copy of the IRBL. All memorandum copies of the IRBL must be legible to be acceptable as proof of shipment. The contractor will not incur or pay any freight charges when using IRBL's as the carrier will bill IRS directly.

For ground service deliveries under 750 lbs (as authorized by IRS):

Contractor may be required to ship via small package carrier (SPC). After award, the IRS will set up an account with the small package carrier that contractor will use for distribution (UPS is the current small package carrier for IRS). IRS small package carriers are subject to change on a yearly basis and could change throughout the time of the contract. Any cost associated for updating shipping systems to utilize another small package service carrier will be at the expense of the award winner for the duration of this contract. Contractor must notify the designated small package carrier when orders are ready for shipping. The contractor must report any SPC related problems to the IRS Postal and Transport Policy Section immediately. Telephone (972) 308-7074 or (972) 308-1886, between the hours of 8:00 am – 3:30 p.m., prevailing eastern-standard time, Monday through Friday, exclusive of Federal Holidays.

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

No definite dates can be predetermined for placement of orders. Contractor will be notified by telephone when furnished material is available for pickup.

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

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

Deliver to local destinations within the 50-mile radius of Chicago GPO within three workdays.

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

As mutually agreed, special orders placed directly by IRS in Bloomington, delivering to Bloomington will be shipped the workday after receipt of the order in a method indicated on the individual print order (anything from same day to UPS ground).

SECTION 3.- DETERMINATION OF AWARD

The Government will determine the lowest bid by applying the prices quoted in the "Schedule of Prices" to the following units of production which are the estimated requirements to produce the estimated volume over a period of one year. 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.

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

- I. (a) 49858
- (b) 71

- II. (a) 20
- (b) 12
- (c) 11
- (d) 20
- (e) 11
- (f) 210
- (g) 1
- (h) 1
- (i) 12,294

SECTION 4.- SCHEDULE OF PRICES

Bids offered are f.o.b. destination to destinations within a 50-mile radius of the Chicago, IL GPO or f.o.b. contractor’s city, costs reimbursable, for destinations beyond that radius or as specified by IRS.

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

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

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

I. COMPLETE PRODUCT (except for additional charges listed under II. ADDITIONAL OPERATIONS): Prices quoted shall include the cost of all required materials and operations necessary for the complete production and distribution of the product listed in accordance with these specifications. The cost of the various stocks ordered must be included in this base price.

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

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

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

(Initials)

(COMPLETE AND SUBMIT THIS PAGE WITH YOUR BID)

For the purposes of this contract only, the definitions for color copying are different than those for black only. The number of color originals times the number of sets equals the total number of copies. A two-piece cover that color copies on the face of the front cover only would be billed as 1 original.

(b) Color only... (per color side).....**per 100 copies**.....\$ _____

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

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

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

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

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

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

(a) Proof of color pages...**per color page**.....\$ _____

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

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

(d) Furnish and place clear plastic protector in front of cover and clear or black plastic protector in back.....**per book/pamphlet**.....\$ _____

(Initials)

(COMPLETE AND SUBMIT THIS PAGE WITH YOUR BID)

- (e) Collate text color copies or text on colored stock with balance of text **per 100 sets**.....\$ _____

- (f) Collate into sets, including, as ordered, slip sheeting between sets or stitching with one or two stitches, and/or drilling, **per 100 sets**.....\$ _____

- (g) Collate into sets, punch, and comb bind, **per 100 sets**.....\$ _____

- (h) Collate into sets and tape bind, **per 100 sets**.....\$ _____

- (i) Shrink film wrap, **per wrap**.....\$ _____

(Initials)

(COMPLETE AND SUBMIT THIS PAGE WITH YOUR BID)

BIDDER'S NAME AND SIGNATURE: Fill out and return all pages in "Section 4.- Schedule of Prices," initialing or signing each in the space provided attached to a completed and signed GPO Form 910, "Bid." Do not enter bid prices on GPO Form 910.

Bids should be submitted in a sealed envelope identified on the outside with the Program number and bid opening date and time. For this solicitation, submit bids to: U.S. Government Printing Office, Chicago Regional Printing Procurement Office, 200 N. LaSalle St., Suite 810, Chicago, IL 60601-1055.

BIDS MUST BE SUBMITTED TO ARRIVE AT THE ABOVE SPECIFIED OFFICE NOT LATER THAN THE EXACT DATE AND TIME SET FOR OPENING OF BIDS.

Bidder _____

Address: _____

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

(Person to be contacted)

Telephone: _____ Fax: _____

GPO Contractor's Code No. _____
(If known)

COMPLETE AND SUBMIT THIS PAGE WITH YOUR BID)

GPO Form 910
(R 8-01) P.57021-4
Part 1
ORIGINAL

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 _____

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 _____

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.

