

THIS PROCUREMENT IS BEING SOLICITED AS A SMALL PURCHASE REQUEST FOR QUOTATION (RFQ). THE SEALED BIDDING TERMINOLOGY AS USED THROUGHOUT THESE SPECIFICATIONS IS SYNONYMOUS WITH THEIR NEGOTIATED PROCUREMENT COUNTERPART UNLESS SPECIFICALLY STATED OTHERWISE. NEGOTIATED PURSUANT TO 41 U.S.C. 5(1).

QUOTATION REQUEST

U.S. GOVERNMENT PUBLISHING OFFICE
Atlanta, GA

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

Saddle-Stitched Pamphlets (W & I Offline Newsletters)

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

Department of Treasury/IRS

Single Award

TERM OF CONTRACT: The term of this contract is for the period beginning January 1, 2020 and ending December 31, 2020, plus up to four optional 12-month extension periods that may be added in accordance with the "Option to Extend the Term of Contract" clause in Section 1 of this contract.

NOTE: DIRECT ALL QUESTIONS OF A TECHNICAL NATURE CONCERNING THESE SPECIFICATIONS TO TRACI COBB, (404) 605-9160, Ext. 32704, OR E-MAIL tcobb@gpo.gov. REFER ALL OTHER QUESTIONS TO THE CONTRACT ADMINISTRATOR – AMINA HARVEY, (404) 605-9160, Ext. 32712, OR E-MAIL aharvey@gpo.gov. NO COLLECT CALLS.

ABSTRACT OF PREVIOUS PRICES IS AVAILABLE
on the internet (<https://www.gpo.gov/how-to-work-with-us/vendors/contract-pricing>)
or bidders may email request to infoatlanta@gpo.gov.

This is a Small Purchase Term Contract. Quotes may be submitted directly to the GPO Atlanta Regional Office via fax (404-605-9185 or 404-605-9186) or mailed to the GPO Atlanta Regional Office, 3715 Northside Parkway NW, Suite 4-305, Atlanta, GA 30327. TELEPHONE QUOTATIONS ARE NOT ACCEPTABLE.

The GPO 910 "BID" Form is no longer required. Bidders are to fill out, sign/initial, as applicable, all pages of SECTION 4. – SCHEDULE OF PRICES.

Quotes due by 11:00 a.m., prevailing Atlanta, GA time, on December 13, 2019.

SECTION 1. - GENERAL TERMS AND CONDITIONS

GPO CONTRACT TERMS: Any contract which results from this Quotation Request will be subject to the applicable provisions, clauses, and supplemental specifications of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 01-18)) and GPO Contract Terms, Quality Assurance Through Attributes Program for Printing and Binding (GPO Publication 310.1, effective May 1979 (revised 9-19)).

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

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

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

Product Quality Levels:

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

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	File Setup
P-8. Halftone Match (Single and Double Impression)	File Setup
P-10. Process Color Match	File Setup

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

OPTION TO EXTEND THE TERM OF THE CONTRACT: The Government has the option to extend the term of this contract for a period of 12 months by written notice to the contractor not later than 30 days before the contract expires. If the Government exercises this option, the extended contract shall be considered to include this clause, except, the total duration of the contract may not exceed five 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 authorized pricing adjustment(s).

ECONOMIC PRICE ADJUSTMENT: The pricing under this contract shall be adjusted in accordance with this clause provided that in no event will any pricing adjustment be made that would exceed the maximum permissible under any law in effect at the time of the adjustment. There will be no adjustment for orders placed during the first period specified below. Pricing will thereafter be eligible for adjustment during the second and any succeeding performance period(s). For each performance period after the first, a percentage figure will be calculated as described below and that figure will be the economic price adjustment for that entire next period. Pricing adjustments under this clause are not applicable to reimbursable postage or transportation costs, or to paper, if paper prices are subject to adjustment by separate clause elsewhere in this contract.

For the purpose of this clause, performance under this contract will be divided into successive periods. The first period will extend from January 1, 2020 to December 31, 2020, and the second and any succeeding period(s) will

extend for 12 months from the end of the last preceding period, except that the length of the final period may vary. The first day of the second and any succeeding period(s) will be the effective date of the economic price adjustment for that period.

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

The economic price adjustment will be the percentage difference between Index averages as specified in this paragraph. An index called the variable index will be calculated by averaging the monthly Indexes from the 12-month interval ending three (3) months prior to the beginning of the period being considered for adjustment. This average is then compared to the average of the monthly Indexes for the 12-month interval ending 3 months prior to the beginning of the contract, called the base index. The percentage change (plus or minus) of the variable index from the base index will be the economic price adjustment for the period being considered for adjustment.

The Government will notify the contractor by contract modification specifying the percentage increase or decrease to be applied to invoices for orders placed during the period indicated. The contractor shall apply the percentage increase or decrease against the total price of the invoice less reimbursable postage or transportation costs and separately adjusted paper prices. Payment discounts shall be applied after the invoice price is adjusted.

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

PREAWARD SURVEY: In order to determine the responsibility of the prime contractor or any subcontractor, the Government reserves the right to conduct an on-site preaward survey at the contractor's/subcontractor's facility or to require other evidence of technical, production, managerial, financial, and similar abilities to perform, prior to the award of a contract. As part of the financial determination, the contractor in line for award may be required to provide one or more of the following financial documents:

- 1) Most recent profit and loss statement
- 2) Most recent balance sheet
- 3) Statement of cash flows
- 4) Current official bank statement
- 5) Current lines of credit (with amounts available)
- 6) Letter of commitment from paper supplier(s)
- 7) Letter of commitment from any subcontractor

The documents will be reviewed to validate that adequate financial resources are available to perform the contract requirements. Documents submitted will be kept confidential, and used only for the determination of responsibility by the Government. Failure to provide the requested information in the time specified by the Government may result in the Contracting Officer not having adequate information to reach an affirmative determination of responsibility.

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

PREPRODUCTION CONFERENCE: The agency may choose to hold a Preproduction Conference at the contractor's plant or via conference call. The purpose of the conference will be to discuss and review all aspects of the contractor's internal and external operations required to complete the fulfillment of the contract. The contractor should be prepared to present detailed production and quality control plans including such items as: (1) processing orders and preflighting supplied PDF files; (2) internal schedule and workflow; (3) identifying

coordination/communication contacts; (4) establishing a small package carrier account; (5) providing an equipment list; (6) how the product will be shipped; and (7) any other special requirements which are specific to this contract.

Representatives from the Government and all points of contact from each phase of production from the primary contractor will be required to attend the meeting.

PAYMENT: Submitting invoices for payment via the GPO fax gateway utilizing the GPO barcode coversheet program application is the most efficient method of invoicing. Instruction for using this method can be found at the following web address: <http://winapps.access.gpo.gov/fms/vouchers/barcode/instructions.html>.

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

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

NOTE: CONTRACTOR BILLING MUST BE ITEMIZED PER THE SCHEDULE OF PRICES – SEE PAGES 13 AND 14.

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

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 January 1, 2020 through December 31, 2020, plus for such additional period(s) as the contract is extended. All print orders issued hereunder are subject to the terms and conditions of the contract. The contract shall control in the event of conflict with any print order. A print order shall be "issued" upon notification by the Government for purposes of the contract when it is electronically transmitted or otherwise physically furnished to the contractor in conformance with the schedule.

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

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

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

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

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

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

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

SECTION 2. - SPECIFICATIONS

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

TITLE: W & I Offline Newsletters

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

All ranges/percentages/etc. herein are based on past requirements and/or anticipated requirements and are NOT to be construed as a guarantee.

FREQUENCY OF ORDERS: Anticipate approximately 8 - 12 orders per year from each of 10 locations - usually issued on a monthly basis.

QUANTITY/NUMBER OF PAGES: Quantities will range from approximately 400 to approximately 1,500 copies per order. Page count will range from 8 to approximately 12 pages per order.

TRIM SIZE: 8-1/2 x 11"

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

GOVERNMENT TO FURNISH:

- Print Orders (GPO Form 2511)

- Print files (see "ELECTRONIC MEDIA") will be uploaded to the contractor's SFTP. NOTE: The contractor must provide and maintain a SFTP site for the Government to upload files (see "CONTRACTOR TO FURNISH"). The site must have the capability to receive files up to 15MB for each of the issues. Individual PDF files will be uploaded on the same day that the Print Order is emailed to the contractor.

- Distribution list(s)

- Form 6153 – IRS Carton Label, with labeling and marking specifications for shipping containers to be completed ELECTRONICALLY and copied, as necessary. See "PACKING" for additional requirements.

- Performance Records: A *Facsimile Transmission Sheet* will be furnished to the contractor. Information such as the GPO program, jacket, and print-order numbers, quantity, and date of shipment must be filled in by the contractor and faxed to Atlanta GPO (800-270-4758) on the day shipment is due.

ELECTRONIC MEDIA:

- PLATFORM: PC/IBM

- STORAGE MEDIA: Uploaded files

- SOFTWARE: One Press Quality PDF file (using Adobe Acrobat Version 10 or higher) for each issue.

NOTE: All software upgrades (for specified applications and operating systems) which may occur during the term of the contract must be supported by the contractor.

- COLOR(s): May be identified as one or more of the following: RGB, CMYK, Black, and/or Pantone/Spot colors. If necessary, contractor to convert all colors to CMYK.

- FONTS: All fonts will be Embedded and/or Embedded Subset. **NOTE: In the event all fonts have not been embedded/embedded subset (font and/or fonts are missing), the contractor is to notify GPO immediately (404-605-9160, Ext. 32704).**

- OUTPUT: 150 line screen

NOTE: GPO Imprint information does NOT print on these orders.

ADDITIONAL INFORMATION:

- Contractor must have the ability to edit PDF files (when furnished by the Government).
- Contractor is not to request that electronic files provided be converted to a different format. If contractor wishes to convert files to a different file format, the final output must be of the same or higher quality.
- The contractor is cautioned that furnished fonts are the property of the Government and/or its originator. All furnished fonts are to be eliminated from the contractor's archive immediately after completion of the contract.
- Identification markings such as register marks, commercial identification marks of any kind, etc., (including GPO imprint), except form number and revision date, carried in the electronic files, must not print on the finished product.
- **PRIOR TO IMAGE PROCESSING, THE CONTRACTOR SHALL PERFORM A BASIC CHECK (PREFLIGHT) OF THE FURNISHED MEDIA AND PUBLISHING FILES TO ASSURE CORRECT OUTPUT OF THE REQUIRED REPRODUCTION IMAGE. ANY ERRORS, MEDIA DAMAGE OR DATA CORRUPTION THAT MIGHT INTERFERE WITH PROPER FILE IMAGE PROCESSING MUST BE REPORTED TO YOUR CONTRACT ADMINISTRATOR.**
- **THE CONTRACTOR SHALL CREATE/ALTER ANY NECESSARY TRAPPING**, set proper screen angles and screen frequency, and define file output selection for the imaging device being utilized. Furnished files must be imaged as necessary to meet the assigned quality level.
- When PostScript Files are not furnished - prior to making revisions, the contractor shall copy the furnished files.
- **UPON COMPLETION OF THIS ORDER, THE CONTRACTOR MUST FURNISH FINAL PRODUCTION NATIVE APPLICATION FILES (DIGITAL DELIVERABLE) AND ONE "PRESS QUALITY" PDF FILE WITH THE FURNISHED MEDIA. STORAGE MEDIA MUST BE MAC/PC COMPATIBLE. THE DIGITAL DELIVERABLES MUST BE AN EXACT REPRESENTATION OF THE FINAL PRODUCT AND SHALL BE RETURNED ON THE SAME TYPE OF STORAGE MEDIA AS WAS ORIGINALLY FURNISHED. The Government will not accept, as digital deliverables, PostScript files, Adobe Acrobat Portable Document Format (PDF) files, or any proprietary file formats other than those supplied, unless specified by the Government.**

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 print files will be furnished to the contractor via Secure File Transfer Protocol network (SFTP). The contractor must provide and maintain a secure network according to the National Institute of Standards and Technology (NIST) SP 800 security guidelines. The SFTP must have the capability to receive files up to 15MB for each of the issues. Individual PDF files will be uploaded on the same day that the Print Order is emailed to the contractor.

The contractor is required to furnish an electronic pre-flight profile to the ordering agency. The pre-flight profile must be set-up with the parameters needed to produce an acceptable Quality Level II product on the contractor's equipment. The agency will use the pre-flight profile when designing each issue. The contractor must use the same profile to pre-flight the provided PDF files. In addition, the contractor must send email confirmation of receipt of files and indication of successful pre-flight for each order to the addressees indicated on the individual print order.

The contractor is required to have Internet access, provided through their Internet Service Provider (ISP) with email and a web browser equivalent to Internet Explorer 6.0 or Netscape 4.0. The contractor is also required to have Adobe Acrobat 7.0 Professional (or more recent) software (not Adobe Reader) and the capability to receive via email and open file attachments compressed into a WinZip (.zip) file format.

PROOFS: Proofs are not required; however, the contractor is required to e-mail a confirmation to the addressees indicated on the individual print orders acknowledging receipt of the files and indicating a successful pre-flight in accordance with the contractor provided pre-flight profile.

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. 12", dated March 2011.

NOTICE: Copies of the "Government Paper Specifications Standards, No. 12," dated March 2011, are for sale, on a subscription basis, by the Superintendent of Documents, U.S. Government Publishing Office, Washington, DC, 20402 or available in PDF format on the GPO website.

Color of paper furnished shall be of a uniform shade and a close match by visual inspection of the JCP and/or attached color sample(s). The Contracting Officer reserves the right to reject shipments of any order printed on paper the color of which, in his opinion, materially differs from that of the color sample(s).

White Litho (Gloss) Coated Book, Basis Weight: 70 lbs per 500 sheets, 25 x 38", equal to JCP Code A180*.

*The requirement for postconsumer fiber (as specified in the Government Paper Specification Standards No. 12) for this contract is waived. However, the addition of post-consumer fiber is encouraged provided that the requirements of this Standard are met. All other attributes remain the same.

NOTE: Stock grain must run parallel to the spine and must not crack on fold.

PRINTING: Pamphlet prints full color matter via 4-color process. Print head-to-head.

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

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

INK: 4-color process

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: Follow file setup. No bleeds will be required.

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

PACKING AND LABELING: Shrink-wrap in units of 100 copies. All shipments must be packed in UNIFORM quantities per carton*. *Contractor must NOT deviate from the specified quantity.

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

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

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

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

The following must be updated ELECTRONICALLY by the contractor, when not entered by IRS on the PDF label using Adobe Acrobat 7.0. DO NOT MAKE HAND-WRITTEN UPDATES TO THE LABEL UNDER ANY CIRCUMSTANCES.

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

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

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

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

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

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

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

QUALITY ASSURANCE RANDOM COPIES: The contractor may be required to submit quality assurance random copies to test for compliance against specifications. The Print Order will indicate the number required, if any. When ordered, the contractor must divide the entire order into equal sublots and select a copy from a different general area of each subplot. The contractor will be required to certify that copies were selected as directed using GPO Form 917-Certificate of Selection of Random Copies (located on GPO.gov). Copies will be paid for at the

running rate offered in the contractor's bid and their cost will not be a consideration for award. A copy of the Print Order must be included with the samples.

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

INSPECTION SAMPLES: Three copies of each order must be sent to the IRS Media and Publication analyst at the address indicated on the Print Order.

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

DISTRIBUTION: All shipments are f.o.b. contractor's city. Distribution list(s) will be provided with each print order. The following information applies to all F.O.B. Contractor's City shipments:

All consignments weighing between 1 pound and 750 pounds must be shipped GROUND (unless otherwise indicated on the print order) via a furnished IRS Small Package Carrier (UPS) account number. If the contractor does not have such an account, one will be established for that contractor. Contractor must not use their own small package carrier account. NOTE: Contractor is cautioned that the small package carrier account number is for use under these specifications only.

SHIPPING REPORT: Within one day of shipment, the contractor will be required to e-mail proof of shipment (including tracking information, number of boxes, and date shipped per destination) to the IRS Media & Publications analyst and the agency's customer. Complete contact information will be provided with each print order.

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) and the Government furnished material.

The Government will e-mail print orders and upload print files to the contractor. Furnished material will be uploaded* on the date indicated on the print order. The contractor is required to e-mail a confirmation to the addressees indicated on the individual print orders acknowledging receipt of the files and indicating a successful pre-flight in accordance with the contractor provided pre-flight profile.

The following schedule begins upon notification of the availability of print order and furnished material. The numbers under the column headed "WD After" represent the number of workdays allowed to complete that certain part of the schedule. NOTE: Workdays allowed are based on Government needs.

WD After

Contractor to acknowledge receipt and affirm pre-flight.....same day – 1

Contractor must make complete production and ship.....4

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

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

***IF THE FURNISHED MATERIAL IS NOT AVAILABLE ON THE DATE INDICATED, THE CONTRACTOR IS TO NOTIFY THE IRS MEDIA & PUBLICATIONS ANALYST IMMEDIATELY AT THE NUMBER INDICATED ON THE PRINT ORDER.**

Unscheduled material such as shipping documents, receipts or 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.

SECTION 3. - DETERMINATION OF AWARD

The Government will determine the lowest quote by applying the prices offered in the "Schedule of Prices" to the following units of production which are the estimated requirements to produce one year's orders 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 the term of the contract.

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

- | | | | |
|-----|-----|-------|-------|
| I. | | (1) | (2) |
| | (a) | 640 | 5,735 |
| II. | (a) | 1,049 | |

SECTION 4. - SCHEDULE OF PRICES

GPO Facsimile Number: 404-605-9185 or 404-605-9186

Quotes due by*: 11:00 a.m. / Date: December 13, 2019

***You may FAX the Schedule of Prices pages to the above number or you may mail to: Atlanta Regional Office, 3715 Northside Parkway NW, Suite 4-305, Atlanta, GA 30327.**

NOTE: TELEPHONE QUOTATIONS ARE NOT ACCEPTABLE.

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

Bidder must make an entry in each of the spaces provided. Quotes submitted with any obliteration, revision, or alteration of the order and manner of submitting quotes 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.

Quotes submitted with NB (No Bid), N/A (Not Applicable), or blank spaces for an item may be declared nonresponsive.

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

All billing 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, Atlanta GPO. If such orders are placed by the agency, and no Modification is received from the Atlanta GPO, the contractor is to notify GPO Atlanta immediately. Failure to do so may result in nonpayment.

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

I. COMPLETE PRODUCT: Prices offered shall include the cost of all required materials and operations necessary for the complete production and distribution of the product listed in accordance with these specifications except for Item II.

Make-ready and/or setup (1)	Running Per 100 copies (2)
-----------------------------------	----------------------------------

(a) Printing in four-color process per page \$_____ \$_____

II. ADDITIONAL OPERATIONS:

(a) Shrink-wrap packaging per package \$_____

(Contractor's Initials)

(COMPLETE AND SUBMIT THIS PAGE WITH YOUR QUOTE)

SHIPMENT(S): Shipments will be made from: City _____, State _____

The city(ies) indicated above will be used for evaluation of transportation charges when shipment f.o.b. contractor's city is specified. If no shipping point is indicated above, it will be deemed that the bidder has selected the city and state shown below in the address block, and the bid will be evaluated and the contract awarded on that basis. If shipment is not made from evaluation point, the contractor will be responsible for any additional shipping costs incurred.

DISCOUNTS: Discounts are offered for payment as follows: _____ Percent, _____ calendar days. See Article 12 "Discounts" of Solicitation Provisions in GPO Contract Terms (Publication 310.2).

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

BID ACCEPTANCE PERIOD: In compliance with the above, the undersigned agree, if this bid is accepted within _____ calendar days (60 calendar days unless a different period is inserted by the bidder) from the date for receipt of bids, to furnish the specified items at the price set opposite each item, delivered at the designated points(s), in exact accordance with specifications.

NOTE: Failure to provide a 60-day bid acceptance period may result in expiration of the bid prior to award.

BIDDER'S NAME AND SIGNATURE: Unless specific written exception is taken, the bidder, by signing and submitting a bid, agrees with and accepts responsibility for all certifications and representations as required by the solicitation and GPO Contract Terms-Publication 310.2. When responding by fax or mail, fill out and return one copy of all pages in "SECTION 4. -SCHEDULE OF PRICES," including initialing/signing where indicated.

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

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

(Street Address)

(City - State - Zip Code)

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

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

THIS SECTION FOR GPO USE ONLY

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

(Contractor's Initials)

(COMPLETE AND SUBMIT THIS PAGE WITH YOUR QUOTE)

Exhibit A

2429 - Distribution list for XXXXXXXX Campus

Campus communicator:

Month/Issue:

Deliver to:

Count

IRS

XXXX

Address

Mail Stop

City, State ZIP

Contact Information

Phone:

IRS

XXXX

Address

Mail Stop

City, State ZIP

Contact Information

Phone:

IRS

XXXX

Address

Mail Stop

City, State ZIP

Contact Information

Phone:

IRS

XXXX

Address

Mail Stop

City, State ZIP

Contact Information

Phone:

IRS

12

401 W. Peachtree Street N.W.

Mail Stop 24-WI

Atlanta, Georgia 30308-3510

Attn: Niporn Tam

Phone: 404-338-7796

IRS

1

3651 S. IH-35

Mail Stop 1020 AUSC

Austin, Texas 78741-0000

Attn: Tim Hobson

Phone: (512) 460-8768

Shipment Quantity:

XXXX