

U.S. GOVERNMENT PUBLISHING OFFICE

Washington DC

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

D.C. Government Tax Forms

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

Government of the District of Columbia,

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

Single Award

TERM OF CONTRACT: The term of this contract is for the period beginning **January 1, 2017** and ending **December 31, 2017** plus up to **four (4)** optional 12-month extension period(s) that may be added in accordance with the "OPTION TO EXTEND THE TERM OF THE CONTRACT" clause in Section 1 of this contract.

BID OPENING: Bids shall be publicly opened at 11:00 a.m., prevailing Washington, DC time, on **December 12, 2016**.

BID SUBMISSION: Submit bid in pre-addressed envelope furnished with solicitation or send to: U.S. Government Publishing Office, Bid Section, Room C-848, Stop: CSPS, 732 North Capitol Street, NW, Washington, DC 20401. Facsimile bids in response to this solicitation are permitted. Facsimile bids may be submitted directly to the GPO Bid Section, Fax No. (202) 512-1782. The program number and bid opening date must be specified with the bid. Refer to Facsimile Bids in Solicitation Provisions of GPO Contract Terms, GPO Publication 310.2, as revised June 2001. Hand delivered bids are to be taken to: GPO Bookstore, 710 North Capitol Street, NW, Washington, DC, between the hours of 8:00 a.m. and 4:00 p.m., prevailing Washington, DC, time, Monday through Friday. The contractor is to follow the instructions in the Bid Submission/Opening area. If further instruction or assistance is required, call (202) 512-0526.

BIDDERS, PLEASE NOTE: These specifications have been revised; therefore, all bidders are cautioned to familiarize themselves with all provisions of these specifications before bidding.

Abstracts of contract prices are available at <http://www.gpo.gov/gpo/abstracts/abstract.action?region=DC>

For information of a technical nature call **David Love** (202) 512-0310 or email aps-team1@gpo.gov.

SECTION 1 - GENERAL TERMS AND CONDITIONS

GPO CONTRACT TERMS: Any contract which results from this Invitation for Bid will be subject to the applicable provisions, clauses, and supplemental specifications of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 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)).

GPO Contract Terms (GPO Publication 310.2) – <http://www.gpo.gov/pdfs/vendors/sfas/terms.pdf>.

GPO QATAP (GPO Publication 310.1) – <http://www.gpo.gov/pdfs/vendors/sfas/qatap.pdf>

DISPUTES: GPO Publication 310.2, GPO Contract Terms, Contract Clause 5. Disputes, is hereby replaced with the June 2008 clause found at www.gpo.gov/pdfs/vendors/contractdisputes.pdf. This June 2008 clause also cancels and supersedes any other disputes language currently included in existing contractual actions.

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

Product Quality Levels:

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

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

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

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

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

SUBCONTRACTING: The predominant production function is inkjet and/or offset printing.

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 periodic pricing adjustment(s).

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

ECONOMIC PRICE ADJUSTMENT: The pricing under this contract shall be 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, 2017** through **December 31, 2017**, 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 **September 30, 2016**, 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.

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

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

POSTAWARD CONFERENCE: The total requirements of the job as indicated in these specifications may be reviewed by Government representatives with the contractor's representatives at the GPO, Washington, D.C., immediately after award.

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

ORDERING: Items to be furnished under the contract shall be ordered by the issuance of print orders by the Government. Orders may be issued under the contract from **January 1, 2017** through **December 31, 2017**, 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.

SECURITY WARNING: It is the contractor's responsibility to properly safeguard Personally Identifiable Information (PII) from loss, theft or inadvertent disclosure and to immediately notify the Government of any loss of personally identifiable information. Personal identifiable information includes, but is not limited to, a person's name, date of birth, Social Security Number, Tax Identification Number, Account Number, or address data.

PRIVACY ACT NOTIFICATION: This procurement action requires the contractor to do one or more of the following: design, develop, or operate a system of records on individuals to accomplish an agency function in accordance with the Privacy Act of 1974, Public Law 93-579, December 31, 1974 (5 U.S.C. 552a) and applicable agency regulations. Violation of the Act may involve the imposition of criminal penalties as stated in 5 U.S.C. 552a (i)(1) CRIMINAL PENALTIES. It is incumbent upon the contractor to inform its officers and employees of the penalties for improper disclosure imposed by the Privacy Act of 1974, 5 U.S.C. 552a, specifically, 5 U.S.C. 552a (i)(1) CRIMINAL PENALTIES and m(1) GOVERNMENT CONTRACTORS.

PRIVACY ACT

(a) The contractor agrees:

- (1) to comply with the Privacy Act of 1974 and the rules and regulations issued pursuant to the Act in the design, development, or operation of any system of records on individuals in order to accomplish an agency function when the contract specifically identifies (i) the system or systems of records and (ii) the work to be performed by the contractor in terms of any one or combination of the following: (A) design, (B) development, or (C) operation;
- (2) to include the solicitation notification contained in this contract in every solicitation and resulting subcontract and in every subcontract awarded without a solicitation when the statement of work in the proposed subcontract requires the design, development, or operation of a system of records on individuals to accomplish an agency function; and
- (3) to include this clause, including this paragraph (3), in all subcontracts awarded pursuant to this contract which require the design, development, or operation of such a system of records.

(b) In the event of violations of the Act, a civil action may be brought against the agency involved where the violation concerns the design, development, or operation of a system of records on individuals to accomplish an agency function, and criminal penalties may be imposed upon the officers or employees of the agency where the violation concerns the operation of a system of records on individuals to accomplish an agency function. For purposes of the Act when the contract is for the operation of a system of records on individuals to accomplish an agency function, the contractor and any employee of the contractor is considered to be an employee of the agency.

(c) The terms used in this clause have the following meanings:

- (1) "Operation of a system of records" means performance of any of the activities associated with maintaining the system of records including the collection, use, and dissemination of records.
- (2) "Record" means any item, collection or grouping of information about an individual that is maintained by an agency, including, but not limited to, his education, financial transactions, medical history, and criminal or employment history and that contains his name, or the identifying number, symbol, or other identifying particular assigned to the individual, such as a finger or voice print or a photograph.
- (3) "System of records" on individuals means a group of any records under the control of any agency from which information is retrieved by the name of the individual or by some identifying number, symbol, or other identifying particular assigned to the individual.

CRIMINAL SANCTIONS: It is incumbent upon the Contractor to inform its officers and employees of the penalties for improper disclosure imposed by the Privacy Act of 1974, 5 U.S.C. 552a. Specifically, 5 U.S.C. 552a (i)(1) which is made applicable to Contractors by 5 U.S.C. 552a (m)(1), provides that any officer or employee of an agency, who by virtue of his/her employment of official position, has possession of or access to agency records which contain individually identifiable information, the disclosure of which is prohibited by the Privacy Act or regulations established there under, and who knowing that disclosure of the specific material is prohibited, willfully discloses the material in any manner to any person or agency not entitled to receive it, shall be guilty of a misdemeanor and fined not more than \$10,000.00.

SECTION 2 - SPECIFICATIONS

SCOPE: These specifications cover the production of tax forms, saddle-stitched booklets, and envelopes, requiring such operations as keyboarding and laying-out of publications/forms creating print-ready files, electronic prepress, printing, variable imaging, binding, addressing or labeling and packing.

TITLE: D.C. Government Tax Forms

FREQUENCY OF ORDERS: Fiscal year begins October 1.

Approximately 20 orders in first quarter of a given fiscal year;

Approximately 5-10 orders in second and third quarters of a given fiscal year;

Approximately 10 orders in fourth quarter of a given fiscal year.

QUANTITY: Approximately 500 to 30,000 copies per order.

NUMBER OF PAGES:

Approximately 2 to 64 pages per order, including self-cover and wrap-around cover booklets.

TRIM SIZE:

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

- Format A: Portrait Oriented Forms and Booklets up to and including 8-1/2 x 11"
(predominantly 8-1/8 x 11" and 8-1/2 x 11")
- Format B: Oblong or Landscape Oriented Forms and Booklets from 8-1/2 x 3-1/2" to 9 x 3-1/2"
- Format C: 6 x 9" Non-Windowed Envelopes with 3-1/4" Printed and Gummed Flap – See Exhibit A
- Format D: 6 x 9" Non-Windowed Envelopes with 3-1/4" Printed and Gummed Flap – See Exhibit B
- Format E: 4-1/8 x 9-1/2" Windowed Envelopes
- Format F: 9 x 12" Windowed Envelopes

GOVERNMENT TO FURNISH:

Electronic media will be furnished as follows:

- Platform: Macintosh OS 10.11 (or latest version), Windows 7 (or latest version)
- Storage Media: Files furnished via contractor-hosted SFTP server.
Or on CD-R/RW; DVD-R/RW; or E-mail
- Software: InDesign, QuarkXPress, Adobe Acrobat; Microsoft Word, and Microsoft Excel,
All files will be created in current or near current versions of the above mentioned program.
All platform system and software upgrades (for specified applications) which may occur during the term of the contract must be supported by the contractor.
- Files: Furnished in native application and/or PDF format
- Note:** Contractor will be required to assemble and prepare print-ready files using multiple furnished files and file types. Significant desktop time is anticipated.
- Fonts: Printer and screen fonts will not be furnished.

Additional Information supplied

- Similar previously printed samples for a majority of the orders.
- Mail files will be provided in an Excel spreadsheet.
- A supply of blue labels and selection certificates for shipping Departmental Random copies.
- One reproduction proof, Form 905 (Rev. 6/03), with labeling and marking specifications.
- Exhibit A – Format C – Two Label Envelope
- Exhibit B – Format D – Two Label Envelope

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

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

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

ELECTRONIC PREPRESS: Prior to image processing, the contractor shall perform a basic check (preflight) of the furnished media and publishing files to assure sufficient output of the required reproduction image.

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.

Any errors, media damage, or data corruption that might interfere with proper file image processing must be reported to the Agency contact noted on the Print Order

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

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

PROOFS: As indicated on the Print Order

PDF Proofs

Contractor to submit one "Press Quality" PDF "soft" proof (for content only) using the same Raster Image Processor (RIP) that will be used to produce the final printed product. PDF proof must indicate margins. PDF will be evaluated for text flow, image position, and margins. Proof will not be used for color match.

Note: Contractor should anticipate up to 2 revisions to the originally submitted proofs, which should be included in the one-time charge for a PDF proof

E-Mail PDF Proof to the Agency contact noted on the Print Order. PDF must be marked with the Program number / Print Order number along with a return name and E-Mail address.

Contractor must call GPO Contract Compliance Section at (202) 512-0520, or e-mail information to compliance@gpo.gov, immediately upon E-Mailing proofs and immediately upon receiving the returned proofs (or OK E-Mail) back from the Department.

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

PRIOR TO PRODUCTION SAMPLES:

Prior to the commencement of production of the contract production quantity, the contractor must submit not less than ten (10) printed construction samples, as specified on the print order. Each sample must be constructed as specified using the form, materials, equipment, and methods of production, which will be used in producing the final product. All samples shall be manufactured at the facilities in which the contract production quantities are to be manufactured.

Samples will be inspected and tested and must comply with the specifications in all respects (construction, kind and quality of materials).

The contractor must fill in the furnished preaddressed revised label (GPO Form 892). The container and accompanying documentation shall be marked "PRIOR TO PRODUCTION SAMPLES" and shall include the GPO jacket number, purchase order number, program number, and print order number. The samples plus the furnished government material must be submitted directly to: District of Columbia Government, Office of Tax and Revenue, 1101 4th Street, SW, Washington DC 20024.

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

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

In the event the Government fails to approve, conditionally approve, or disapprove the sample within the time specified, the Contracting Officer shall automatically extend the shipping schedule in accordance with Contract Clause 12, "Notice of Compliance with Schedules," of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 6-01)).

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

BARCODED PDF VERSIONS:

Contractor to submit "Press Quality" PDF "soft" proofs (for content only) for each of the required barcodes as noted on the Print Order.

PDF files should be prepared using the same Raster Image Processor (RIP) that will be used to produce the final printed product.

E-Mail PDF Proof to the Agency contact noted on the Print Order.

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.

Government Paper Specification Standards No. 12 – http://www.gpo.gov/pdfs/customers/sfas/vol12/vol_12.pdf.

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

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

Covers and Forms (Formats A and B): White Index, Basis Size: 25-1/2 x 30-1/2", Basis Weight: 110 lbs. per 500 sheets, equal to JCP Code K10.

Booklet Text and Flat Forms (Formats A and B): White Optical Character Recognition (OCR) Bond, Basis Size: 17 x 22", Basis Weight: 24 lbs. per 500 sheets, equal to JCP Code O-25.

Envelopes (Formats C and D): White Envelopes, Basis Size 17 X 22", Basis Weight: 28 lbs. per 500 sheets, equal to JCP Code V10.

Envelopes (Format E): White Envelopes, Basis Size 17 X 22", Basis Weight: 24 lbs. per 500 sheets, equal to JCP Code V20.

Envelopes (Format F): White Envelopes, Basis Size 17 X 22", Basis Weight: 32 lbs. per 500 sheets, equal to JCP Code V10.

PRINTING:

Formats A and B – Covers 1 through 4, or a combination thereof, print one to three colors with type, line matter, screens, and logos. No bleeds. Approximately 75% of the booklet covers are variable imaged with mailing address on Cover 1 prior to be inserted into mailing envelope.

Booklet text and forms print (head to head) one to three colors with type, line matter, screens, barcodes, and logos. Approximately 75% of the booklets contain 2 to 12 screened forms that require multiple lines of variable data (printed in black) to be imaged in register within drop-out boxes, on recto page only. Variable data prints parallel to the head. No bleeds.

Format C – Return envelope (with a 3-1/4" printed gummed flap) prints type, line matter, and solid on face and back in black and red (with type reversing to white). Back flap prints type and line matter in black, creating two return address labels.

Format D – Return envelope (with a 3-1/4" printed gummed flap) prints type, line matter, and solid on face and back in black and red (with type reversing to white). Back flap prints type and line matter in black, creating three return address labels.

Formats E and F – Mailing envelope prints type and line matter on face only in black.

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

PERFORATION: As indicated on print order; one or more perforations horizontally and/or vertically, including perforations parallel to and 3/8" to 1/2" from the left binding edge on one or more leaves per item.

BINDING:

Format A (Portrait) – Saddle-wire stitch in two places across the 11" dimension. Trim three sides.

Format B (Oblong or Landscape) – Saddle-wire stitch in two places across the 3-1/2" dimension. Trim three sides.

Each product must contain complete 4-page signature after trimming. Single leaves connected with a lip (i.e., binding stub) to left or right side of stitches will not be allowed.

Insert 6 x 9" return envelopes into bind (between stitches) between folios as designated on print order.

CONSTRUCTION

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

Format D (6 x 9 envelopes) – Open side, diagonal seams, plus a 3-1/4" gummed flap. Head prints toward flap score. Perforate gummed flap vertically and horizontally creating three side by side return address labels, each measuring 1-7/8 x 1-7/8" after separation. See Exhibit B

Format E: (4-1/8 x 9 1/2 No. 10 window envelopes) – Open side, diagonal seam, plus a gummed flap. Head prints toward flap score. Die cut a 4-7/16 x 1-1/4” window with round corners, located 7/8” from the left edge and 1/2” from the bottom edge. Cover with a suitable transparent material securely glued to the inside

Format F (9 x 12” window envelopes) – Open end, center seam, plus a gummed flap. Head prints toward flap score. Die cut a 4-7/16 x 1-11/16” window with round corners, located 7/8” from the left edge and 2-1/2” from the top edge. Cover with a suitable transparent material securely glued to the inside

PACKING:

Prior to Production samples – need to be double wrapped with inner package marked as CONFIDENTIAL with an inner label to recipient. It is then wrapped a 2nd time with delivery address label on outside packaging.

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

Mailed Shipments – Insert single copies into 9 x 12” windowed envelope (Format F) and seal, with address clearly visible through window. All mailed copies must be prepared in accordance with appropriate regulations in USPS Manuals for Domestic and International Mail.

LABELING AND MARKING: Identify bulk shipment containers with Print Order Number, Form Number, and Quantity.

DEPARTMENTAL RANDOM COPIES (BLUE LABEL): All bulk shipment orders must be divided into equal sublots in accordance with the chart below. A random copy must be selected from each sub-lot.

Do not choose copies from the same general area in each sub-lot. 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.

Books		Forms	
<u>Quantity Ordered</u>	<u>Number of Sublots</u>	<u>Quantity Ordered</u>	<u>Number of Sublots</u>
500 - 3,200	50	12,000 - 35,000	125
3,201 - 10,000	80	35,001 and over	200
10,001 - 35,000	125	35,001 and over	200

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: District of Columbia Government, Office of Tax and Revenue, 1101 4th Street, SW, Washington DC 20024.

A copy of the print order/specification and a signed Government-furnished certificate of selection must be included.

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

DISTRIBUTION:

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

Mail f.o.b. contractor's city one (1) copy each to up to 5,000 nationwide locations. Contractor to pre-pay postage.

Complete addresses and quantities will be furnished with the print orders.

All mailing shall be made at the 1st Class rate.

All copies mailed must conform to the appropriate regulations in the U.S. Postal Service manuals for "Domestic Mail" or "International Mail" as applicable.

Certificate of Conformance: When using Permit Imprint Mail the contractor must complete GPO Form 712 - Certificate of Conformance (Rev. 2-91), supplied by GPO and the appropriate mailing statement or statements, supplied by USPS.

Upon completion of each order, all furnished material must be delivered to the address indicated under “SCHEDULE”. All expenses incidental to picking up or returning furnished materials or proofs must be borne by the contractor.

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

Furnished material and proofs must be picked up from and delivered to: District of Columbia Government, Office of Tax and Revenue, 1101 4th Street, SW, Washington DC 20024.

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

PROOFS

- Contractor to submit all proofs, as required, within **five workdays**.
- Contractor must submit revised proofs, if necessary due to author’s alterations (AA’s), within **three workdays** after receipt of furnished material. No additional time will be permitted due to contractor’s errors (PE’s).
- Soft (PDF) Proofs will be withheld no more than **one workday** from receipt by the Government.
- Hard Proofs will be withheld no more than **five workdays** from receipt by the Government until they are made available for pickup.

Note: The first workday after receipt of proofs at the Department is day one (1) of the hold time.

PRIOR TO PRODUCTION SAMPLES

- Deliver Prior-to-Production Samples **five workdays** after receipt of proof approval.
- Contractor must submit revised Prior-to-Production Samples, if necessary due to author’s alterations (AA’s), within **three workdays** after receipt of furnished material. No additional time will be permitted due to contractor’s errors (PE’s).
- The Government will approve, conditionally approve, or disapprove the Prior-to-Production Samples within **five workdays** from receipt by the Government until they are made available for pickup.

Note: The first workday after receipt of proofs at the Department is day one (1) of the hold time.

Approval or conditional approval shall not relieve the contractor from complying with the specifications and all other terms and conditions of the contract. A conditional approval shall state any further action required by the contractor. A notice of disapproval shall state the reasons therefore.

LIVE PRODUCTION

- Complete production and shipment of mail distribution and bulk quantities must be made within **10 workdays** after receipt an “OK to print”

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.

Contractors are to report information regarding each order for compliance reporting purposes and include date of delivery (or shipment if applicable) for proofs and delivery schedules in accordance with the contract requirements by contacting Shared Support Services Compliance Section via e-mail to compliance@gpo.gov or by calling (202) 512-0520 or faxing to (202) 512-1364. Personnel receiving the e-mail or call will be unable to respond to questions of a technical nature or transfer any inquiries.

SECTION 3 - DETERMINATION OF AWARD

The Government will determine the lowest bid by applying the prices offered in the "Schedule of Prices" to the following units of production which are the estimated requirements to produce 12 months' production under this contract. These units do not constitute, nor are they to be construed as, a guarantee of the volume of work which may be ordered for a like period of time.

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

- I. (a) 862
- (b) 63
- (c) 1670
- (d) 1760
- (e) 99

- II. (1) (2)
- (a) 36 84
- (b) 25 72
- (c) 698 3,105
- (d) 472 2,466
- (e) 42 90
- (f) 16 55
- (g) 24 52
- (h) 12 26
- (i) 180 319
- (j) 137 229
- (k) 34 63
- (l) 6 13
- (m) 2 5
- (n) 2 33
- (o) 6 7
- (p) 6 10

- III. (a) 34
- (b) 1,641
- (c) 59
- (d) 163

- IV. (a) 759
- (b) 5

SECTION 4 - SCHEDULE OF PRICES

Bids offered are f.o.b. contractor's city for all mailed shipments and f.o.b. destination for all other shipments.

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

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

An entry of NC (No Charge) shall be entered if bidder intends to furnish individual items at no charge to the Government.

Bids submitted with NB (No Bid) or blank spaces for an item may be declared nonresponsive.

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

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

Invoices submitted to GPO by contractor must have line-item pricing identified using the same outline numbering format used for the "Schedule of Prices" in the contract specifications. Each line-item must be labeled with the outline number of the corresponding task/item specified in the "Schedule of Prices" (for example: II. (a).1).

Fractional parts of 1,000 will be prorated at the per 1,000 rate.

I. PREPRESS:

- (a) Keyboarding, Layout, and Assembly of print-ready files.....per page..... \$ _____
(Including file preparation for CD replication/duplication)
- (b) PDF proofs..... per complete file..... \$ _____
(Two rounds of revisions included with each PDF proof.)
- (c) Prior to Production samples (Format A).....per page..... \$ _____
- (d) Prior to Production samples (Format B).....per page..... \$ _____
- (e) Barcoded PDF versions per complete file..... \$ _____

II. PRINTING, BINDING and DISTRIBUTION: Prices offered shall be all-inclusive for printing in accordance with these specifications and include the cost of all required materials and operations necessary for the complete production and distribution of the product listed as defined in Section 2. Specifications.

	<u>Makeready and/or Setup</u> (1)	<u>Running Per 1,000 Copies</u> (2)
<u>Format A – Forms and Booklets</u>		
(a) Printing covers in blackper page.....	\$ _____	\$ _____
(b) Printing covers in additional color per color/per page.....	\$ _____	\$ _____
(c) Printing text pages in black.....per page.....	\$ _____	\$ _____

Initials

	<u>Makeready and/or Setup</u> (1)	<u>Running Per 1,000 Copies</u> (2)
(d) Printing text pages in additional color per color/per page.....	\$ _____	\$ _____
(e) Variable imaging of personalized information in blackper page.....	\$ _____	\$ _____
(f) Saddle-stitch booklets per booklet.....	\$ _____	\$ _____
Note: all binding charges for Format A are to be charged under II.(f).		

Format B – Forms and Booklets

(g) Printing covers in blackper page.....	\$ _____	\$ _____
(h) Printing covers in additional color per color/per page.....	\$ _____	\$ _____
(i) Printing text pages in black.....per page.....	\$ _____	\$ _____
(j) Printing text pages in additional color per color/per page.....	\$ _____	\$ _____
(k) Variable imaging of personalized information in black.....per page.....	\$ _____	\$ _____
(l) Saddle-stitch booklets per booklet.....	\$ _____	\$ _____
Note: all binding charges for Format B are to be charged under II.(l).		

Format C – 6 x 9” Envelopes

(m) Printing one color on face and two colors on back (after construction)per envelope..... (Includes costs for paper, perforating flap, and inserting envelope into bind)	\$ _____	\$ _____
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Format D – 6 x 9” Envelopes

(n) Printing two colors on face and back (after construction).....per envelope..... (Includes costs for paper, perforating flap, and inserting envelope into bind)	\$ _____	\$ _____
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Format E – 4-1/8 x 9-1/2” Window Envelopes

(o) Printing one color on face onlyper envelope..... (Includes costs for paper, inserting booklet, and sealing envelope)	\$ _____	\$ _____
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Format F – 9 x 12” Window Envelopes

(p) Printing one color face onlyper envelope..... (Includes costs for paper, inserting booklet, and sealing envelope)	\$ _____	\$ _____
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Initials

III. PAPER:

Payment for all paper supplied by the contractor under the terms of these specifications, as ordered on the individual print orders, will be based on the net number of leaves furnished for the product(s) ordered. The cost of any paper required for makeready or running spoilage must be included in the prices offered. Computation of the net number of leaves will be based on the following:

Note: Cost of paper for envelopes is to be charged under Item II.(m)-(p).

Text: Two (2) pages equal one (1) leaf.

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

	Per 1,000 <u>Leaves</u>
<u>Format A – up to and including 8-1/2 x 11” Forms and Booklets</u>	
(a) White Index (110-lb.)	\$ _____
(b) White Optical Character Recognition (OCR) Bond, (24-lb.)	\$ _____
<u>Format B – up to and including 9 x 3-1/2” Forms and Booklets</u>	
(c) White Index (110-lb.)	\$ _____
(d) White Optical Character Recognition (OCR) Bond, (24-lb.)	\$ _____

IV. ADDITIONAL OPERATIONS:

- (a) Perforating per 1,000 leaves \$ _____
- (b) Shrink Film Wrap per package \$ _____

LOCATION OF POST OFFICE: All mailing will be made from the _____

Post Office located at Street Address _____,

City _____, State _____, Zip Code _____.

INSTRUCTIONS FOR BID SUBMISSION: Fill out "Section 4.- Schedule of Prices," initialing or signing each page in the space(s) provided. Submit two copies (original and one exact duplicate) of the "SCHEDULE OF PRICES" with two copies of the GPO Form 910, "BID" form. Do not enter bid prices on GPO Form 910; prices entered in the "SCHEDULE OF PRICES" will prevail.

Bidder _____

(City - State)

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

(Person to be contacted)

(Telephone Number)

OFFICE OF TAX AND REVENUE
PO BOX 96169
WASHINGTON DC 20090-6169

OFFICE OF TAX AND REVENUE
PO BOX 96145
WASHINGTON DC 20090-6145

Perfs
Do Not
Print

USE THIS LABEL FOR A REFUND OR NO PAYMENT RETURN

TEAR OFF BOTH LABELS BELOW.
APPLY CORRECT LABEL ON FRONT OF THIS ENVELOPE.

Return Address



PLACE
STAMP
HERE

D-40/D-40 EZ

OFFICE OF TAX AND REVENUE

Apply Correct Label From Envelope Flap Here

RETURN IS SIGNED.
SOCIAL SECURITY NUMBER(S) ARE ENTERED ON THE RETURN.
NAME(S), ADDRESS, INCLUDING APARTMENT NUMBER AND ZIP CODE ARE COMPLETE.
YOUR SOCIAL SECURITY NUMBER, **D-40 or D-40EZ** AND TAX YEAR ARE WRITTEN ON YOUR PAYMENT.
WITHHOLDING STATEMENTS AND SCHEDULES ARE ATTACHED.
PAYMENT IS MADE OUT TO: DC TREASURER
THE RETURN IS FOLDED ONLY ONCE.

BEFORE MAILING YOUR RETURN MAKE SURE ...



OFFICE OF TAX AND REVENUE
PO BOX 96196
WASHINGTON DC 20090-6196

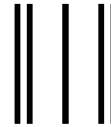
OFFICE OF TAX AND REVENUE
PO BOX 96183
WASHINGTON DC 20090-6183

OFFICE OF TAX AND REVENUE
PO BOX 96144
WASHINGTON DC 20090-6144

USE THIS LABEL FOR A REFUND OR NO PAYMENT RETURN USE THIS LABEL FOR A PAYMENT RETURN USE THIS LABEL FOR AN EXTENSION RETURN WITH PAYMENT

**TEAR OFF LABELS BELOW.
APPLY CORRECT LABEL ON FRONT OF THIS ENVELOPE.**

Return Address



PLACE
STAMP
HERE

Apply Correct Label From Envelope Flap Here

PERSONAL PROPERTY TAX



STOP BEFORE MAILING YOUR RETURN MAKE SURE ...

RETURN IS SIGNED.

FEDERAL EMPLOYER IDENTIFICATION (FEIN) or SOCIAL SECURITY NUMBER (SSN) IS ENTERED ON THE RETURN.

BUSINESS NAME and ADDRESS, INCLUDING ZIP CODE IS COMPLETE.

PAYMENT IS MADE PAYABLE TO DC TREASURER.

FEIN or SSN, FP-31, FP-31P, or FP-129A and TAX YEAR ARE WRITTEN ON YOUR PAYMENT.

THE RETURN IS FOLDED ONLY ONCE.