

|                |   |                 |                  |                            |                            |                            |                  |             |  |
|----------------|---|-----------------|------------------|----------------------------|----------------------------|----------------------------|------------------|-------------|--|
| <b>Prog:</b>   | <b>0052-s</b>                                 |                 |                  |                            |                            |                            |                  |             |  |
| <b>Title:</b>  | <b>U.S. Tax Court Reports</b>                 |                 |                  |                            |                            |                            |                  |             |  |
| <b>Agency</b>  | <b>UNITED STATE TAX COURT</b>                 |                 |                  |                            |                            |                            |                  |             |  |
| <b>Term:</b>   | <b>Beginning 10/2017 and ending 9/30/2018</b> |                 |                  |                            |                            |                            |                  |             |  |
|                |   |                 |                  | <b>GRAY GRAPHICS</b>       | <b>McDONALD &amp; EUDY</b> | <b>CURRENT CONTRACTOR</b>  |                  |             |  |
|                |   |                 |                  | <b>Capitol Heights, MD</b> | <b>Temple Hills, MD</b>    | <b>McDONALD &amp; EUDY</b> |                  |             |  |
|                |   | <b>BASIS OF</b> |                  |                            |                            |                            |                  |             |  |
| <b>ITEM NO</b> | <b>DESCRIPTION</b>                            | <b>AWARD</b>    | <b>UNIT RATE</b> | <b>COST</b>                | <b>UNIT RATE</b>           | <b>COST</b>                | <b>UNIT RATE</b> | <b>COST</b> |  |
| <b>I.</b>      | <b>PRINTING AND BINDING:</b>                  |                 |                  |                            |                            |                            |                  |             |  |
|                | Self-Covered Publication:                     |                 |                  |                            |                            |                            |                  |             |  |
| (a)            | Saddle-Stitched.....per page.....             |                 |                  |                            |                            |                            |                  |             |  |
| (1)            | <u>Makeready and/or Setup</u>                 | 10              | \$8.00           | \$80.00                    | \$9.00                     | \$90.00                    | \$8.00           | \$80.00     |  |
| (2)            | <u>Running Per 100 Copies</u>                 | 500             | \$1.00           | \$500.00                   | \$0.65                     | \$325.00                   | \$0.55           | \$275.00    |  |
| (b)            | Side-Stitched.....per page.....               |                 |                  |                            |                            |                            |                  |             |  |
| (1)            | <u>Makeready and/or Setup</u>                 | 1052            | \$8.00           | \$8,416.00                 | \$8.00                     | \$8,416.00                 | \$7.00           | \$7,364.00  |  |
| (2)            | <u>Running Per 100 Copies</u>                 | 7533            | \$1.00           | \$7,533.00                 | \$0.75                     | \$5,649.75                 | \$0.68           | \$5,122.44  |  |
|                | Casebound Publication:                        |                 |                  |                            |                            |                            |                  |             |  |
| (c)            | Complete Cover.....                           |                 |                  |                            |                            |                            |                  |             |  |
| (1)            | <u>Makeready and/or Setup</u>                 | 3               | \$1,500.00       | \$4,500.00                 | \$1,700.00                 | \$5,100.00                 | \$1,600.00       | \$4,800.00  |  |
| (2)            | <u>Running Per 100 Copies</u>                 | 27              | \$295.00         | \$7,965.00                 | \$175.00                   | \$4,725.00                 | \$165.00         | \$4,455.00  |  |
| (d)            | Text.....per page.....                        |                 |                  |                            |                            |                            |                  |             |  |
| (1)            | <u>Makeready and/or Setup</u>                 | 1304            | \$5.00           | \$6,520.00                 | \$5.25                     | \$6,846.00                 | \$4.25           | \$5,542.00  |  |
| (2)            | <u>Running Per 100 Copies</u>                 | 11670           | \$1.25           | \$14,587.50                | \$1.60                     | \$18,672.00                | \$1.20           | \$14,004.00 |  |
| <b>II.</b>     | <b>PACKING AND DISTRIBUTION:</b>              |                 |                  |                            |                            |                            |                  |             |  |
| 1. (a)         | Packing and sealing shipping containers.....  |                 |                  |                            |                            |                            |                  |             |  |
|                | .....per container.....                       | 312             | \$2.00           | \$624.00                   | \$2.50                     | \$780.00                   | \$2.50           | \$780.00    |  |
| (b)            | Individual mailing containers.....            |                 |                  |                            |                            |                            |                  |             |  |
|                | .....per container.....                       | 2685            | \$1.50           | \$4,027.50                 | \$2.50                     | \$6,712.50                 | \$2.50           | \$6,712.50  |  |
| (c)            | Palletizing.....per pallet.....               | 9               | \$20.00          | \$180.00                   | \$15.00                    | \$135.00                   | \$15.00          | \$135.00    |  |
|                |   |                 |                  |                            |                            |                            |                  |             |  |
|                | <b>CONTRACTOR TOTALS</b>                      |                 |                  | \$54,933.00                |                            | \$57,451.25                |                  | \$49,269.94 |  |
|                | <b>DISCOUNT</b>                               |                 | 2.00%            | \$1,098.66                 | 1.00%                      | \$574.51                   | 1.00%            | \$492.70    |  |
|                | <b>DISCOUNTED TOTALS</b>                      |                 |                  | \$53,834.34                |                            | \$56,876.74                |                  | \$48,777.24 |  |
|                |   |                 |                  | <b>AWARDED</b>             |                            |                            |                  |             |  |
|                |   |                 |                  |                            |                            |                            |                  |             |  |
|                |   |                 |                  |                            |                            |                            |                  |             |  |
|                |   |                 |                  |                            |                            |                            |                  |             |  |

U.S. GOVERNMENT PUBLISHING OFFICE

Washington, D.C.

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

U.S. Tax Court Reports

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

United States Tax Court

Single Award

**CONTRACT TERM:** The term of this contract is for the period beginning Date of Award and ending September 30, 2018, plus up to four optional 12-month extension periods that may be added in accordance with the “Option to Extend the Term of the Contract” clause in Section 1 on this contract.

**BID OPENING:** Bids shall be publicly opened at 11 a.m., prevailing Washington, D.C. time, on October 12, 2017.

**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 The GPO Bookstore at 710 North Capitol Street, NW, Washington, DC between the hours of 8:00 am and 4:00 pm on business days and follow the instructions in the Bid Submission/Opening area. If further instruction or assistance is needed, call 202-512-0526.

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

For information of a technical nature call Mr. Kevin Hodges (202) 512-0303 or email [khodges@gpo.gov](mailto:khodges@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 (revised 8-02)).

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](http://www.gpo.gov/pdfs/vendors/contractdisputes.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 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                   | OK Proofs/Electronic Media |
| P-8. Halftone Match (Single and Double Impression) | OK Proofs/Electronic Media |

**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 (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 authorized 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 Date of Award to August 31, 2018, 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 June 30, 2017, 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.

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

**PREAWARD SURVEY:** In order to determine the responsibility of the prime contractor or any subcontractor, the Government reserves the right to conduct a preaward survey or to require other evidence of a 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, will be reviewed by Government representatives with the contractor's representatives at the GPO, Washington, D.C., immediately after award.

**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 Date of Award through September 30, 2018 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.

PAYMENT: Submitting all invoices for payment via the GPO fax gateway (if no samples are required) utilizing the GPO barcode coversheet program application is the fastest method of getting paid. The information for using this method can be found at the following web address:

<https://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/finance/index.htm>.

## SECTION 2.- SPECIFICATIONS

SCOPE: These specifications cover the production of self-cover pamphlets and casebound books requiring such operations as printing, stamping, binding, packing, and distribution.

TITLE: U.S. Tax Court Reports.

FREQUENCY OF ORDERS: Self-Cover: Approx. 6-10 orders per year.  
Casebound: Approx. 2 orders per year.

QUANTITY: Self-Cover: Approx. 720 copies per order.  
Casebound: Approx. 900 copies per order.

NUMBER OF PAGES: Self-Cover: Approx. 60 to 155 pages.  
Casebound: Approx. 250 to 600 pages.

TRIM SIZE: 5-7/8 x 9-1/8".

GOVERNMENT TO FURNISH: CD-R with PDF files for text and cover and PDF file for creating stamping media.

One reproduction proof, Form 905 (R. 6/03) with labeling and marking specifications.

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

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

PROOFS: One set of color content (or equal) proofs of cover and spine (casebound book) for approval by the Tax Court prior to production of the cover and spine.

Direct to plate must be used to produce the final product with a minimum of 2400 x 2400 dpi. Proofs must be created using the same Raster Image Processor (RIP) that will be used to produce the product. Proofs shall be collated with all elements in proper position (not pasted up), imaged face and back, trimmed and folded to the finished size of the product.

PRIOR TO PRODUCTION PAPER SAMPLES – Casebound Text Paper:

Prior to the commencement of production of the contract production quantity, the contractor shall submit to the Government, not less than 12 samples of paper to be used in the production of the contract requirements. Each sample shall be approximately 8 x 10 ½ " and must be of the kind and quality required by the specifications. Submit samples to: U.S. Government Publishing Office, Customer Service, AST 1 (CSAPS), Room C838, 732 North Capitol Street, NW, Washington, DC 20401, Attn: Kevin Hodges. The container and accompanying documentation shall be marked PAPER SAMPLES, and shall include the GPO jacket number, purchase order number, and program/print order number.

Samples will be inspected and tested and must comply with the specifications as to kind and quality of materials. The samples must be submitted in sufficient time to allow Government testing of the samples and production and shipment in accordance with the shipping schedule.

The Government will approve, conditionally approve, or disapprove the samples within 10 workdays of the receipt thereof. 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 therefor.

If the samples are disapproved by the Government, the Government, at its option, may require the contractor to submit additional samples for inspection and test, in the time and under the terms and conditions specified in the notice of rejection. Such additional samples 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 samples 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 samples within the time specified, the Contracting Officer shall automatically extend the shipping schedule in accordance with the procedures as indicated in 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.

The contractor must not print prior to receipt of an "OK to print".

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](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 endleaf paper must have the grain parallel to the spine. The paper to be used will be indicated on the print order.

Self-Cover: Text: White Offset Book, basis weight: 40 lbs per 500 sheets, 25 x 38", equal to JCP Code A60.

Casebound Covers: Contractor will pick up from GPO, Tan pyroxylin (or other non-migratory resin) impregnated buckram that conforms to the American National Standard for Fabrics for Book Covers, designated ANSIL29.1-1977, Group E, equal to Holliston Roxite Caxton Tan Buckram #64063 - K05.

Endleaves: White Machine Finish Book End Paper, basis weight: 80 lbs per 500 sheets, 25 x 38", equal to JCP Code A50.

Book Cover Board, 0.098" thick, equal to JCP Code R30.

Casebound Volume Text: White Uncoated Permanent Book, basis weight: 60 lbs per 500 sheets, 25 x 38", equal to JCP Code A270.

PRINTING: Print head-to-head in black ink. Endleaves are blank.

MARGINS: Head 1/2", bind 13/16".

**BINDING: Self-Cover:** Saddle-wire or side-wire stitch in two places along the 9-1/8" dimension and trim three sides as indicated on the print order. Drill approximately 160 copies for Tax Court with three 1/4" diameter holes centered on 9-1/8" binding edge, 3-1/2", center to center. Drill the remainder of the copies with two 1/4" diameter holes centered on the 9-1/8" binding edge, 4-1/4", center to center. Center of holes to be 3/8" from left edge of product.

**Casebound Volumes:** Reinforce the endleaves and the first and last signatures with strips of ungummed, sized cotton cloth extending 1/4" on inner side of the signatures and 1" on the endleaves. Smyth (signature) sew, trim 3 sides, round, back, and headband. Reinforce back with crash and strong paper liner. Casebind with suitable squares.

Stamp front and back covers in black ink with two parallel rules outlining a border approximately 1/4" from bind, top, bottom, and outside. Stamp backstrip in black, red (equal to Rich Inc. Co. Red Bookcloth Ink #54808), and imitation gold (equal to "Hastings", "Swift", or "All Purpose Bronze").

Stamping must have good adherence to the Tan Buckram and must have solid impressions with no picking, pinholes, or filled letters. Backstrip reads across with panels and rules extending the full width of the spine. (See Exhibit. A)

Contractor will receive a list of approximately forty names or titles which must be stamped in black ink on the lower right of the front cover on one or more casebound volumes as indicated. The same name or title shall be stamped on the outside of the one piece individual mailing container with each casebound volume. Likewise, the outside of the larger shipping containers shall indicate the names or titles of the casebound volumes packed inside.

The contractor will be required to create stamping media for backstrip, covers, and names or titles from furnished CD-R/PDF File for casebound volumes. Submit proofs of stamp for covers and spine for approval.

**PACKING:** Pack in shipping containers.

Pack the casebound volumes individually in one-piece mailing containers.

Individual mailing containers must be sealed with reinforced kraft tape as described below:

3 inch wide tape, gummed (paper, reinforced, laminated) Class 2, nonstrippable, equal to Commercial Item Description A-A-1671B (08-10-90), and applicable amendments.

Pack one-piece mailing containers suitably in shipping containers.

Pallets are required.

**LABELING AND MARKING:** Reproduce shipping container label from furnished repro, fill in appropriate blanks and attach to shipping containers. Individual one-piece mailing cartons for the casebound volumes should be marked with the volume number, title of the publication, and the GPO stock number, Sub. I.D. number, or Control number, whichever is applicable.

**ISBN Bookland/EAN Bar Code Markings:** For each casebound volume, GPO's Publication and Information Sales Program will provide the contractor with the ISBN-13 and Price Add-On information. The 13 digit ISBN Number should be placed in plain text under the "For Sale By..." line, at the bottom of the back side of the first printed page in the book. If necessary, Government may furnish the "For Sale By..." copy via e-mail after contract award.

The contractor is to generate ISBN, EAN barcode, and Price Add-On barcode copy. These elements must be printed on a suitably-sized adhesive label in black ink and placed at the bottom-right corner or bottom-center of Cover 4 on GPO Sales copies. The ISBN number must be printed in Human-Readable interpretation and bar coded using 3 of 9 (code 39) Bar Code System, non-contact reading in accordance with ISO-2108:2005.



**DEPARTMENTAL RANDOM COPIES (BLUE LABEL):** All orders must be divided into equal sublots in accordance with the chart below. 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 certify that copies were selected as directed using GPO Form 917-Certificate of Selection of Random Copies (located on GPO.gov). The random copies constitute a part of the total quantity ordered, and no additional charge will be allowed.

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

These randomly selected copies must be packed separately and identified by a special label (GPO Form 2678-Departmental Random Copies (Blue Label) that must be printed on blue paper and affixed to each affected container. This form can be downloaded from GPO.gov. The container and its contents shall be recorded separately on all shipping documents and sent to the U.S. Tax Court address listed under "Schedule".

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.

**QUALITY ASSURANCE RANDOM COPIES:** In addition to the Departmental Random Copies (Blue Label), the contractor may be required to submit quality assurance random copies to test for compliance against the 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 execute a statement furnished by GPO certifying that copies were selected as directed. 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.

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 copy of the print order must be included.

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.

**DISTRIBUTION:** Deliver f.o.b. destination approximately 500 to 1,000 copies to Richmond, VA, (3) copies to New Orleans, LA. and balance of copies to approximately four to six addresses in the Washington, D.C. Metropolitan area. Complete addresses and quantities will be furnished with the print orders.

Upon completion of each order, PDF Files plus one sample copy must be returned to the address listed under "Schedule".

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

**"SUBSCRIPTION" COPIES DISTRIBUTION:** When "Subscription" copies are ordered, the contractor will be required to mail approximately 100-400 copies per order for Information Dissemination (Superintendent of Documents). The contractor must apply the appropriate postage to these "Subscription" copies which may require mailing of single and multiple copies to both domestic and foreign destinations. The postage class and other mail requirements will be furnished with each order. The contractor will be reimbursed for the postage to mail these

“Subscription” copies by submitting a properly completed Postal Service certificate of mailing with their invoice. The postage for these “Subscription” copies must be separated from other mailings; the postage must be separately accounted for, have a separate postal receipt, and be listed as a separate item on the invoice for reimbursement. Failure to distribute “Subscription” copies according to these instructions and furnish proper proof thereof may result in non-reimbursement of the postage expense.

The total number of “Subscription” copies ordered may exceed the number of copies requiring mail distribution. Any residual “Subscription” copies (“Subscription” quantity remaining after mail fulfillment) shall be shipped f.o.b. contractor’s city by suitable means to a single address in the Washington, D.C. area. Contractors outside the Washington, D.C. commercial zone may be reimbursed for any shipping costs incurred by submitting a properly completed commercial shipping (including mailing) receipt with their invoice.

The postage class and other mail requirements for “Subscription” copies will be furnished with the mailing labels. The contractor shall call the Superintendent of Documents at 202-512-2010, ext 30243 (vdirect-ship@gpo.gov) for the “Subscription” distribution addresses/labels, and the postage class and other mail requirements, prior to the scheduled due date if this information is not otherwise furnished.

**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 U.S. Tax Court, Room 145, 400 2nd Street, NW, Washington, D.C.

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

Self-cover publications: Contractor will be notified when print order and furnished material are available.

Complete delivery of self-cover publications must be made within 10 workdays after notification of availability of print order and furnished material.

Cumulative Casebound Volumes: Material for the bound volumes will be available for pickup by the contractor, approximately the second or third month after delivery of the sixth and twelfth self-cover publication. The Department will notify the contractor of the exact date of availability.

Contractor must deliver proofs of cover and spine within 5 workdays after notification of availability of material. Proofs will be withheld 1 workday from receipt by the Department until available for pickup.

Complete delivery of cumulative casebound volumes must be made within 20 workdays after notification of availability of print order and furnished material.

Delivery of Tax Court consignments must be made first with the balance of order held until contractor receives "OK TO DELIVER" by Tax Court. Contractor will be notified of "OK TO DELIVER" within 24 hours after Department's receipt of advance copies consigned to the Tax Court.

The ship/deliver date indicated on the print order is the date products ordered for delivery f.o.b. destination must be delivered to the destination(s) specified.

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.

For compliance reporting purposes, contractors are to report information regarding each order with date of shipment or

delivery, as applicable, in accordance with the contract requirements by contacting the Shared Support Services Compliance Section via email at [compliance@gpo.gov](mailto:compliance@gpo.gov), via telephone at (202) 512-0520, or via facsimile at (202) 512-1364. Personnel receiving the email, call, or facsimile will be unable to respond to questions of a technical nature or to 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 one year's 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".

|            | (1)   | (2)    |
|------------|-------|--------|
| I. (a)     | 10    | 500    |
| (b)        | 1,052 | 7,533  |
| (c)        | 3     | 27     |
| (d)        | 1,304 | 11,670 |
| II. 1. (a) | 312   |        |
| (b)        | 2685  |        |
| (c)        | 9     |        |

**SECTION 4.- SCHEDULE OF PRICES**

Bids offered are f.o.b. destination and f.o.b. contractor's city for mailing.

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.

Prices must be submitted for the entire term of the contract and bids qualified for a lesser period will not be considered.

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

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

I. **PRINTING AND BINDING:** A charge will be allowed for each page, whether printed or blank. Unless otherwise specified, no more than three blank pages shall be permitted at the end of the text.

|  | <u>Makeready<br/>and/or Setup</u><br>(1) | <u>Running Per<br/>100 Copies</u><br>(2) |
|--|--|--|
| <u>Self-Cover Publication:</u>         |  |  |
| (a) Saddle-Stitched .....per page..... | \$ _____                                 | \$ _____                                 |
| (b) Side-Stitched .....per page.....   | \$ _____                                 | \$ _____                                 |
| <u>Casebound Publication:</u>          |  |  |
| (c) Complete Cover .....               | \$ _____                                 | \$ _____                                 |
| (d) Text .....                         | \$ _____                                 | \$ _____                                 |

Note: Prices offered for item (c) must include the cost of all materials and operations necessary for casebinding books including making case, stamping media, stamping, casing-in, and stamping name or title on approximately 40 personalized copies.

\_\_\_\_\_  
(Initials)

II. PACKING AND DISTRIBUTION:

- 1. (a) Packing and sealing shipping containers..... per container.....\$ \_\_\_\_\_
- (b) Individual mailing containers..... per container.....\$ \_\_\_\_\_
- (c) Palletizing ..... per pallet.....\$ \_\_\_\_\_

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)

PARALLEL RULES  
IN BLACK INK

UNITED STATES  
TAX COURT  
REPORTS

97

JULY 1, 1991  
TO  
DECEMBER 31, 1991

↑  
PARALLEL RULES  
1/4-INCH FROM EDGE

Set in 12-point Cheltenham Bold Condensed and Stamp  
in Imitation Gold "UNITED STATES TAX COURT" and  
"JULY 1, 1991 TO DECEMBER 31, 1991."

Set in 14-point Cheltenham Bold Condensed and Stamp  
in Imitation Gold "REPORTS."

BLACK BACKGROUND

PARALLEL RULES  
IN BLACK INK

SET IN 48-POINT  
CHELTENHAM BOLD AND  
STAMP IN IMITATION GOLD

PARALLEL RULES  
IN BLACK INK

RED BACKGROUND

IMITATION GOLD  
BANDS

PARALLEL RULES  
IN BLACK INK

10-POINT CHELTENHAM  
BOLD

PARALLEL RULES  
IN BLACK INK

THE PRESIDENT

EXHIBIT A

①