



**BID OPENING:** Bids shall be opened at **2:00 p.m., prevailing Central Standard Time (CST)**, on **July 10, 2023** for the U.S. Government Publishing Office, Northcentral Region. This will NOT be a public bid opening.

STRAPPED JACKETS: THESE THREE JACKETS WILL BE AWARDED TOGETHER BASED ON THE LOWEST TOTAL COST. HOWEVER FOR BUDGETARY PURPOSES, CONTRACTOR MUST PROVIDE AN INDIVIDUAL BID PRICE FOR EACH JACKET AND THEN A TOTAL BID COST.

**BID SUBMISSION:** Bidders MUST submit email bids to **[bidsnorthcentral@gpo.gov](mailto:bidsnorthcentral@gpo.gov)** for this solicitation. See also "ADDITIONAL EMAILED BID SUBMISSION PROVISIONS".

No other method of bid submission will be accepted at this time.

The Jacket number "**735-332s**" and bid opening date "**July 10, 2023**" must be specified in the subject line of the emailed bid submission. Bids received after "**2:00 p.m. Central Standard Time**" on the bid opening date specified above will not be considered for award.

All the requirements of these specifications apply equally to all items unless otherwise indicated.

Any questions before award concerning these specifications call Chuck Szopo, at 312-353-3916 x 6 or email at [cszopo@gpo.gov](mailto:cszopo@gpo.gov)

**PRODUCT:** IRS OCR Snap sets.

**BIDDERS, PLEASE NOTE:** GPO has issued a new GPO Publication 310.2, GPO Contract Terms - Solicitation Provisions, Supplemental Specifications, and Contract Clauses (Rev 1-18). Prospective bidders should carefully read this publication as the applicable terms within become an integral part of this contract. The document is posted at <https://www.gpo.gov/how-to-work-with-us/vendors/forms-and-standards> along with a list revisions.

**PREDOMINANT PRODUCTION FUNCTION:** The predominant production function is Printing. Bidders who must subcontract this operation will be declared non-responsible.

**ADDITIONAL EMAILED BID SUBMISSION PROVISIONS:** The Government will not be responsible for any failure attributable to the transmission or receipt of the emailed bid including, but not limited to, the following:

1. Illegibility of bid.
2. Emails over 10 MB may not be received by GPO due to size limitations for receiving emails.
3. The bidder's email provider may have different size limitations for sending email; however, bidders are advised not to exceed GPO's stated limit.
4. When the email bid is received by GPO, it will remain unopened until the specified bid opening time. Government personnel will not validate receipt of the emailed bid prior to bid opening. GPO will use the prevailing time (specified as the local time zone) and the exact time that the email is received by GPO's email server as the official time stamp for bid receipt at the specified location.

**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.

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**TITLES:**

735-332: Form 1099 INT (Rev 01/00/2022) (Cat# 14410K) Reprint.  
735-333: Form 1099 DIV (Rev 01/00/2022) (Cat# 14415N) Reprint.  
735-362: Form 1098 (Rev Jan 2022) (Cat 14402K) Reprint.

**QUANTITIES:**

735-332: 729,847 copies.  
735-333: 430,147 copies.  
735-362: 60,207 copies.

**Jacket Quantities Include:**

15 copies - Agency copies – 5 (735-332) & 5 (735-362) to Kerry Harris; and 5 (735-333:) to Andre Jones.  
6 total, 2 copies GPO inspection copies each.

**TRIM SIZES:** 8.5 x 11”.**NUMBER OF PAGES:**

735-332 and 735-333: 5-part sets (10 pages).  
735-362: 3-part sets (6 pages).

**GOVERNMENT TO FURNISH:** PDF files and PO to be emailed.

**BASIC CHECK OF FURNISHED MEDIA AND FILES:** Prior to image processing, the contractor is responsible for performing a basic check (preflight) of the furnished media and files. If any errors, media damage, or data corruption that might interfere with proper file imaging are discovered during inspection by the contractor, work should be discontinued after the entire order has been inspected. Further instructions should be requested from the GPO Contract Administrator.

This preflight should identify any problem areas with the digital file submission and should include but not be limited to missing or damaged fonts, damaged disks, missing bleeds, improper trim size and/or margins, only low resolution files included for illustrations, and improper color definition. The contractor is also responsible for creating or altering any necessary trapping, setting proper screen angles and frequency, adjusting copy for trim size and folds, and defining proper file output selection for the imaging device being used. All furnished files must be imaged as necessary to meet the assigned quality assurance through attributes program (QATAP) level.

**RIGHTS ON DATA:** The fonts provided (see GOVERNMENT TO FURNISH) are the property of the ordering agency and are provided for use on this contract only. Using the furnished fonts on any job other than the one for

which the fonts were submitted violates copyright law. All fonts should be eliminated from contractor's archive immediately after completion of the production run.

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

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

**REPRODUCIBLES:** The contractor must make all reproducibles required. All halftones are to be 175-line screen or finer. Minimum resolution for line copy and type is 2400 dpi.

At the completion of the project, contractor will be required to provide the Government with a DVD-R or CD-R's that contains the entire project suitable for reproduction. This must be returned with all of the Government furnished material. This is required regardless of the contractor's method of production.

**PROOFS:**

Email PDF proofs of each jacket to: [kerry.harris@irs.gov](mailto:kerry.harris@irs.gov) ; [andre.j.jones@irs.gov](mailto:andre.j.jones@irs.gov) & [cszopo@gpo.gov](mailto:cszopo@gpo.gov)

Call to confirm receipts: Kerry Harris, 801-620-3040 and Andre Jones, 202-468-0350.

Proofs will be withheld not more than 2 workdays from receipt in agency until contractor is notified of an "OK to print". Contractor must not print prior to receipt of an "OK to print".

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 will be evaluated for text flow, image position, and color breaks. Proof will not be used for color match.

**After PDF proofs are approved.**

**PRIOR TO PRODUCTION SAMPLES - 3 day hold:**

The sample requirement for this contract is not less than **10 printed copies each jacket, 5 of each jacket to 2 different addresses.**

Each sample must be constructed as specified using the form, ink, equipment, and methods of production which will be used in producing the finished product. Paper used for samples must be of the size, kind, and quality the contractor will furnish.

Samples will be inspected and tested and must comply with the specifications as to kind and quality of materials, quality of reproduction, and satisfactory processing on the machine indicated. Prior to the commencement of production of the contract production quantity, the contractor shall submit samples to the **AGENCY** in distribution section.

Samples will be tested for conformance of materials and/or will be tested for usage on the specified equipment and/or for construction. The container and accompanying documentation shall be marked PREPRODUCTION SAMPLES and shall include the GPO jacket and purchase order. 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 **3 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 therefore.

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 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.

All samples shall be manufactured at the facilities in which the contract production quantities are to be manufactured.

### **STOCK:**

BIDDERS, PLEASE NOTE: GPO has issued a new Government Paper Specification Standards, No. 13, dated September 2019. Prospective bidders should carefully read this publication as the applicable standards within become an integral part of this contract. The document is posted at <https://www.gpo.gov/how-to-work-with-us/vendors/forms-and-standards> along with a list of major revisions.

Part 1: White OCR Chemical Transfer Bond, CB, basis weight 17 x 22", 20 to 21.5 lbs. per 500 sheets. Black image transfer required. Equal to JCP Code O25.

Parts 2 through 5 for 735-332 and 735-333; and Parts 2 through 3 for 735-362: White chemical transfer bond, CFB (or CF as appropriate), basis weight 17 x 22", 10 to 15.5 lbs. per 500 sheets. Black image transfer required. Follow the print order for the paper combination requested for Parts 2-5.

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### **PRINTING AND MARGINS:**

**Pin-hole Construction:** All Forms shall be punched along the left side with round holes 5/32" in diameter, spaced 1/2" center to center, 1/4" from center of holes to side of form with center of top aligning hole located 1/4" from tear-line edge. Sets are to be held together by an adhesive providing sufficient strength to guarantee parts will remain together under normal handling and storage, but permit ready separation of parts without damage to the parts.

735-332 and 735-333:

Forms print (see below), head to head, 2-up on 8 1/2" x 11" 5-part carbonless snap set, with a 1/2" stub on the left side to bind the snap set together. Part 1 of the form will be optically scanned.

Perf. vertically at the stub  $\frac{1}{2}$ " from the left edge leaving an 8" x 11" detachable sheet.

Perf. horizontally at 5-1/2" intervals from the head on all pages except pages 1 and 2.

Stub perforations must be such as to guarantee easy separation of all parts in one operation, but of sufficient strength to prevent disengagement of any part under normal handling and mailing conditions. The stub is held together with internal glue or paste, and has a length 11", width  $\frac{1}{2}$  to  $\frac{3}{4}$ ". Perforations requiring clean separations will be required for the stub.

Trim three non-binding edges of the form to the finished size, making sure to maintain the required margins.

Page 1 print in Flint Ink J-6983 Red or qual and non-reflective black ink on 20-21.5 lb. White OCR Chemical Transfer (CB).

Page 2 is blank.

Page 3 print 100% in black ink on 12.5-15.5 lb. White Chemical Transfer (CFB).

Page 4 is blank.

Page 5 print 100% in black ink on 12.5-15.5 lb. White Chemical Transfer (CFB).

Page 6 print 80% in black ink on 12.5-15.5 lb. White Chemical Transfer (CFB).

Page 7 print 100% in black ink on 12.5-15.5 lb. White Chemical Transfer (CFB).

Page 8 is blank.

Page 9 print 100% in black ink on 12.5-15.5 lb. White Chemical Transfer (CFB).

Page 10 print 80% in black ink on 12.5-15.5 lb. White Chemical Transfer (CF).

**MARGINS:** Head:  $\frac{1}{2}$ " to rule; Right  $\frac{1}{4}$ ". Must align within set.

Stub prints in black ink with GPO Imprint Line.

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735-362:

Forms print (see below) head to head 2-up on 8  $\frac{1}{2}$ " x 11" 3-part carbonless snap set, with a  $\frac{1}{2}$ " pin feed stub on the left-side to bind the snap set together. Page 1 of the form will be optically scanned.

Perf vertically at the stub  $\frac{1}{2}$ " from the left edge leaving an 8" x 11" detachable sheet.

Perf horizontally at 5-1/2" intervals from the head on all pages except pages 1 and 2.

Page 1 print in Flint Ink J-6983 Red or equal and non-reflective black ink on 20-21.5 lb. White OCR Chemical Transfer (CB).

Page 2 is blank.

Page 3 print 100% in black ink on 12.5-15.5 lb. White Chemical Transfer (CFB).

Page 4 print 80% in black ink on 12.5-15.5 lb. White Chemical Transfer (CFB).

Page 5 print 100% in black ink on 12.5-15.5 lb. White Chemical Transfer (CFB).

Page 6 print 80% in black ink on 12.5-15.5 lb. White Chemical Transfer (CF).

**MARGINS:** Head:  $\frac{1}{2}$ " to rule; Right  $\frac{1}{4}$ ". Must align within set.

Stub prints in black ink with GPO Imprint Line.

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**QUALITY CONTROL:** The forms produced under these specifications must be guaranteed to function properly when processed through High Speed Scan-Optics 9000mm scanners, and Kodak High Speed 9500, 9520, 1840 or other High Speed Scanners. Forms require precision spacing, printing, and trimming. Readings will be made when printed on white chemical transfer with the reflectance of the red ink 80% or greater relative to the

reflectance of the paper. Black ink used must not have a reflectance greater than 15% relative to the reflectance of the paper.

IRS requested production meeting with Vendor after contract awarded.

\*\*See electronic Form 2040 for distribution of copies.

Contractor must complete 2040 application and return to IRS.

### **PACKAGING:**

Pack items separate and identify.

No internal wrapping or tying. Pack solid in a tight fitting shipping containers. Place full size corrugated boards on top, bottom, and vertically between stacks.

735-332 and 735-333: 5-part forms pack 740 per container.

735-362: 3-part forms pack 1,250 per container.

Pack products in two (2) even stacks within shipping container with full size corrugated boards on top, bottom and vertically between stacks.

The exterior dimensions of the cartons must not exceed 17 ½ (L) x 11 ½ (W) x 9" (D).

The contractor is responsible for determining the exact carton dimensions in accordance with the product with a maximum 11-1/2" (W) outside measured dimension. Cartons must not exceed 32 pounds when fully packed. Full pallets must not exceed 55" in height.

Containers must not have excessive air space (dunnage/void fill) when fully packed to prevent crushing or deformation. Containers must not open nor split during transit through the USPS or small package/motor freight/air freight carrier delivery systems.

Container filler (if necessary) must be composed of material that can be easily removed without damaging contents. Packing peanuts or beads are strictly prohibited.

**LABELING AND MARKING:** Labels MUST be generated from furnished PDF file (IRS form 6153 (3-2006)). Contractor's streamlined or recreated labels will not be acceptable. (See Exhibit B). Contractor is required to fill in any appropriate blanks, output on suitable white stock, and attach to one end of each shipping container. Label must be facing out if loaded on a pallet.

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 ordering agency.

If not entered on the carton label copy furnished by the IRS, the following items must be filled in by the contractor: From (Contractor's Name and Address); To (Consignee, complete address must appear on carton label); Carton Quantity (Number of copies in each carton); and GPO Program Number, Print Order Number and Jacket Number).

At the contractor's option, the consignee address may be eliminated from the carton labels on all full and secure pallet loads. If this option is exercised, then in addition to the cartons being labeled, pallets require labels containing the full shipping address on all four sides and top of the load on the pallet.

Small Package Carrier shipments require the IRS carton label on one end and the small package carrier label on the top of the carton. Contractor must keep the two labels close together.

**PALLETS AND PALLETIZING:** All motor freight shipments require pallets. Pallets must be type III and must conform to the Federal Specifications NN-P-71C, and any amendments thereto except for dimensions and single center stringer (must not be double stringer). Pallets are 48” in length and 40” in width and must not exceed 5” in height. Full entry **MUST** be on the 40" width. Strict adherence to these dimensions is necessary to accommodate storage requirements of IRS distribution center. Receipt of incorrect pallets may result in a charge for each incorrect pallet, which will be assessed against the contractor. This charge will cover additional costs incurred by IRS to re-palletize the shipment onto correct pallets. (See Exhibit C, IRS Document 12321 (Rev. 1-2013), for visual of pallet and carton stacking specifications.)

Cartons shall be stacked on pallets using a reverse layer pattern, 9 cartons per layer, with a maximum height of 55", including pallet or a maximum of 7 layers. Cartons must be fastened securely to the pallet in a manner that will prevent movement during transit but permit ready removal, without damage to the cartons, at destination. Neither metal strapping nor pallet caps are to be used. There must be no more than one partial pallet per destination. (See Exhibit C, IRS Document 12321 (Rev. 1-2013), for pallet and carton stacking diagram and related specifications.)

Contractor is to follow all the instructions listed on the carton label. If contractor has any questions about the packing, labeling and/or palletizing of a product, contact the agency point of contact for clarification immediately.

All expenses incidental to packing, labeling and palletizing must be borne by the contractor.

**CORRECTING PACKING AND RELATED PROBLEMS:** Contractor will be responsible for correcting all packing-related problems (i.e. mislabeled cartons, IRS carton labels not being used, 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 will be required to make the corrections on-site. If the contractor is required to make corrections on-site and does not arrange to be on-site correcting the problems, they will then be responsible for any billed amount that is accrued by the agency in fixing the problem through an outside vender.

“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.

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

Product Quality Level:

- (a) Printing Attributes - Level IV.
- (b) Finishing Attributes - Level IV.
- (c) Exceptions: Trim size and margins, of the finished product, and detached size of forms, must be within a tolerance of + 1/16" and the register from form to form must be within 1/16". Any deviation will be considered a major defect.

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:

Attribute:	Specified Standard
P-7 Type Quality and Uniformity	OK PRIORS
P-9 Solid/Screen Tint Color Match	OK PRIORS

When electronic files are furnished, in the absence of hard copy proofs and/or originals, the Specified Standard will be uniformity of image throughout the press run.

**DISTRIBUTION:**

**Mail F.O.B. Contractor's City:**

**See Form 2040 for each jacket.**

**729,640 copies of 735-332;**

**429,940 copies of 735-333**

**60,000 copies of 735-362 to:**

IRS/National Distrib Center

2525 Revenue DR

Bloomington, IL 61705-2500

Receiving, 309-556-5169

**200 Label copies of each to:**

IRS/National Distrib Center

Blue Label Copies

2525 Revenue DR

Bloomington, IL 61705-2500

Shipments less than 750 lbs. are required to ship via small package carrier (SPC). The IRS will provide an IRS small package carrier account number. Contractor must notify the IRS at least 10 workdays prior to the scheduled ship date if a carrier account number has not been issued. Contractors are required to ship using the designated carrier and IRS account number(s) or be responsible for any additional shipping costs. Contractor must notify the designated small package carrier when orders are ready for shipping. The contractor must report any SPC related problems to the agency immediately. The U.S. Postal Service (USPS) is not an option for shipments to the government for this jacket.

In order to verify small package carrier cost for each print order, the contractor MUST have the capability to generate UPS shipping labels electronically. It will be the responsibility of the contractor to be familiar with the electronic shipping methods of any IRS small package carrier for the duration of this contract. In addition to basic electronic address requirements, the contractor must provide additional reference fields as required.

Shipments of over 750 lbs. are to be made by common carrier offering a guaranteed delivery date and delivery confirmation.

**GOVERNMENT BILLS OF LADING:** Infrequently, the IRS may elect on an order to provide Government Bills of Lading for one or more destinations. The IRS may also choose to provide an IRS account number (such as FedEx or UPS Ground Service) for use in shipping packages of less than 750 lbs. to one or more destinations. Should the IRS choose one of these options, the print order will so indicate, and no charges may be made for that destination under Pricing Schedule ITEM II.

Whenever possible full truckloads should be utilized (e.g., use a full truckload and a partial truckload rather than two partial truckloads). The contractor will be provided multiple IRBL's for shipments to an individual destination exceeding a truckload. Only one bill of lading should be released for each truckload. Any extra IRBL's should be returned to the IRS.

**Deliver F.O.B. Destination** (at contractor's expense) via traceable means:

Deliver prior to production samples to destinations as indicated below and IRS Form 2040 and Distribution List. All deliveries must be made Monday through Friday, exclusive of Federal Holidays, between 8 a.m. and 3:30 pm local prevailing time.

**5 Priors of each jacket** and 5 final samples 735-332 and 735-362 to:

IRS

1973 North Rulon White Blvd.

Ogden, Utah 84404

M/S 8000 ATTN. Kerry Harris, 801-620-3040

**5 Priors of each jacket** and 5 final samples 735-333 to:

IRS / NCFB,

5000 Ellin Road Bldg C6-175

Attn: Andre Jones, 202-468-0350

Mail stop: C6-175

Lanham, MD 20706

6 total copies, 2 samples of each jacket marked Inspection Copies and with GPO jacket number to U.S. GPO, Attn: Compliance -Chuck Szopo, residential Chicago IL address to come. Email [cszopo@gpo.gov](mailto:cszopo@gpo.gov) for address after award.

Blue Label Copies - All orders must be divided into equal (200 of each jacket) sublots.

A random copy must be selected from each subplot. Do not choose copies from the same general area in each subplot. The contractor will be required to 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. 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 in accordance with the distribution.

**NOTIFICATION OF SHIPMENT:** Immediately after the order has been shipped, the contractor MUST furnish shipping information to Agency. Include the order title, GPO jacket number, requisition number, date of shipment, quantity (copies, # of cartons, etc.), and tracking information for deliveries. Email [kerry.harris@irs.gov](mailto:kerry.harris@irs.gov) ; [andre.j.jones@irs.gov](mailto:andre.j.jones@irs.gov) & [cszopo@gpo.gov](mailto:cszopo@gpo.gov)

**SCHEDULE:** See Notice of Compliance with Schedules in GPO Publ. 310.2.

**Award** will be made and Government furnished material and purchase order will be available by **July 11, 2023.**

**Email PDFs PROOFS** for review on or before **July 13, 2023.**

Agency hold time for proofs will be not more than **3 workdays.**

**Deliver PRIORS** on or before **July 21, 2023.**

Agency hold time for proofs will be not more than **3 workdays.**

**Contractor must make complete shipment by August 18, 2023.**

Contractor MUST email delivery verification information to [VerifyNorthcentral@gpo.gov](mailto:VerifyNorthcentral@gpo.gov) within 24 hours of delivery. Enter the Jacket number in the subject line and place method of shipment and the delivery date in the body of the message. Failure to follow this procedure may result in delayed payment after invoicing.

Offers must include the cost of all materials and operations for the total quantity ordered in accordance with these specifications. In addition, a price must be submitted for **each additional 1,000 copies.** The price for additional quantities must be based on a continuing run, exclusive of all basic or preliminary charges, (i.e., running rate not including makeready) and will not be a factor for determination of award.

Bids must be received by the exact date and time specified.

**PAYMENT:**

It is requested that the contractor invoice GPO within 10 workdays from the date of complete distribution for timely customer billing closeout.

Submitting invoices for payment via the GPO fax gateway (if no samples are required) 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>.

**CONTRACTOR'S INVOICE FOR PAYMENT MUST BE ISSUED TO GPO WITHIN 10 WORKDAYS AFTER COMPLETION OF ORDER. FAILURE TO ISSUED INVOICE TO GPO WITHIN 10 WORKDAYS AFTER ORDER COMPLETION MAY RESULT IN DELAYED PAYMENT.**

**SHIPMENT(S):** Shipments will be made from: City \_\_\_\_\_, State \_\_\_\_\_.

The city(ies) indicated above may 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.

**TOTAL BID PRICE \$** \_\_\_\_\_ **ADDITIONAL RATES: Mark below PER 1,000 sets**

**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 email, fill out and return one completed copy of all applicable pages that include the Jacket Number, Bid Price, Additional Rate, Discounts, Amendments, Bid Acceptance Period, and Bidder’s Name and Signature, including signing where indicated. Valid electronic signatures will be accepted in accordance with the Uniform Electronic Transactions Act, § 2. Electronic signatures must be verifiable of the person authorized by the company to sign bids.

Bidder \_\_\_\_\_  
(Contractor Name) (GPO State and 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)

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

(COMPLETE AND SUBMIT THIS PAGE WITH YOUR BID)

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**THIS SECTION FOR GPO USE ONLY**

Certified by: \_\_\_\_\_ Date: \_\_\_\_\_ Contracting Officer: \_\_\_\_\_ Date: \_\_\_\_\_

(Initials)

(Initials)

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**See next page for specifying bid.**

	<b>Bid</b>	<b>ADDED RATE/M</b>
<b>Jacket 735-332:</b>	\$ _____	\$ _____
<b>Jacket 735-333:</b>	\$ _____	\$ _____
<b>Jacket 735-362:</b>	\$ _____	\$ _____

**Total Bid Cost: \$ \_\_\_\_\_**

Note: Bidders must include this sheet with their submitted Bids.

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