

**Jacket:** 770-880  
**Title:** Black Leather Covers with Treasury Medallion on Front  
**Agency:** Treasury/IRS  
**Bid Opening:** March 10, 2023 at 11:00am

Contractor Name	Bid	Terms		Discounted Total
Unified Packaging, Inc.	\$137,033.50	5.0%	20 days	\$130,181.83
Perfect Fit LLC	\$148,120.00	0.0%	0 days	\$148,120.00
			days	\$0.00
<a href="#">Scoti Cox 03-27-2023</a>			days	\$0.00
			days	\$0.00
			days	\$0.00
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U.S. GOVERNMENT PUBLISHING OFFICE

Southwestern Region

General Terms, Conditions, and Specifications  
for the procurement of

**Black Leather Covers with Treasury Medallion on Front**

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

Department of the Treasury/Internal Revenue Service

**BID OPENING:** Bids shall be opened at 11:00 a.m., prevailing Pacific Standard Time (PST), on **March 10, 2023**. This will NOT be a public bid opening.

**BID SUBMISSION:** Bidders MUST submit email bids to [bidssanfran@gpo.gov](mailto:bidssanfran@gpo.gov) for this solicitation. No other method of bid submission will be accepted at this time. The jacket number and bid opening date must be specified in the subject line of the emailed bid submission. **Bids received after 11:00am on the bid opening date specified above will not be considered for award.**

Bidders are to fill out, sign/initial, as applicable, Page 7 “SCHEDULE OF PRICES”.

**BIDDER 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 (pg. 7) 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.

**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 75MB may 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.

For information regarding the solicitation requirements prior to award, please contact Scoti Cox at 707-748-1972 or [scox@gpo.gov](mailto:scox@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. 01-18)) and GPO Contract Terms, Quality Assurance Through Attributes Program for Printing and Binding (GPO Publication 310.1, effective May 1979 (Rev. 09-19)).

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

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

**PREAWARD SURVEY:** In order to determine the responsibility of the prime contractor, the Government reserves the right to conduct an on-site pre-award 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) 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.

NOTE: Prior to award the apparent low vendor must be able to show ability to produce the product in question and may be asked to supply samples of similar items.

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

Product Quality Levels:

- (a) Printing Attributes - Quality Level III
- (b) Finishing Attributes - Quality Level III

Inspection Levels from ANSI/ASQC Z1.4 (MIL-STD 105):

- (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 Preproduction Sample Proofs

**PREDOMINANT PRODUCTION FUNCTION:** The predominant production function is printing and production of the Treasury Medallion.

**SUBCONTRACTING:** Subcontracting is not authorized.

**PAYMENT:** 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. Instructions 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>.

**SECTION 2.- SPECIFICATIONS**

**TITLE:** Black Leather Covers with Treasury Medallion on Front

**QUANTITY:** 11,150 Black Leather Cases

**TRIM SIZE:** Flat 5-5/8 x 7-3/8". Folded: 5-5/8 x 3-5/8".

**DESCRIPTION:** Black Leather Credential Case with the Department of Treasury Medallion glued on the front of the case. Black leather cases are 5-1/2 x 3-1/2" folded.. When you open the black leather cover, there is a black flap that opens up with the two different pouches. There is clear plastic on both inside pockets and a black felt fabric sewn into one of the pockets. The fabric measures 4-7/8" x 2-7/8".

The medallion is 2" diameter and prints in full color. The medallion is glued onto the front cover of black leather case, centered top-to-bottom; and left-to-right. The opening for the medallion holds the 2" diameter medallion.

Stitching is required with black thread. (See Pages 8-10)

**BLACK LEATHER:** The leather is genuine black leather with a "smooth finish" and 1/16" thick.

**MARGINS:** No bleeds. Follow the digital files for margins.

**GOVERNMENT TO FURNISH:** The digital files for medallion may be in InDesign, PDF, PNG or EPS files. The digital files will be forwarded directly from IRS to the successful contractor. The purchase order will be emailed to contractor upon award.

Prior to image processing, the contractor shall perform a basic check (preflight) of the furnished media and publishing files to assure correct output of the required reproduction image. Any errors, media damage, or data corruption that might interfere with proper file image processing must be reported to the contract administrator within 24 hours of receipt of the Government furnished material.

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

When required by the Government, the contractor shall make minor revisions to the electronic files. Prior to making any revisions, the contractor shall copy the furnished files and make all changes from the copy unless otherwise indicated.

**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:** Virtual PDF proof and pre-production sample are required. See below.

1) **VIRTUAL PROOFS:** Contractor to submit one **VIRTUAL PROOF** that shows image area with margins and image orientation as it will appear in relation to the product. **VIRTUAL** proof will be evaluated for text flow, image position, and color breaks. Proof will not be used for color match. Contractor must call Scoti Cox at 707-748-1972 to confirm receipt.

Note: Proof must show actual size and placement of logo (or exact dimension of logo in inches must be indicated on proofs).

Email **VIRTUAL** proofs on or before March 17, 2023.

The proofs will be checked for quality and compliance with these specifications, approved or approved with comments and the contractor will be notified within TWO (2) working days after receipt. If, in the opinion of the

GPO and/or Department, the proofs are not a true representation of the furnished copy, or contain noticeable defects they will be rejected must be corrected and reproofed at no additional expense to the Government. The schedule stated elsewhere in these specifications CANNOT be extended to allow for such reproofing.

Email proofs to [joseph.j.moyer@irs.gov](mailto:joseph.j.moyer@irs.gov) and [daniel.j.hillaker@irs.gov](mailto:daniel.j.hillaker@irs.gov). Contractor must also copy contract administrator at [scox@gpo.gov](mailto:scox@gpo.gov). GPO jacket number 770-880 must appear on all correspondence.

If the contractor cannot provide an acceptable set of VIRTUAL proofs by this date or within a reasonably sufficient time to allow for proof review and printing BEFORE THE ESTABLISHED DELIVERY DATE, he/she may be required to show cause as to why the contract should not be terminated for default.

\*\*\*CONTRACTOR MUST NOT PRODUCE PRIOR TO PRODUCTION SAMPLE PRIOR TO RECEIVING AN "OK" OF VIRTUAL PROOF\*\*\*

IN ADDITION TO the proof identified above:

2) PRIOR TO PRODUCTION SAMPLES: The sample requirement for this contract is one (1) Black Leather Cover with Treasury Medallion on Front. The sample shall be imprinted and constructed as specified and must be of the size, kind, and quality that the contractor will furnish.

Samples will be inspected and tested and must comply with the specifications as to construction, kind, and quality of materials.

Prior to the commencement of production of the contract production quantity, the contractor shall submit samples to the department. All samples will be tested for conformance of material(s). The samples will be tested for usage on the specified equipment and/or for construction. The container and accompanying documentation shall be marked PREPRODUCTION SAMPLE/GPO jacket number 770-880. 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 TWO (2) 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.

Manufacture of the final product prior to approval of the samples 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.

PRIOR TO PRODUCTION SAMPLES must deliver on or before MARCH 28, 2023.

Deliver one prior-to-production sample to:  
Internal Revenue Service, Pocket Commissions  
OS:FMSS:DC:S:AIM:PC  
1973 N. Rulon White Blvd.  
Mail Stop 1472  
Ogden, UT 84404-5402  
Attn: Dan Hillaker (801) 620-6047 (Delivery by traceable means, signature required)

NOTE: Contractor must notify [joseph.j.moyer@irs.gov](mailto:joseph.j.moyer@irs.gov), [daniel.j.hillaker@irs.gov](mailto:daniel.j.hillaker@irs.gov) and [scox@gpo.gov](mailto:scox@gpo.gov) when the proofs are sent, include all applicable tracking numbers and shipping method.

Prior to production sample will not be returned. Prior to production sample is in addition to the total quantity requested.

The contractor must not print prior to receipt of "OK to Print or Produce".

\*NOTE: The date of receipt by the Government is NOT considered the first workday.

**PACKING:** Pack to ensure no damage occurs to product during transit. Pack suitable, NTE 40 lbs.

**CUSTOMER DELIVERY NOTIFICATION:** Contractor must notify the ordering agency on the same day that the product ships/delivers via e-mail sent to [joseph.j.moyer@irs.gov](mailto:joseph.j.moyer@irs.gov) and [scox@gpo.gov](mailto:scox@gpo.gov). The subject line of this message shall be "Distribution Notice for Jacket 770-880 and Requisition Number 23-02946". The notice must provide all applicable tracking numbers, shipping method, and Title. Contractor must be able to provide copies of all delivery, mailing, and shipping receipts upon agency request.

**DISTRIBUTION:** All expenses incidental to picking up and returning materials, and furnishing samples must be borne by the contractor. Also, refer to Articles 5 and 6, Supplemental Specifications, GPO Contract Terms, Publication 310.2, revised June 2018.

Deliver F.O.B. Destination.

11,510 black leather cases to:  
Internal Revenue Service, Pocket Commissions  
OS:FMSS:DC:S:AIM:PC  
1973 N. Rulon White Blvd.  
Mail Stop 1472  
Ogden, UT 84404-5402  
Attn: Dan Hillaker (801) 620-6047 (Deliver by traceable means, signature required)

**SCHEDULE:** The purchase order and government furnished materials will be emailed to the contractor within 7 days of bid opening on or before **March 15, 2023**.

- PDF Proofs emailed on or before **March 17, 2023**.
- Prior to Production Sample proofs on or before **March 28, 2023**.
- Complete delivery on or before **April 25, 2023**.

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



**BIDS:** Bids must include the cost of all materials and operations for the total quantity ordered in accordance with these specifications. 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. Late bids will not be considered.

**SCHEDULE OF PRICES:**

Price

\_\_\_\_\_

A cost must be submitted for each additional black leather case.

Additional per each black leather case \$ \_\_\_\_\_

**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).

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

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

**AMENDMENT(S):** Bidder hereby acknowledges amendment(s) number(ed) \_\_\_\_\_

**BIDDER 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 page(s) 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.

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

Bidder \_\_\_\_\_  
 (Contractor Name) (GPO Contractor’s Code)

\_\_\_\_\_  
 (Street Address)

\_\_\_\_\_  
 (City – State – Zip Code)

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

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

**THIS SECTION FOR GPO USE ONLY**

Certified by: \_\_\_\_\_ Date: \_\_\_\_\_ Contracting Officer: \_\_\_\_\_ Date: \_\_\_\_\_  
 (Initials) (Initials)

Appendix A



Appendix A



Appendix A

