

Scoti Cox

7/20/2023

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U.S. GOVERNMENT PUBLISHING OFFICE

Southwest Region

General Terms, Conditions and Specifications
For the procurement of

ITIN/Foreign Certification Program InkJet Roll Paper (Form 9844)

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 **July 19, 2023** at the U.S. Government Publishing Office, Southwest Region.

BID SUBMISSION: Bidders **MUST** email bids to 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. This will not be a public bid opening.**

Bidders are to fill out, sign/initial, as applicable, Page 9 “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 email scox@gpo.gov.

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 3
- (b) Finishing Attributes - Quality Level 3

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	Ok Pre-Production Samples
P-8. Halftone Match (Single and Double Impression)	Ok Pre-Production Samples
P-9. Solid and Screen Tint Color Match	Ok Pre-Production Samples
P-10. Process Color Match	Ok Pre-Production Samples

PREDOMINANT FUNCTION: The predominant function for this procurement is the printing of the paper rolls/forms.

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.

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>

Vendors are expected to submit invoices within 30 days of job shipping/delivery.

SECURITY CLAUSE:

Safeguards: Contractor is required to implement security measures to ensure security handling of all materials and prevent unauthorized access. All waste materials, printing plates and overages are to be accounted for and destroyed beyond recognition. All shipping or mailing of material is to be accomplished by traceable means. **No quantity variations are allowed.**

Security Controls: To ensure the contractor's facility can provide the necessary controls to safeguard security material, a tour of the facility may be conducted by IRS Security personnel. The review of the facility may include, by not limited to the following:

1. Physical security controls,
2. Protection of data recorded on magnetic media,
3. Protection of data recorded on hard copy media,
4. Identification and authentication controls,
5. System accountability controls,
6. Protection of residual data,
7. Back up procedures,
8. Fire detention and annunciation,
9. Contingency plans, and
10. Personnel security.

Contractor will be required to make reasonable changes to their facility and/or procedures to properly safeguard security material if necessary. If requirements are not met, security material can be procured from other sources. GPO must be notified of any changes.

WARNING: Proper control and handling must be maintained at all times to prevent any information or materials required to produce the product ordered under these specifications from falling into unauthorized hands. Unless otherwise indicated herein, all extra copies, materials, waste, etc., must be destroyed.

TITLE: ITIN/Foreign Certification Program InkJet Roll Paper

QUANTITY: 100 ITIN Paper Rolls (80,000 forms per roll; 8,000,000 forms)

PAPER ROLL SIZE: 50" diameter (each roll)

TRIM SIZE: 8-1/2 x 11" (Sheet Size)

FORM NUMBER: IRS Form 9844 (Rev. 5-2020)

PRODUCT DESCRIPTION:

FORM: Form is printed two up on continuous rolls of special security paper, one side only. IRS logo MUST come off of the roll bottom of the seal first. The back side of form prints black timing marks. Rolls must be compatible for use on IBM InfoPrint 5000 Inkjet Printers. Dimensions are 50" in diameter (+/- 1/32") by 17" wide, with a 6" diameter core.

One roll of paper is equal to at least 80,000 sheets, 8-1/2 x 11".

Splices are acceptable if clean edged. No single roll shall have more than one splice. Tape used to secure splices must meet requirements for use on the IBM InfoPrint 5000 Inkjet Printer and withstand the extremities of warehouse storage conditions. Rolls must be marked to indicate the exact location of the splice.

Contractors to familiarize themselves with IBM InfoPrint 5000 Inkjet Printers.

PRODUCTION NOTE: The contractor MUST deliver at least 80,000 forms per roll. No deviations in quantities are allowed, per roll. All rolls with less than 80,000 forms must be picked up by the contractor to be corrected and returned to IRS, at contractor's expense.

PRINTING: Form prints in Green PMS 343, with a 7% screen background to 7-7/8 x 11" (has a 5/8 blank strip running down the left edge), a 25% screen tint of the Treasury Department logo reversing out and timing marks in black ink. There should be a 3/8" white gap between the continuous forms. The logo is to be centered on the 8-1/2 x 11" form. Back side prints timing marks in black ink.

The product identifier at the bottom of the roll. No pin feed is required.

Form 9844 (Rev. 5-2020) Cat. No. 22337C Department of the Treasury - Internal Revenue Service

This information is to be typeset using Helvetica or Arial typeface. The type size is at the discretion of the contractor to fit the marginally punched area (should not be smaller than 6pt. type). Printing of the information is in Green, PMS 343.

Security Features: The 20% screen background must include the word "VOID", which is revealed when the form is photocopied, even on lighter machine settings.

An Anti-Color Copier Security Field must demonstrate the ability to print the latent image without masking or the use of camouflage (which dilutes the effectiveness against color photocopying).

The form must be printed on specially treated security paper that stains brown, or otherwise reacts when touched by fresh liquid bleach.

Fluorescent fibers imbedded in the paper must be present and detectable when exposed to UV or "black" light.

STOCK: The specifications of all stock furnished must be in accordance with those listed herein or listed for the corresponding JCP Code numbers in the "Government Paper Specification Standards No. 13" dated September 2019, and any subsequent amendments thereto.

Defensa Basic IJ (Inkjet) Paper, Basis Weight 24.

INKS: Green, PMS 343 and Black

MARGINS: Follow printing media provided. Bleeds are not required.

GOVERNMENT TO FURNISH: The purchase order and digital files will be emailed to the contractor after award.

One PDF file of IRS Form 9844.

One manuscript copy of IRS Form.

One previous PDF proof marked for placement of forms. Disregard the pin-feed holes on left and right sides. This will show the placement of the form and size of printed areas.

IRS Form 6153 "Carton Shipping Label".

IRS Document 12321-LR "IRS Pallet Specifications Laser Roll Paper Program".

Bills of Lading for Bulk Shipments.

Printing Media will be provided to contractor in Portal Document Format (PDF), generated from Adobe Acrobat 8.0 or later (backward compatible to Adobe Acrobat 5.0), as a composite file (with all fonts embedded at the PDF level. DO NOT UNEMBED FONTS.

Upon completion of the order, the contractor must furnish final production native application files (digital deliverables) with the furnished material. The digital deliverables must be an exact representation of the final printed product and shall be returned on a CD-R disc, labeled with the: Production Date, Product Title, GPO Jacket No, ordering agency's Requisition No. and contractor's name. With the exception of Adobe Acrobat Portable Document Format (PDF) files, the contractor may not return PostScript files or any proprietary file formats different than those supplied as digital deliverables without expressed permission by the Government.

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

Contractor is required to have Internet access, provided through their Internet Service Provider (ISP) with email and a web browser equivalent to Internet Explorer 6.0 or Netscape 4.0.

Contractor is required to have Adobe Acrobat 7.0 Professional (or more recent) software (not Adobe Reader) and the capability to receive and open file attachments compressed into a WinZIP (.zip) file format. The contractor must furnish all e-mail addresses for the DHS to e-mail all electronic files, in order to avoid any lapse in service, at time of award.

Contractor is required to output from furnished digital files at highest resolution.

Basic Check of Furnished Electronic Media and Files: Prior to image processing, the contractor is responsible for checking all furnished electronic media files to insure that such files correctly generate for printing. The contractor must supply necessary trapping. Output must be generated on high resolution image processors. If any errors, media damage, or data corruption that might interfere with proper file imaging are discovered during inspection by the contractor, contact Joseph Moyer at (202) 317-6067 or joseph.j.moyer@irs.gov for new files.

NOTE: Electronic files received in unusable condition will be replaced by IRS on an expedited basis.

This Electronic Media and File check should identify any problem areas with the digital file submission and should include but not be limited to missing or damaged fonts, improper trim size and/or margins, only low-resolution files included for illustrations, and any improper color definition. The contractor is also responsible for adjusting copy for trim size and bindery attributes, 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 Thorough Attributes Program (QATAP) level.

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.

Contractor is required to have Adobe Acrobat 7.0 Professional (or more recent) software (not Adobe Reader) and the capability to receive and open file attachments compressed into a WinZIP (.zip) file format. The contractor must furnish all email addresses for the IRS to email all electronic files, in order to avoid any lapse in service, at time of

award.

PRIOR-TO-PRODUCTION SAMPLE: Final copies must be produced as specified using the same material, with same equipment, in the same fashion that will be used in producing the approved prior to production sample. Do not print the entire quantity until receipt of the OK from the Government. If sample is approved without changes, the sample will become one of the final copies due to the customer.

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 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 Contract Clause 12, "Notice of Compliance with Schedules," of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 5-99)).

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.

PRIOR-TO-PRODUCTION SAMPLE: The sample requirement for this contract is for one roll containing **10,000** sheets, per the specifications. **Sample roll must be constructed as specified using the form, materials, equipment, and methods of production which will be used in producing the final product.**

Roll shall be manufactured at the facilities in when the contract production quantity is to be manufactured. Sample must be submitted prior to commencement of production of the contract quantity, in sufficient time to allow the Government testing of the sample and production and shipment in accordance with the shipping schedule. Samples will be tested for all security items listed in the "Security Features" section. The samples will also be reviewed for printing specifications listed under "DESCRIPTION".

Deliver samples f.o.b. destination via traceable means (DO NOT SEND VIA USPS MAIL). Small packages for prior-to-production sample sheets must have the material placed in an inside envelope, with that envelope placed in an outer shipping envelope or pack.

Deliver pre-production sample via f.o.b. destination on or before **August 16, 2023**, as follows:

One prior-to-production sample ROLL (10,000 sheets) to:

Internal Revenue Service/CPS West
112 North 700 West
Building 4B

Ogden, UT 84404
Attn: Joshua Kersey (801) 620-7211

*Contractor **MUST** contact Joshua Kersey (801) 620-7211 when pre-production sample roll is shipped so that arrangements can be made for receipt.

(Deliver by traceable means, signature required. Contractor **MUST** contact Joshua Kersey advising delivery of this roll.)

100 prior-to-production samples (sheets) to:
Internal Revenue Service
1111 Constitution Avenue, NW
Room 6550
Washington, DC 20224
Attn: Joseph Moyer (202) 317-6067 (Deliver by traceable means, signature required)

Small packages for proofs or samples must have the material placed in an inside envelope, with that envelope placed in an outer shipping envelope or pack.

There is a two-workday hold from receipt. Contractor cannot proceed without an "okay to print".

PACKING: Each roll must be wrapped completed in at least 5 layers of moisture-proof plastic wrapping material of a strength that will ensure arrival at destination in a clean and un-manipulated condition. Rolls/pallets **must** be wrapped in black plastic to prevent cause exposure to the product while being transported.

Rolls should be placed on edge and banded with plastic straps that will not break under normal shipping and handling conditions. Bands must go through the core in addition to over the top. Corner pads should be utilized on rolls to prevent damage from strapping.

NOTE: All rolls must be secured on the 51" pallets by chocks to prevent rolling off the pallet.

Small packages for proofs or samples must have the material placed in an inside envelope, with that envelope placed in an outer shipping envelope or pack.

PALLETS: Pallets must be Type III, Group 2 or 3, two way flush pallet, and must conform to Federal Specifications NN-P-71. Size of pallet is to be 51 x 40", with full entry on the 40" width. Pallets must also contain a double support joist 1-1/2" x 4" on each side of the pallet running the entire 51" length. Strict adherence to these dimensions is necessary to accommodate the storage requirements of IRS Distribution Centers. **Please refer to IRS D12321-LR/Laser Roll Pallet Instructions with the government furnished materials.**

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.

LABELING: All pallets and small packages used for shipping will require a label. Complete and copy the furnished shipping label and affix one to each side of the pallet and one on small packages according to the instructions at the top of the carton label sheet. Improper, partial or incorrect labeling may require the contractor to reimburse IRS for time spent correcting the affected labels.

Each pallet must be marked with safety warnings for heavy roll paper, and procedures for safe handling information, such as moving the pallet and removing the rolls from the pallet. Product Usage Information should also be contained on each roll, how the unwind directions is marked, explanation of the start of good forms mark, etc.

DEPARTMENTAL QUALITY COPIES: None required.

In addition, a copy of the PURCHASE ORDER/SPECIFICATION along with the signed selection certificate, which will be furnished, must be included with the samples.

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

CUSTOMER DELIVERY NOTIFICATION: Contractor must notify the ordering agency on the same day that the product ships/delivers via e-mail to Joseph.J.Moyer@irs.gov. The subject line of this message shall be "Distribution Notice for Jacket 771-343". 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: Deliver f.o.b. contractor's city*, as follows:

*This order MUST deliver complete on or before **November 3, 2023** via contractor's city. IRS will furnish a Government Bill of Lading (GBL) for shipment. Do not include any shipping charges in your submitted bid. The weight of the shipment MUST be furnished to IRS prior to issuance of the GBL. Call or email Joseph Moyer with the weight information at least two days prior to shipping. His phone number is (301) 728-0386 and his email is joseph.j.moyer@irs.gov

Deliver to:
IRS, CPS West Site
112 North 700 West
Bldg. 4B M/S 8100
Ogden, UT 84404
Attn: Joshua Kersey (801) 620-7211

10 sample sheets to:
Internal Revenue Service
1111 Constitution Avenue, NW
Room 6550
Washington, DC 20224
Attn: Joseph Moyer (202) 317-6067 (Deliver by traceable means, signature required)

All shipments will require a government bill of lading (GBL) for shipping. The contractor **must** provide the weight of the shipment before the GBL's can be emailed to the contractor. Email wi.mp.traffic.management@irs.gov and joseph.j.moyer@irs.gov with weight information **at least two (2) days prior to shipping**. Joseph Moyer can be reached at (202) 317-6067. Production samples ship f.o.b. destination via traceable means.

SCHEDULE: The purchase order and government furnished materials will be emailed to the contractor on **July 24, 2023**.

Prior-to-Production Sample Roll to deliver on or before **August 16, 2023**.

Complete production and delivery MUST be made by **November 3, 2023**.

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

All Government Furnished Material must be returned within 10 workdays after delivery of the order.

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

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

BIDS: Bids 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 laser paper roll**. 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.

Bid Amount for Jacket 771-343: _____

Additional Rate (Per Roll) for Jacket 771-343: _____

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 fax or mail, fill out and return one copy of all pages of "CONTRACTOR'S BID" section including initialing/signing where indicated.

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

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

(Street Address)

(City – State – Zip Code)

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

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

THIS SECTION FOR GPO USE ONLY

Certified by: _____ Date: _____
(Initials)

Contracting Officer: _____ Date: _____
(Initials)
