

BID OPENING: NOVEMBER 4, 2019.

BIDS SHALL BE PUBLICLY OPENED AT 11:00 A.M., PREVAILING WASHINGTON, D.C. TIME.

ANY QUESTIONS BEFORE AWARD CONCERNING THESE SPECIFICATIONS CALL DALTON EVERET, AFTER AWARD, REFER ALL QUESTIONS TO YOUR CONTRACT ADMINISTRATOR WHOSE NAME APPEARS IN THE UPPER PORTION OF THE PURCHASE ORDER. (202) 512-0307. NO COLLECT CALLS.

FACSIMILE BID SPECIFICATIONS
U.S. Government Publishing Office (GPO)
Washington, D.C.

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 (revised 9-19)).

NOTE: The GPO 910 "BID" Form is no longer required. Bidders are to fill out, sign/initial, all applicable pages.

**SPECIFICATIONS FOR CONTRACT PRINTING OF FORMS 1040 AND 1040-SR BOOKLET FULL CARTONS
SHIPPING BULK FOR TAX YEAR 2019**

Table of Contents

Section 1 – SCHEDULE

- 1.1 Postaward Conference
- 1.2 Daily Production Report
- 1.3 Electronic Distribution Shipping Report (Form 2040)

Section 2 - MATERIALS

- 2.1 Furnished by the Government
- 2.2 Furnished by the Contractor
- 2.3 JCP Standards

Section 3 - BOOKLET SPECIFICATIONS

- 3.1 Item
- 3.2 Estimated Quantity
- 3.3 Trim Size
- 3.4 Number of Pages
- 3.5 Printing
- 3.6 Binding
- 3.7 Margins
- 3.8 Perforations
- 3.9 GPO Imprint Line
- 3.10 Electronic Proofs
- 3.11 Prior to Production Samples

Section 4 – PACKING/CARTONS/LABELING

- 4.1 Packing
- 4.2 Cartons
- 4.3 Labeling and Marking
- 4.4 Copies Damaged in Transit
- 4.5 Pallets

Section 5 - DISTRIBUTION

- 5.1 Motor Freight (MF)
- 5.2 Air Shipments (if required)
- 5.3 Blue Label Copies

Section 6 - QUALITY ASSURANCE

- 6.1 Quality Assurance Levels and Standards

Section 7 – PRODUCTION SAMPLES

Section 8 – OFFERS (BIDS)

EXHIBITS

- Exhibit 1 – Production and Mailing Report
- Exhibit 2 – Electronic Distribution/Shipping List
- Exhibit 3 – IRS Carton Label
- Exhibit 4 – IRS Pallet Specs

CAUTION: The forms booklets printed under this contract must not be mixed with forms booklets printed under any other contract.

SCOPE: These specifications cover the printing and binding of approx. 2,750,300 (incl 200 Blue Labels) forms booklets. Each forms booklet contains 12 pages requiring a vertical perforation on the fold through all six (6) leaves along the entire bind side. In addition, addressing/labeling and marking, packing and sealing, palletizing, storing, staging, and shipping approx. 5,500 cartons f.o.b contractor city via Motor Freight (IRBLs) to Bloomington, IL. will be required.

NOTE: Due to the numerous exhibit pages in this specification, the exhibits will not be accessible via the Internet. A complete copy of the specifications including exhibit pages may be obtained by contacting GPO's bid room @ (202) 512-0526.

CHANGES IN QUANTITY: The Government, for the FINAL IRS QUANTITY, may submit increases or decreases of up to 30% of the total estimated quantity until the date specified in the schedule listed below under "Government Furnished Materials". These quantity adjustments may be made via email and will be the FINAL quantity. These adjustments will not change the scheduled turnover dates. Billing adjustments for scheduled quantity changes (+ or -) will be at the contractor's quoted "ADDITIONAL RATE". If no changes have been received by the scheduled date for final quantity adjustments, the bid quantities will stand as the FINAL contract quantity.

NOTE: Must be full Final Quantity to all consignees. No shortages will be allowed. However, the Government reserves the right to accept or reject overages.

Section 1 - SCHEDULE

<u>Date</u>	<u>Event</u>
11-04-2019	Bid Opening
11-08-2019	Purchase Order and camera copy for Blue label.
NOTE: Immediately upon award contractor must notify Terri Skyrn at Theresa.L.Skyrm@irs.gov to provide two (2) or less email addresses for the IRS electronic files to be furnished.	
Negotiated	If required, Postaward Conference must be held by contractor via telephone conference.
12-09-2019	Pdf print repro for 12-page Forms Booklet and final distribution list (IRS Form 2040) to contractor via Email.
01-06-2020	Start to ship date. Contractor must ship at least two (2) full truckloads by this date. If authorized by the Government, contractor may start to ship earlier. In addition, contractor must send 5 production samples overnight by traceable means to the Lanham, MD address, Attn: Terri Skyrn. See Section 7 "PRODUCTION SAMPLES".
01-08-2020	Ship complete date. If authorized by the Government, contractor may ship complete earlier.

The Government will attempt to meet the schedules as stated in these specifications. However, uncontrollable circumstances such as Congressional Legislation may delay the furnishing of printing media. In such event, the schedule will be adjusted in accordance with contract terms.

Unscheduled material such as shipping documents, receipts or instructions, delivery lists, labels, etc., will be furnished per the "Schedule" 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.

1.1 POSTAWARD CONFERENCE: Unless waived by the Contracting Officer, the total requirements of the job as indicated in these specifications will be reviewed by Government representatives with the contractor's representatives via teleconference, as indicated in the schedule previously cited. The purpose of the conference will be to discuss and review all aspects of the contractor's internal and external operations required to complete this contract.

1.2 DAILY PRODUCTION REPORT: Contractor must provide daily production information on Form 9659 “Production and Mailing Report” (see **Exhibit 1**) and email Form 9659 each workday, by 1:00pm (Eastern Standard Time), to Theresa.L.Skyrm@irs.gov.

1.3 ELECTRONIC DISTRIBUTION/SHIPPING REPORT (Form 2040): Distribution/Shipping List is used for larger shipment address information, shipping verification, updating IRS’ databases, and to inform the destination(s) of the shipping and quantity status. See **Exhibit 2**.

The contractor MUST update the Electronic Form 2040 and transmit via email to IRS, every day the product ships, on a computer using a “full version” of Adobe Acrobat 9.0 Professional (or more recent) software. Any delay or missed input could result in delay of payment. The contractor must update the Shipping Status, Ship Quantity and Date Shipped fields with their information as per instructions included in Form 2040 PDF. If there is any information missing or incorrect, please contact Terri Skyrm at Theresa.L.Skyrm@irs.gov.

SECTION 2 – MATERIALS

2.1 FURNISHED BY THE GOVERNMENT:

One (1) print pdf in pagination order with fonts embedded and generated from Adobe Acrobat 9.0 or later via email. DO NOT UNEMBED FONTS. This may result in loss of data. The pdf is backward compatible to Adobe Acrobat 8.0. Contractor is cautioned that furnished fonts are the property of the Government and/or its originator. Using fonts on any job other than the one for which the fonts were submitted violates copyright law. All furnished fonts are to be eliminated from the contractor’s archive immediately after completion of the contract.

IRS fillable pdf Form 9659 (Production and Mailing Report) will be emailed to the contractor shortly after award. See **Exhibit 1**.

IRS fillable Form 2040 (Electronic Distribution/Shipping Report) will be emailed to the contractor by the date cited in the “Schedule”. See **Exhibit 2**.

IRS Form 6153 (Carton Label) will be emailed to the contractor shortly after award. See **Exhibit 3**.

Internal Revenue Bills of Lading (IRBLs) will be furnished to the contractor via email.

IRS Pallet Specifications. See **Exhibit 4**.

GPO Form 2678 (departmental random copies-blue label).

GPO Form 917 (Certificate of Selection).

Contractor to download the “Labeling and Marking Specifications” form (GPO Form 905, R. 7-15) from gpo.gov, fill in appropriate blanks, and attach to shipping containers .

2.2 FURNISHED BY CONTRACTOR: All materials and operations, other than those listed under “GOVERNMENT TO FURNISH”, necessary to produce the product in accordance with these specifications.

Electronic Prepress: Prior to image processing, the contractor shall perform a basic check (preflight) of the furnished publishing files to assure correct output of the reproduction image. Any errors or data corruption that might interfere with proper file image processing must be reported immediately to Terri Skyrm at Theresa.L.Skyrm@irs.gov. This preflight 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 are included for illustrations, and improper color definition.

Contractor must supply all 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.

The contractor is responsible for adjusting copy for trim size and binding style.

All electronic files generated must be produced on a high-resolution output device producing quality equal to or better than an image resolution of 1200 dpi. Adjustments to the margins and/or images may be required by the contractor to meet required specifications. All halftones are to be 110-line screen or finer.

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. The contractor is also required to have Adobe Acrobat 9.0 Professional (or more recent) software (*not Adobe Reader*) and the capability to receive and open file attachments compressed into a Zip (.zip) file format. The contractor must furnish no more than two (2) addresses for the IRS to email all electronic files to avoid any lapse in service.

Any use of public address or web-based mail servers (i.e. Hotmail, Yahoo, Juno etc.) **IS Forbidden**.

2.3 JCP STANDARDS: The specifications of all papers 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.

White Writing, basis weight: 20lbs. per 500 sheets, "17 x 22", equal JCP Code D10. **All paper used in each forms booklet must be of uniform shade.** In addition, the weight of the writing paper must remain constant throughout the entire run.

SECTION 3 – FORMS BOOKLET SPECIFICATIONS---

3.1 ITEM: Forms Booklet (rev 2019)—Bulk.

Forms booklet contents: Pages 1 and 2; Form 1040--pages 3 & 4; Form 1040-SR--pages 5 & 6; Form 1040 (Schedule 1)—pages 7 & 8; Form 1040 (Schedule 2)—pages 9 & 10; Form 1040 (Schedule 3)—pages 11 & 12.

3.2 QUANTITY (estimated): Approximately 2,750,300 (incl 200 blue labels) forms booklets.

3.3 TRIM SIZE: The maximum forms booklet trim size is 8-1/2 x 11". The minimum forms booklet trim size is 8-1/4 x 10-7/8".

3.4 NUMBER OF PAGES: Twelve (12).

3.5 PRINTING:

Page one (1), and pages three (3), and four (4) per the electronic file print head-to-head in black and Pantone's 3005 (blue). Halftone is required on page one (1).

Page two (2), and pages five (5) through twelve (12) per the electronic file print head-to-head in black ink only.

NOTE: The font size for **Form 1040-SR** printing on pages five (5) & six (6) per the electronic file **will be larger** than the font size printing on the remaining forms.

Contractor will be required to underlay tones for screen backgrounds equal to 10% tone of a 110-line screen (may be simulated) and perform simple color separations.

3.6 MARGINS:

Pages 1 and 2: 3/8" head margin, unless otherwise furnished in electronic file; center left and right.

Pages three (3), five (5), seven (7), nine (9) and eleven (11) per electronic file: **1/2" head to black ink (image)**; center left and right.

Contractor must follow the head margins for pages four (4), six (6), eight (8), ten (10), and twelve (12) per the furnished electronic file; center left and right.

3.7 BINDING: Saddle-wire stitch in two (2) places and trim three (3) sides. Each product must contain complete four-page signatures after trimming. Single leaves connected with a lip (i.e., binding stub) to the left or right side of stitches **WILL NOT** be allowed.

All binding will be on 10-7/8 to 11" dimension, as applicable.

3.8 PERFORATIONS: All leaves require a vertical perforation on the fold along the entire 10-7/8 to 11" bind dimension.

Perforations must be slit or slot (not pinhole) and must allow for easy and clean separation of pages. Perforation must be of sufficient strength to prevent separation during normal handling and shipping.

3.9 GPO IMPRINT LINE: Contractor must set and insert a GPO imprint line on each form, per GPO Pub. 310.2 (page 16). Identification markings such as register marks, commercial identification marks of any kind, etc., except GPO imprint, form number, and revision date, carried in the electronic files, must not print on finished product.

3.10 ELECTRONIC PROOFS: Contractor must email a soft proof using the same Raster Image Processor (RIP) that will be used to produce the final product. Proof must be emailed to Theresa.L.Skyrm@irs.gov as soon as the contractor deems necessary to comply with the shipping schedule in the contract. Email must include the Jacket and Requisition Numbers.

Proof will be evaluated for image position, margins, pagination, location of perforations, and final trim size. All elements of the product must remain legible. Proof will be withheld not more than two (2) workdays from receipt in the IRS to receipt via email in the contractor's plant. Contractor must not print prior to receiving an "Ok-to-Proceed".

If any contractor's errors are serious enough in the opinion of the GPO to require an electronic revised proof, the revised proof is to be provided at no expense to the Government. No extra time can be allowed for this reproofing; such operations must be accomplished within the original production schedule allotted in the specifications.

3.11 PRIOR TO PRODUCTION SAMPLES: Prior to the commencement of production of the contract production quantity, the contractor shall submit **10** samples via traceable means to: IRS/NCFB, 5000 Ellin Road, Attn: Terri Skyrm, C6-446, Lanham, MD 20706.

NOTE: Contractor must email Terri Skyrm at Theresa.L.Skyrm@irs.gov with the carrier's name and tracking number **at least 24 hours in advance of shipping samples.**

These samples will be tested for conformance of material(s) and will be tested for usage on the specified equipment and/or for construction. The container and accompanying documentation shall be marked PRIOR TO PRODUCTION SAMPLES and shall include the GPO jacket and purchase order numbers. 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 therefor. **Contractor will receive an approval, conditional approval, or disapproval of the samples via email.**

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. 01-18)).

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.

SECTION 4 – PACKING/CARTONS/LABELING/ADDRESSING/PALLETIZING FOR IRS COPIES:

4.1 PACKING (IRS): Pack approximately 2,750,200 (incl 200 blue labels) forms booklets into approximately 5,500 shipping

containers. Each carton must contain 500 forms booklets packed in two (2) even stacks of 250 forms booklets each with full size corrugated boards on top and bottom of stacks. Containers must be packed solid to avoid copies being damaged during transit. Container weight must not exceed 32lbs when fully packed.

4.2 CARTONS: Cartons must be corrugated or solid fiber shipping containers, 1380 kPa (200 psi) minimum bursting strength and minimum edge crush strength of 35 psi. Bottom flaps must be glued or sealed with polyester tape 2 to 3" width, minimum 12 kNm (65 lbs./inch) transverse tensile strength). If bottom flaps are stapled, they must be stapled before packing and without damage to the product enclosed. Top flaps of cartons must be securely sealed at top with 2 to 3" paper or polyester tape (not reinforced). Cartons must be packed solid. Cartons must not have excessive air space (dunnage) when fully packed to prevent crushing or deformation. Cartons must not open nor split during transit through the motor freight/airfreight carrier delivery systems.

Stapling of top or bottom flaps on cartons, furnishing cartons with separate lids, overstuffing or crowning cartons, and sealing cartons with plastic strapping is strictly prohibited.

If carton weight exceeds 32lbs when fully packed, contractor must email Terri Skyrn at Theresa.L.Skyrm@irs.gov for resolution prior to packing. Carton filler (if necessary) must be composed of material that can be easily removed without damaging contents. Packing peanuts or beads are strictly prohibited. Contractor must determine exact dimensions of carton in accordance with the trim size and weight of product produced. **The exterior dimensions of all cartons must not exceed 17-1/2" (L) x 11-1/2" (W) x 9" (D).**

4.3 LABELING/MARKING: EACH carton must contain an IRS carton label Form 6153 (see Exhibit 3) generated from the provided pdf. Handwritten labels and contractor stream-lined or recreated labels are strictly prohibited. Contractor is required to produce the appropriate number of IRS carton labels needed for this contract on white paper or white adhesive label stock, in black ink, and reproduced the same size as the pdf provided. The completed IRS carton label must be affixed securely to one end of the carton only (never on top, long-side, or bottom). The IRS carton label MUST NEVER be affixed such that it extends over the edge and onto an adjacent side.

For all IRS carton labels (Form 6153), the contractor is required to update/enter the Carton # of # for each address; the "To (Consignee---complete address)"; and the "From---contractor's address," fields electronically in black ink, and minimum 12pt type. If the remaining fields on the furnished IRS carton label are blank, or the quantity stated on the carton label is not the same quantity being packed within the carton, the contractor must notify Terri Skyrn @ Theresa.L.Skyrm@irs.gov to resolve the discrepancy prior to packing.

In addition to a completed IRS Form 6153 being applied to each carton, **contractor must securely affix a completed IRS carton label to all four sides of the stretch wrap and to the top of each pallet.** In addition, the labels affixed to cartons on pallets must be facing out to be easily read, once palletized.

Caution: In the event that cartons are mislabeled, incorrect carton labels and/or incorrect pallets are utilized, cartons are crushing, collapsing, or bursting due to the cartons not being packed per contract, labels are not securely affixed to the cartons/pallets or labels are affixed to the incorrect area of the cartons/pallets, cartons are not layered correctly on the pallets, pallets are not wrapped properly and securely, the shipment will either be returned to the contractor to be corrected/replaced or the contractor will be required to make the corrections/replacements on site, with all costs borne by the contractor. Contractor must make all corrections and/or replace all damaged materials within 24 hours of notification via email. If the corrections and or replacements are not completed by the contractor within 24 hours of notification, the Government will hire an outside vendor to make all corrections and/or replacements (except printed product contained within cartons) and the contractor will borne all costs incurred by the Government.

4.4 COPIES DAMAGED IN TRANSIT: CONTRACTOR MUST REPLACE AND SHIP ALL COPIES DAMAGED IN TRANSIT WITHIN 24 HOURS OF DEFICIENCY NOTIFICATION, VIA OVERNIGHT DELIVERY. CONTRACTOR WILL BE NOTIFIED OF THE DEFICIENCY VIA EMAIL. CONTRACTOR WILL INCUR ALL CHARGES TO REPLACE AND SHIP DAMAGED COPIES.

4.5 PALLETS: All shipments to a single destination weighing more than 750lbs., require pallets. Pallets must be type III and must conform to Federal Specifications NN-P-71C, and any amendments applicable except for dimensions and single center stringer. Pallets must be 48" in length, 40" in width, and must not exceed 5" in height. Full entry MUST be on the 40" width. See Exhibit 4. Strict adherence to these dimensions is necessary to accommodate storage requirements as well as ease of packing into freight carrier trailers. Cartons shall be stacked on pallets using a reverse layer pattern, 9 cartons per layer, with a maximum height of 55", including pallet. **Each carton contained on a pallet must show the completed IRS label (Form 6153) on the exposed**

side, once palletized. 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 destinations. The use of metal strapping or pallet caps for securing material on pallets is **strictly prohibited**.

NOTE: More than one partial pallet per destination is **strictly prohibited**.

Bill of materials list: A list must be compiled detailing the items on each truck and the quantities per item. Each pallet must be identified on two sides with a minimum 3" high number in black. The number on the pallet must correspond to the number on the list. The list is to be on a bright color stock and inserted into a minimum 4 x 4" plastic sleeve or on white stock and inserted into a bright colored sleeve and affixed to the last pallet on each truck.

DOUBLE-STACKING PALLETS WHEN LOADING INTO TRUCK/TRAILER FOR SHIPPING IS *STRICTLY PROHIBITED*.

SECTION 5 – DISTRIBUTION: Approx. 2,750,200 (incl 200 Blue Labels) forms booklets ship f.o.b. contractor city to Bloomington, IL. Complete address will be furnished on IRS Form 2040.

Deliver 100 copies to: U.S. Government Publishing Office, Federal Depository Library Program (FDLP), Document Warehouse, 8660 Cherry Lane, Laurel, MD 20707-4950. Label with "STOCK NUMBER 048-004-02611-2".

All expenses incidental to picking up GPO government furnished materials, furnishing 10 prior to production samples and 5 production samples to Lanham, Maryland, must be borne by the contractor.

5.1 MOTOR FREIGHT (MF) Contractor's City Shipments: Contractor must ship via Motor Freight when the total shipping weight to a single destination is 750lbs or more, unless otherwise instructed by the Government. All Motor Freight shipments will be completed by an Internal Revenue Bill of Lading. IRBL(s) will be furnished to the contractor electronically by the IRS Postal & Transport Policy Office. If an IRBL(s) is/are not provided at least seven (7) workdays prior to the shipment date, the contractor must notify Roy Murdoch @ 309-556-5076 or Roy.M.Murdoch@irs.gov, or Tami Pike @ 859-320-3800 or Tami.L.Pike@irs.gov immediately to make arrangements to receive IRBLs. The contractor will be required to complete information including but not limited to: total weight of shipment; number of cartons; number of pallets on the IRBL(s) prior to shipment.

The IRBL(s) will have designated carriers identified that provide special negotiated freight rates for IRS shipments. The contractor must not change the designated carrier(s) without prior written approval from the IRS. In the event the designated carrier(s) cannot be utilized, or if the contractor experiences a problem with the designated carrier, the contractor must immediately contact Roy Murdoch @ 309-556-5076 or Roy.M.Murdoch@irs.gov, or Tami Pike @ 859-320-3800 or Tami.L.Pike@irs.gov to obtain alternate carrier(s) authorization. NOTE: If the contractor uses a carrier other than the designated carrier without prior written approval from the IRS, the contractor will be held responsible for any additional shipping costs incurred by the Government.

Multiple Truckload Shipments: 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 IRBLs for shipments to an individual destination exceeding a truckload. Only one bill of lading should be released for each truckload.

The contractor is accountable to the IRS for all IRBL(s) furnished under this contract. **Use of IRBLs for shipments not authorized by the IRS is strictly prohibited.**

Within three (3) workdays of shipping complete, the contractor must email IRBLs containing truckers' signatures to Theresa.L.Skyrm@irs.gov. In addition, contractor must notify IRS of all unused IRBL numbers furnished under this contract. **Notification of unused IRBL numbers must be emailed to Theresa.L.Skyrm@irs.gov.** Any unused bills of lading must be destroyed by the contractor.

5.2 AIR FREIGHT SHIPMENTS (if required): The contractor will be notified by the IRS if Air Freight Shipments are required. Air bills will be provided by the IRS for shipments weighing 500lbs or more to a single destination.

The contractor must contact the designated air freight carrier to coordinate all air shipments and verify acceptance of pallets and the maximum pallet weight is within that specific carrier's allowable weight limit.

5.3 DEPARTMENTAL RANDOM "BLUE LABEL" COPIES: The contractor MUST submit 200 departmental random copies

at the completion of production to test for compliance against specifications. The contractor must divide their total quantity into equal sublots and select 1 copy from a different general area of each sublot. The contractor will be required to execute the "Certificate of Selection of Random Copies", furnished by GPO, certifying that copies were selected as directed.

These randomly selected copies must be packed and identified by a special Government-furnished Blue label, affixed to each affected container. Additional labels, if needed, are to be reproduced by contractor on Blue stock. The container and its contents shall be recorded separately on all shipping documents and sent to Internal Revenue Service, National Distribution Center, **2525 Revenue Drive, Bloomington, IL 61705-2500**. Submit a copy of the SPECIFICATIONS and the signed Government-furnished "Certificate of Selection of Random Copies", along with the Departmental Random Copies.

SECTION 6 – QUALITY ASSURANCE

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

Product Quality Levels:

(a) Printing Attributes -- Level III.

(b) Finishing Attributes -- Level III.

Inspection Levels (from ANSI/ASQC 21.4):

(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'd priors/furnished electronic files
P-8. Halftone Match (Single and Double Impression)	OK'd priors/furnished electronic files
P-9. Solid and Screen Tint Color Match	Pantone Matching System

SECTION 7-----PRODUCTION SAMPLES:

Contractor must send 5 production samples per the schedule to: IRS, Room C6-446, Attention: Terri Skyrn, (240) 613-5497, 5000 Ellin Road, Lanham, MD 20706. **NOTE:** *These copies are to be considered sample copies and **WILL NOT** be included in the quantity ordered and **MUST NOT** be included in the quantity billed.* Shipping of these samples must be borne by the contractor and sent overnight by traceable means. In addition, **contractor must NOT include these copies on IRS Forms 2040 and 9659.**

SECTION 8 – OFFERS (BIDS):

Offers must include the cost of all materials and operations for the total quantity ordered in accordance with these specifications.

BILLING ADJUSTMENTS DUE TO SCHEDULED QUANTITY CHANGES (+ or -) AND THE SUBTRACTION OF UNDELIVERABLES WILL BE AT THE CONTRACTOR'S "ADDITIONAL RATE". Prices for these "ADDITIONAL RATES" submitted must be based on a continuing run and must be EXCLUSIVE of all preliminary charges and will not be a factor in determining award.

Bidder **MUST** submit a price or NC (No Charge) for each line item in Sections 8.1, 8.2, and 8.3 on the following page. If an entry of NC is entered it shall be held the bidder intends to furnish those individual items at no charge to the Government.

Transportation charges are NOT a factor in determining award.

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>.

Bidder must state in the bid, the location (city and state) of the plant(s) from which this product will be shipped. Award will be made to the low responsible offeror whose offer is determined to be fair and reasonable.

Bidder must fill out, initial/sign as indicated on pages 10 and 11 of these specifications.

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 low contractor 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 a timely manner may result in the Contracting Officer not having adequate information to reach an affirmative determination of responsibility.

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>.

Bidder must state in the bid, the location (city and state) of the plant(s) from which this product will be shipped. Award will be made to the low responsible offeror whose offer is determined to be fair and reasonable.

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 Jacket 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 January 2018. Hand delivered bids are to be taken to: GPO Bookstore, 710 North Capitol Street, NW, Washington, DC, between the hours of 8:00 a.m. and 4:00 p.m., prevailing Washington, DC, time, Monday through Friday. The contractor is to follow the submission instructions posted in the Bid Submission/Opening area. If further instruction or assistance is required, call (202) 512-0526.

8.1 Printing and Binding approx. 2,750,300 (incl 200 blue labels) form booklets requiring packing and sealing, addressing/labeling and marking, palletizing, staging and shipping approx. 5,500 cartons.

\$ _____

8.2 Prices for Quantity Changes: The price submitted in 8.2 will increase/decrease the original Purchase Order price by the difference between the bid quantity and the final quantity ordered.

"ADD'L RATE"

Printing and Binding per 1, 000 copies...\$ _____

8.3 Addressing/labeling and marking, packing and sealing, palletizing, etc.: Price submitted in 8.3 will increase/decrease the original Purchase Order price by the difference between the number of approximate cartons stated in the bid quantity and the number of cartons utilized based on the final quantity

per carton \$ _____

8.4 Company name, address, contact name and telephone number, and production function of subcontractor(s), if any, who will perform on this contract.

8.5 Location of shipping point/staging area:

City _____ State _____ Zip Code _____.

8.6 Name of Contact person: _____ Phone Number: _____ FAX Number: _____

Email address (required) _____.

8.7 At the same time invoice and associated documentation is submitted to GPO for payment, contractor **MUST** email a copy to Theresa.L.Skyrm@irs.gov.

INITIALS

JACKET NUMBER: 410-002

BID PRICE: \$ _____

DISCOUNTS: Discounts are offered for payment as follows: _____ Percent, _____ calendar days. See Article 12 "Discount" of solicitation Provision 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 fax or mail, fill out and return one copy.

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

(Street Address)

(City - State - Zip Code)

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

(Signature) (Date)

(Telephone Number) (Email)

Contracting Officer Review: _____ Date: _____ Certifier: _____ Date: _____
(Initials) (Initials)

Production and Mailing Report

Complete this form daily for **each** product monitored. Be sure to change the Date Submitted field each day. The QM Submitting field must show the name of the QM submitting this report. The entry in a production operation (printed, imaged, etc.) must be the total for that day and that operation. Do not use commas in the quantities, they format automatically and the total will display in the Cumulative Totals row.

Contractor _____ **City, State** _____
Product(s) _____ **GPO Jacket(s)** _____
QM Submitting _____ **Date Submitted** _____

Date	Printed	Bound/Finished	Imaged	Inserted	Other ()	Mailed
Cumulative Totals						

Comments
 (EX: SC or BMC mail totals or production notes.)

Distribution / Shipping List

Requisition number	Jacket number	Print order number	Originator symbols	Contractor code	Date	
Item (Form, Document, Publication, Notice etc.)		Catalog number	Revision date <input type="checkbox"/> Reprint <input type="checkbox"/> Revison	Ship date	<input type="checkbox"/> FOB contractor city <input type="checkbox"/> FOB destination	
Printing specialist	Phone number	Distribution analyst	Phone number	Carton quantity	Weight factor	Quantities stated below are <input type="checkbox"/> each <input type="checkbox"/> pads <input type="checkbox"/> sheets <input type="checkbox"/> sets <input type="checkbox"/> rolls

Title/Description

Remarks

OPN	IRS Centers	Order Quantity	Ship Quantity	Date Shipped
		<input type="checkbox"/>		
		<input type="checkbox"/>		
		<input type="checkbox"/>		
		<input type="checkbox"/>		
		<input type="checkbox"/>		
		<input type="checkbox"/>		
		<input type="checkbox"/>		
		<input type="checkbox"/>		
		<input type="checkbox"/>		
		<input type="checkbox"/>		

Read Prior to Producing or Labeling Cartons

Labels MUST be generated from the PDF file provided. Handwritten updates are not allowed on any label. If these instructions are not followed, the Contractor will be held responsible for all re-labeling charges.

Section I – Prior to Producing Label

- 1) **Contact the IRS for a new carton label** if any of the following fields are blank when the label is received:
 (a) Catalog number, (b) Revision, (c) Requisition number, (d) Product number, or (e) Product title.
- 2) **Fields for Contractor to Update Electronically:** (a) Carton # of # (see number Section I, 3 below); (b) From address; (c) To address (see exception under Section II, 2, Cartons via Small Package Carrier (SPC) below); and (d) Carton quantity (if carton quantity is blank, it must be updated with the correct packing quantity).
- 3) **Automated Carton # of # fields:** To print the correct number of labels for each address with sequential carton numbers, input the total number of cartons in second # field and press "Print Labels" button. **Warning: Once the print button is pressed, printing cannot be canceled. Be sure all information is correct prior to printing.**
- 4) **Printing:** Labels must be produced same-size in black ink on white paper.
- 5) **Proof:** An electronic proof of the label may be required if indicated on the contract or print order.

Section II – Labeling for Shipment

- 1) **Cartons:** All cartons must have IRS shipping label affixed to one end of the carton only (never on top, long-side, or bottom).
- 2) **Cartons via Small Package Carrier (SPC):** Affix SPC label to top of carton on edge nearest to IRS label. If shipping via SPC to the IRS National Distribution Center, leave the "To (Consignee)" address field blank.
- 3) **Small SPC packages/boxes/envelopes via SPC:** Affix IRS label to front of package and SPC label to the back. This includes advance distributions and IRS samples.

cut here cut here

Carton Shipping Label

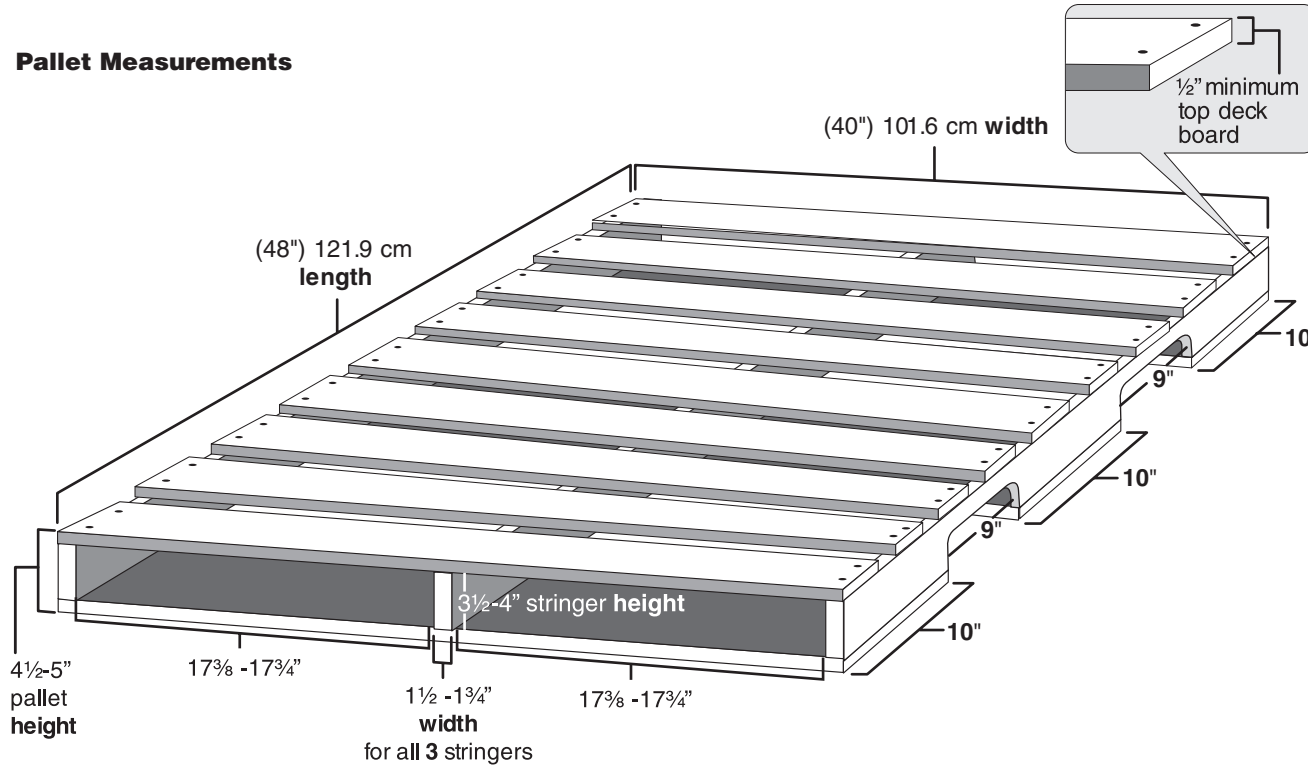
Department of the Treasury Internal Revenue Service		Publishing analyst	Phone number	Carton #	of #
GPO Jacket number		Print order number	Program number		
From (Contractor name and address)			To (Consignee)		
Catalog number	Revision (YYYY-MM-DD)				
Product number (Form, Document, Publication, etc)			Product title		
Carton quantity	Requisition number (YY-nnnnn)				



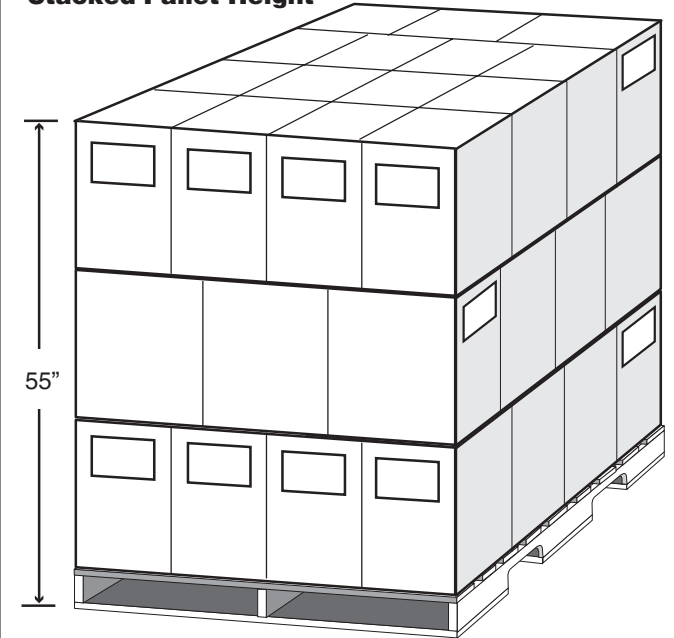
IRS Pallet Specifications

All shipments delivered to the National Distribution Center (NDC), must conform to the specifications outlined in this document. To ensure shipments are 100% compliant and received by the NDC, please reference Publication 4803 and any relating information outlined in the work contract specifications. Non-conformance to the specifications of this document, the standards described in Publication 4803 and or specific instructions outlined in the work contract specifications, may result in corrections at the vendor's expense.

Pallet Measurements

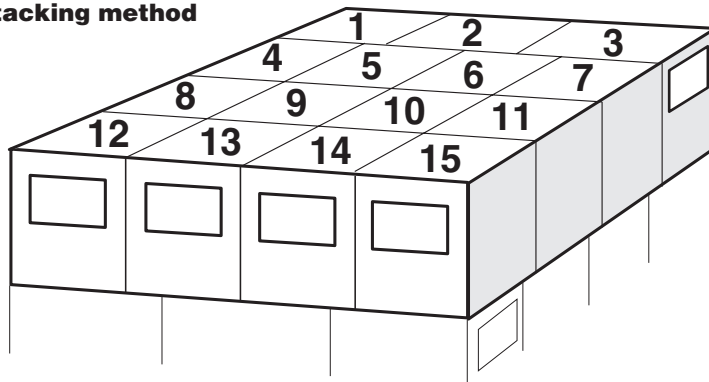


Stacked Pallet Height



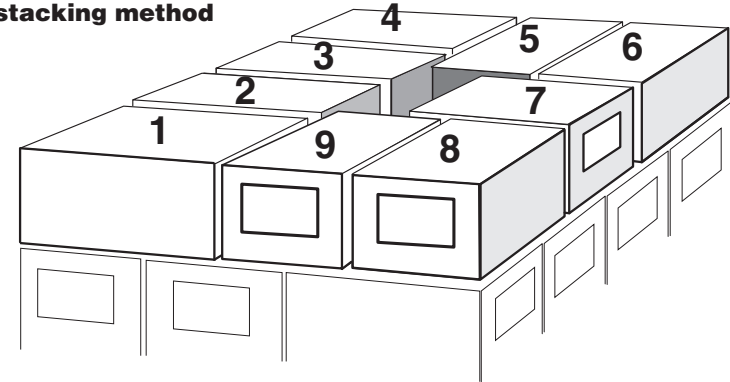
For IRS products the maximum full pallet height (pallet + cartons) **must not** exceed 55".

15 tier stacking method



Shipments requiring palletization of cartons for non-Standard (i.e products that are not and can not be folded down to an 8.5' x 11' size without destroying the functionality or integrity of the product) IRS products should be stacked using this 15 tier method.

9 tier stacking method



Products that are 8.5' x 11' or can be folded to those dimensions are considered standard IRS products and should be stacked using this 9 tier method.