

Jacket: 740-734 **Quantity:** 938,400

Title: IRS Envelopes - 12-1/2x 9-1/2" Cohesive Seal - E182W

Agency: Treasury, Internal Revenue Service

Bid Opening: 3/24/2023 at 1:00 PM

Abstracted by: Teresa Shoffstall March 24, 2023

Verified by: WL

Contractor Name	Bid	Additional Rate Per 1,000	%	Terms	Discount Offer	Discounted Total
Cenveo Worldwide Limited 370-18612 Williamsburg, PA	\$121,195.00	\$129.15	2.0%	10 Days		\$121,195.00
Printing Resources 340-71367 Cleveland, OH	\$139,915.44	\$149.10	0.0%	NET	\$0.00	\$139,915.44
The Envelope Printery 210-30941 * Van Buren Township, MI	\$210,853.54	\$224.68	5.0%	21 Days	\$10,542.68	\$200,310.86

*AWARDED

U.S. Government Publishing Office
Columbus, Ohio
General Terms, Conditions, and Specifications
for the procurement of
IRS Envelopes – 12-1/2 x 9-1/2”- Cohesive Self-Seal
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 **1:00 PM** prevailing Columbus, OH time on **March 24, 2023**.

THIS IS A RESOLICITATION OF JACKET 740-734, PREVIOUSLY SOLICITED AS A SMALL PURCHASE, REVISED AS A SEALED BID.

BID SUBMISSION

Bidders MUST submit email bids to bidsnortheast@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 1 PM prevailing Columbus, Ohio time on the bid opening date specified above will not be considered for award.

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 75 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.

Any questions before or after award concerning these specifications call Teri Shoffstall at (614) 488-4616, Ext. 6. No collect calls. Email: tshoffstall@gpo.gov.

OFFERS

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 and will not be a factor for determination of award.

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 Pub. 310.2, effective 12/1/87, Rev. 01-18) and GPO Contract Terms, Quality Assurance Through Attributes Program (GPO Pub. 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 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 sheets
- 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.

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>.

PREDOMINANT PRODUCTION FUNCTION

The predominant production function may be either the manufacture of the envelopes or the printing of the envelopes. Bidders who must subcontract both operations may be declared non-responsible.

GOVERNMENT IN-PLANT INSPECTIONS

The Government reserves the right to have Government representative(s) inspect any operation under this contract at the start of its production and at any time during production. In addition to the inspections indicated, the Government reserves the right to inspect all stages of production.

TITLE

Envelope E-182-W - NDC Order Fulfillment, Flats

PRODUCT

These specifications cover the production of non-standard window envelopes requiring such operations as reproducibles, printing, die cutting, scoring, construction, packing, and distribution.

These envelopes are used in the processing of time sensitive taxpayer correspondence. Complete production and timely delivery, are critical to the mission of the IRS. Failure to receive envelopes on schedule can cause stock outages and excess cost and/or work stoppages or costly work-arounds at IRS processing centers.

QUANTITY

938,400 envelopes.

- Partial 1: 200,000 envelopes due at destination on May 1, 2023
- Partial 2: 738,400 envelopes due at destination on June 1, 2023

NUMBER OF PAGES

Face side of sheet, before envelope construction.

TRIM SIZE

After envelope construction: 12-1/2 x 9-1/2" plus 2-3/4" flap.

GOVERNMENT TO FURNISH

IRS Envelope Specification Sheet.
IRS 6153 Shipping Label.
IRS Pallet Specifications.
GPO Purchase Order.
Certificate of Selection of Random Copies.
Labels for Blue/Yellow Random Copies

CONTRACTOR TO FURNISH

All materials and operations, other than those listed under "Government to Furnish", necessary to produce the products in accordance with these specifications.

ELECTRONIC PREPRESS

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 GPO contract administrator immediately.

The contractor shall create or alter 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. It is anticipated that the Government will make all major revisions.

Prior to making revisions, the contractor shall copy the furnished files and make all changes to the copy.

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 suitable storage media or e-mailed upon request. The Government will not accept, as digital deliverables, PostScript files, Adobe Acrobat Portable Document Format (PDF) files, or any proprietary file formats other than those supplied, unless specified by the Government. NOTE: Government will accept Adobe Acrobat Portable Document Format (PDF) files as digital deliverables when furnished by the Government.

PROOFS

Contractor to submit one Press Quality PDF soft proof, 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 print breaks, and must show all elements relative to print and construction, in proper position, imaged face and back. Email proofs on or before March 30, 2023 to Carl.M.Slater@irs.gov ; Stan.L.Tubbs@irs.gov ; and tshoffstall@gpo.gov . Do not print prior to receipt of proof approval. Proofs will be held for **1 workday**.

STOCK/PAPER

The specifications of all paper furnished must be in accordance with those listed herein or listed for the corresponding JCP Code numbers in the "Government Paper Specification Standards No. 13" dated September 2019. All paper used must be of a uniform shade.

Light-brown (Kraft Shade), basis weight: 32 lbs. per 500 sheets, basis size: 17 x 22", equal to JCP Code V10.

PRINTING

Contractor required to set two lines of type per supplied IRS Specification sheet. Prior to construction, face side of envelope prints two lines of text in black ink.

Printing shall comply with all applicable U.S. Postal Service regulations.

INK/PRINTING

Black ink, Helvetica (or equal) typeface, follow Envelope Specification Sheets, **Exhibit 1 on page 9** for typeface sizes. All printing shall comply with all applicable U.S. Postal Service regulations.

MARGINS

Follow margins on the Government furnished Envelope Specification Sheet, **Exhibit 1 on page 9**.

SCORING

Score along the fold line of the flap.

CONSTRUCTION OF ENVELOPES

Envelopes shall be open side with center seam and 2-3/4" flap.

See **Exhibit 3 on page 10**.

Construction shall comply with all applicable U.S. Postal Service regulations

FLAP ADHESIVE

Flap adhesive will not require moisture for sealing, and will permit attachment only when two areas coated are pressed together. A solid line of latex adhesive will be applied on the full length of the flap; and also on the area of the envelope to which the flap adhesive will meet and adhere upon folding.

Seal must exceed the throat by at least 3/4". See **Exhibit 3 on page 10**

The cohesive adhesive used must be guaranteed to function satisfactorily for a period of not less than 12 months after date of delivery.

WINDOW

Die cut one 5-3/8 x 3-3/4" window, See Attachment for window dimensions and placement. Windows shall have rounded or slightly rounded corners and covered with a 1.5 mil clear polystyrene window material glued securely on all interior edges.

Windows shall have rounded or slightly rounded corners, shall be the size and location specified on the Envelope Specification Sheet, see **Exhibit 1 on page 9**, and shall comply with all applicable U.S. Postal Service regulations.

The windows shall be covered on the inside with a 1.5 mil transparent polystyrene window material glued securely on all interior edges so as not to interfere with insertion of contents. The transparent polystyrene window material shall be free of conditions which would prevent being machine read by USPS and IRS equipment.

QUALITY ASSURANCE LEVELS AND STANDARDS

The following levels and standards shall apply to these specifications:

Product Quality Levels:

- (a) Printing Attributes – Level IV
- (b) Finishing Attributes - Level IV

Inspection Levels (from ANSI/ASQC Z1.4):

- (a) Non-destructive Tests – General Inspection Level I.
- (b) Destructive Tests – Special Inspection Level S-2.

Specified Standards--The specified standards for the attributes requiring them shall be:

<u>Attribute</u>	<u>Specified Standard</u>
P-7. Type Quality and Uniformity	PDF/Average Type Dimension

PACKING

Carton pack envelopes un-banded, with flaps open (not folded down), in units of 500.

Envelopes shall be securely packed in cartons so as to prevent curling or warping due to excessive space.

Cartons shall have a minimum bursting strength of 1 379 kPa (200 pounds per square inch) or a minimum edge crush test (ECT) of 7 700 N per m width (44 pounds per inch width).

Pallets are required and must include corner beads and shrink wrapping. Maximum height (including pallet) 55". See attached IRS Pallet Specs. Double stacking of pallets is unacceptable.

Receipt of incorrect pallet construction may result in a charge assessed against the contractor for each incorrect pallet. This charge will cover costs incurred by the Government in re-palletizing the shipment onto correct pallets.

DEPARTMENTAL RANDOM COPIES (BLUE LABEL/YELLOW LABEL)

Departmental Random Copies (Blue and Yellow) are required with the complete delivery.

Production quantity is to be divided into 200 equal sublots. A random Blue Label copy and a random Yellow Label copy must be selected from each subplot. Do not choose copies from the same general area in each subplot.

The random copies constitute a part of the total quantity ordered, and no additional charge will be allowed.

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 for Blue Label Copies and yellow paper for Yellow Label Copies and affixed to each affected carton. This form will be supplied upon award and may also be downloaded from www.gpo.gov. A copy of the purchase order/specification and a signed Certificate of Selection must be included with blue and yellow samples.

LABELING AND MARKING

Reproduce partially completed carton shipping label, IRS Form 6153 (Rev. 3-2006), from furnished PDF file, fill in the appropriate information contained on the purchase order and Envelope Specification Sheet. Label outside of shipping containers with label. **See Exhibit 4, page 11.**

PALLETIZING

Pallets are required. There shall be no more than one partial pallet per delivery.

Except for size, pallets must conform with Federal Specifications NN-P 71C, and any amendments thereto, as follows: Type III, Group 2 or 3, four way (partial) flush pallet, size L 48" x W 40". Full entry **MUST** be on the 40" width.

Cartons must be fastened securely to the pallet in a manner that will prevent lateral movement but will permit ready removal without damage to the containers. Corner beads and stretch-wrapping is required.

Pallets shall be stacked with reverse layer pattern to insure acceptance and safe delivery by common carriers. Maximum height (including pallet) 55". **See Exhibit 5, page 12.** If this is not possible contact GPO Contracting Officer.

Pallets shall be suitably packed so as to insure acceptance and safe delivery by common carrier. Double stacking pallets is not permitted.

Strict adherence to these dimensions is necessary to meet requirements of IRS storage facilities. Receipt of incorrect pallet configuration may result in a charge assessed against the contractor for each incorrect pallet. This charge will cover costs incurred by the Government in re-palletizing the shipment onto correct pallets.

SCHEDULE

Adherence to this schedule must be maintained. See "Notice of Compliance with Schedules", in GPO Pub. 310.2, Rev. 1-18. Purchase Order and furnished material will be e-mailed from U.S. Government Publishing Office, by **March 27, 2023.**

Unscheduled material such as shipping documents, receipts or instructions, delivery lists, labels, etc., will be furnished with the order or shortly thereafter. In the event such information is not received in due time, the contractor will not be relieved of any responsibility in meeting the shipping schedule because of failure to request such information.

DELIVERY DATES

938,400 envelopes required:

- Partial 1: 200,000 envelopes delivered by May 1, 2023.
- Partial 2: 738,400 envelopes delivered by June 1, 2023.

RECEIPT FOR DELIVERY

As applicable, the contractor must furnish their own receipts for deliveries. These receipts must include the GPO jacket number; total quantity delivered number of cartons, and quantity per carton; date delivery made; and signature of the Government agent accepting delivery. The original copies of these receipts must accompany the contractor's invoice for payment.

DISTRIBUTION

Deliver 938,400 envelopes, including blue and yellow randomly selected samples, f.o.b. destination by traceable means to:

National Distribution Center
2525 Revenue Drive
Bloomington, IL 61705-2500

All expenses incidental to picking up and returning materials and samples must be borne by the contractor.

Delivery appointment is required. A minimum of 24 to 48 hour advance notice of intended deliveries is required to schedule availability of loading/unloading docks. Due to high security at IRS Facilities, delivery agent is required to provide detailed information including, driver identity and delivery equipment.

Contact information for delivery appointment will be provided upon award.

At same time bulk delivery is shipped, **10 printed samples** from the start of production must be banded with a copy of the purchase order wrapped around or attached to the front of the envelopes. Sample packages are to be delivered to:

IRS
ATTN: Carl Matt Slater
M/S 8100
1160 West 1200 South
Ogden, UT 84404

Only small package carrier shipments accepted, no USPS mail.

Distribution Notice:

Upon Shipment, notify ordering agency via email, subject line to read: "DISTRIBUTION NOTICE-740-734_3-03552". Body of email to include, Title as provided on IRS Shipping label, Shipping Method, and Tracking.

BID OFFER

SHIPMENT(S): Shipment(s) will be made f.o.b. destination from: City _____, State _____

JACKET NO: 740-734

BID PRICE: \$ _____

ADDITIONAL RATE: \$ _____ per _____

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 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.

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'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 (page 8) 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

Contracting Officer Review _____ Date _____ Certifier _____ Date _____
(initials) (initials)

EXHIBIT 1: E-182-W ENVELOPE SPECIFICATION SHEET

E-182-W (Rev. 3-2000) Envelope Specification Sheet

This sheet is for envelope specifications and composition. **Do not use as camera copy.** Envelope must conform to the USPS requirements.

Product ID Envelope 182-W	Copy change area A (return address) N/A	Copy change area B (mailing address) N/A	Indicia required N/A	Print order number	Office ID 881
Revision date (Rev. 3-2000)					Version N/A

Envelope Specifications

Construction

Printed open side, center seam, flap to be 2-3/4" (70 mm) with self-seal latex area. Flap to be scored and not folded down.

The envelope flap and body are to be coated with a pressure-sensitive cohesive coating. The adhesive areas must be solid and not require the application of the moisture for sealing. The cohesive material must be guaranteed to function satisfactory for a period of not less than 12 months after date of delivery. Cohesive material must be such as will permit attachment only when the two coated areas are pressed together.

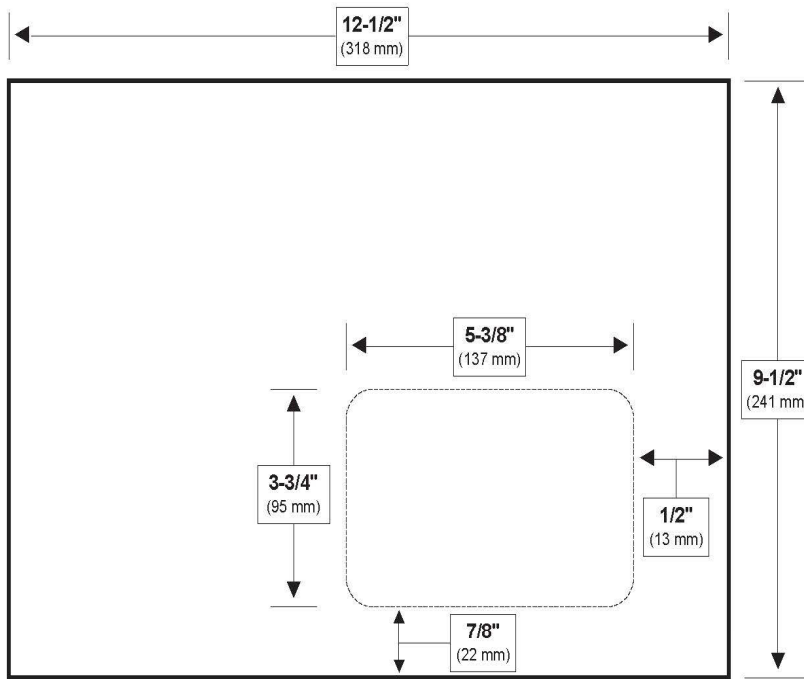
Glue flap on bottom back of envelope should be as long as possible (minimum length is 1-1/16" (27 mm)).

Text Specifications

Back printing is 6 point.

Size 12-1/2" x 9-1/2" (318 mm x 241 mm)	Stock Light Brown Kraft 32#
Ink Black	Window 5-3/8" x 3-3/4" (137 mm x 95 mm) Clear Polystyrene

Additional comments



Back Printing

Position bottom & right margins appropriately in lower right corner.

Envelope 182-W (Rev. 3-2000)
Catalog Number 64288W

EXHIBIT 2: E-182-W ENVELOPE SCAN – FRONT



EXHIBIT 3: E-182-W ENVELOPE SCAN - BACK



EXHIBIT 4: IRS FORM 6153 SHIPPING LABEL

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 Carl Matt Slater OR Stan Tubbs	Phone number 469-801-0745 801-620-3685	Carton #	of # 1
GPO Jacket number		Print order number	Program number	Contractor order no.	
From (Contractor name and address)			To (Consignee) National Distribution Center 2525 Revenue Drive Bloomington, IL 61705-2500		
Catalog number 64288W	Revision (YYYY-MM-DD) 2000-03-00	 *64288W2000-03-00*			
Product number (Form, Document, Publication, etc) Envelope 182-W		Product title Mailer, NDC Order fulfillment, Flats, Mail/ship window			
Carton quantity 500	Requisition number (YY-nnnn) 23-03552	 *50023-03552*			

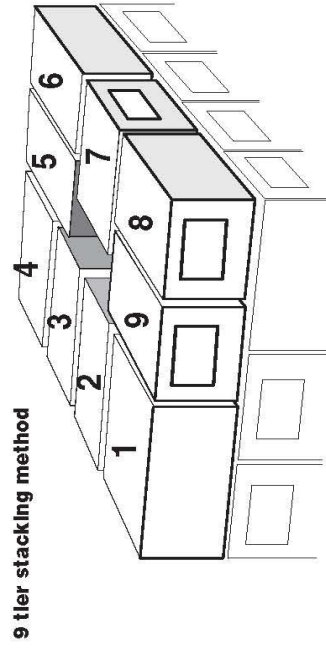
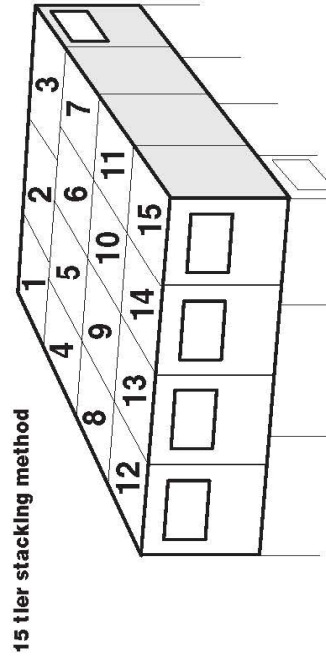
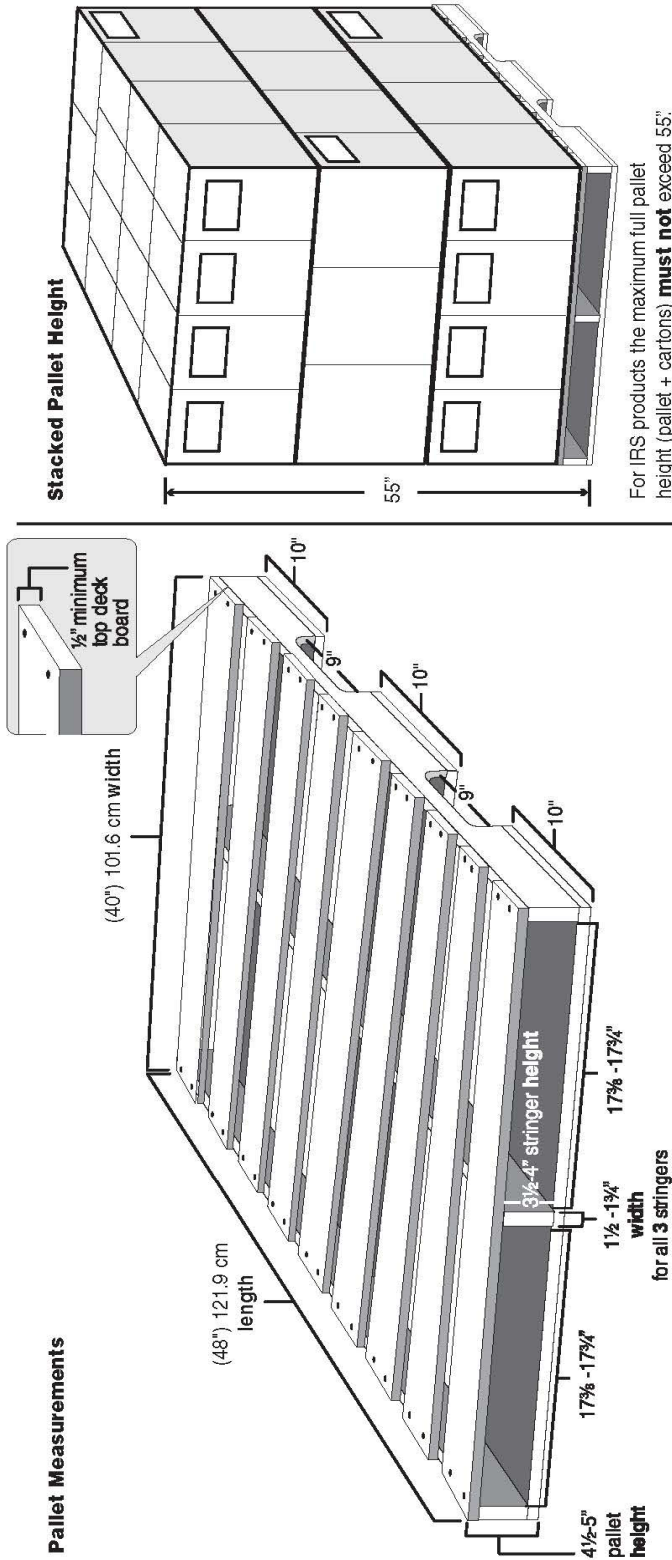
EXHIBIT 5: IRS PALLET SPECIFICATIONS

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



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.

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.