

Jacket: 640-569
Title: Envelope 205, Courtesy Reply, General Purpose
Agency: Treasury, Internal Revenue Service
Bid Opening: August 9, 2022 at 11:00 a.m.

Contractor Name	Bid	Terms		Discounted Total
Texas Global Construction , Inc, Houston, TX	\$117,500.00	0.0%	30 days	\$117,500.00
Cenveo Worldwide Ltd, City of Industry, CA	\$453,898.00	0.0%	30 days	-----
Response Envelope, Ontario, CA	\$585,120.00	0.0%	30 days	\$585,120.00
Real Estate Image Inc, dba Advanced Image Direct, Fullerton, CA	\$939,328.32	0.5%	20 days	\$934,631.68
Printing Resources, Inc., Cleveland, OH	\$1,859,998.96	0.00%	30 days	-----
Reviewed WL 9/7/22.				

U.S. Government Publishing Office
Columbus, Ohio
General Terms, Conditions, and Specifications
for the procurement of
Envelope 205, Courtesy Reply, General Purpose
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 AM** prevailing Columbus, OH time on **August 9, 2022**.

BID SUBMISSION

Bidders MUST submit email bids to bidscolumbus@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 a.m. 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 Linda Price at (614) 488-4616, Ext. 7. No collect calls. Email: lprice@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 sheet
- 3) Statement of cash flows
- 4) Current official bank statement
- 5) Current lines of credit (with amounts available)
- 6) Letter of commitment from paper supplier(s)
- 7) Letter of commitment from any subcontractor

The documents will be reviewed to validate that adequate financial resources are available to perform the contract requirements. Documents submitted will be kept confidential and used only for the determination of responsibility by the Government. Failure to provide the requested information in the time specified by the Government may result in the Contracting Officer not having adequate information to reach an affirmative determination of responsibility.

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 205 Courtesy Reply, General Purpose

PRODUCT

These specifications cover the production of non-standard window envelopes requiring such operations as reproducible, printing, 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

15,603,200 envelopes, 8 partials of 1,950,400 envelopes.

- Partial 1: 1,950,400 envelopes due at destination on October 20, 2022
- Partial 2: 1,950,400 envelopes due at destination on November 3, 2022
- Partial 3: 1,950,400 envelopes due at destination on November 10, 2022
- Partial 4: 1,950,400 envelopes due at destination on November 17, 2022
- Partial 5: 1,950,400 envelopes due at destination on December 1, 2022
- Partial 6: 1,950,400 envelopes due at destination on December 8, 2022
- Partial 7: 1,950,400 envelopes due at destination on December 15, 2022
- Partial 8: 1,950,400 envelopes due at destination on December 22, 2022

NUMBER OF PAGES

Face and Back; head to head before construction.

TRIM SIZE

3-7/8 x 8-7/8" – #9 Envelope

3-1/2 x 1" window located 3/4" from left edge of envelope and 5/8" from bottom edge of envelope.

DESCRIPTION/PRINTING

Envelope prints text matter and postal markings in black ink on face before construction. Contractor to set all type copy and create postal markings per USPS DMM. Constructed envelope prints face and back, including outside of flap.

Envelope prints opaque security design in black ink on back before construction. Security tint must be over entire inner envelope surface up to the gum line. Contractor may use stock design (no proprietary design or company logos allowed) for security tint but must guarantee that the product will ensure complete opacity, and prevent show through of any material contained therein.

GOVERNMENT TO FURNISH

PDF files of the Envelope Specification Sheets, IRS 6153 Shipping Label, and IRS Pallet Specifications. All files to be emailed at time of award, with Purchase Order.

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 (for content only) using the same Raster Image Processor (RIP) that will be used to produce the final printed product. PDF proof will be evaluated for text flow, image position, and color breaks. Proof will not be used for color match. Email proofs on or before **August 16, 2022**. Contractor must call to confirm receipt. Contact information to be provided after award. Proofs will be held for **1 workday**.

The contractor must not print prior to receipt of an OK to Print.

PRIOR TO PRODUCTION SAMPLES:

The sample requirement for this contract is not less than 100 printed construction samples. Each sample shall be printed and constructed as specified and must be of the size, kind, and quality that the contractor will furnish.

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

Prior to the commencement of production of the contract production quantity, the contractor shall submit samples to **IRS; ATTN: Carl Matt Slater; M/S 8100; 1160 West 1200 South Rulon White Blvd.; Ogden, UT 84404**. Samples will be tested for usage on the specified equipment and/or for construction. The container and accompanying documentation shall be marked PREPRODUCTION SAMPLES and shall include the GPO jacket, purchase order, and program numbers. The samples must be submitted **3 workdays after proof approval**.

The Government will approve, conditionally approve, or disapprove the samples within **1 workday** 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. 01-18)).

Manufacture of the final product prior to approval of the sample submitted is at the contractor's risk. Samples will not be returned to the contractor. All costs, including the costs of all samples shall be included in the contract price for the production quantity.

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

STOCK/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.

White Writing or Wove, basis weight: 24 lbs. per 500 sheets, basis size: 17 x 22", equal to JCP Code V20.

INK/PRINTING

Black ink, Helvetica (or equal) typeface, follow Envelope Specification Sheets, **Exhibit 1 on page 10** 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 10**.

CONSTRUCTION OF ENVELOPES

Follow margins on the Government furnished specification sheets, see **Exhibit 1 on page 10**.

Envelopes shall be open side, high cut, diagonal or side seam construction with pointed and fully gummed flap. Envelopes with diagonal seams shall be sufficiently high cut so as to prevent the flap adhesive from contacting the envelope contents. The sealed seams shall not adhere to the inside of the envelope. Envelopes shall be free from cuts, folds, tears, machine marks, foreign matter, dirt, ink smears, and adhesive stains.

FLAP ADHESIVE

Sealing flap must exceed the throat by at least 3/4". Split-gumming is NOT permitted. Fold down flap for packaging. All sealing flap adhesive shall be a water-activated type of such a consistency to prevent premature sealing of the flap and curling of the envelope after drying.

The flap adhesive shall be uniformly applied and have a minimum thickness of 0.015mm (0.0006 inch). The flap shall be capable of being quickly and securely sealed using finger tips after moistening the adhesive. When opened 15 to 20 seconds after sealing, the flap shall pull fibers from the body of the envelope from not less than 75% of the adhesive area of the flap beyond the throat, up to a maximum width of one inch gum strip from the edge of the flap.

WINDOWS

Envelopes require one rectangular window, non-standard size and position. Window size is 3-1/2 x 1", located 3/4" from left edge of envelope and 5/8" from bottom edge of envelope.

Windows shall have rounded or slightly rounded corners, shall be the size and location specified on the Envelope Specification Sheet, see **Exhibits 1 on page 10**, and shall comply with all applicable U.S. Postal Service regulations.

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

NOTE: Window covering material MUST BE TRANSPARENT.

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	Prior-to-Production Samples

PACKING

Envelopes shall be un-banded and sealing flap on open side shall be folded down. The shipping container shall be closed/sealed in accordance with GPO Contract Terms.

Envelopes must not be packed in oversized containers. All envelopes shall be securely packed in containers so as to prevent curling or warping due to excessive space. Spacers or fillers should only be added to the last shipping container to complete an odd order quantity.

Pack in units of 500 envelopes in close-fitting boxes and then pack 5 boxes into shipping containers.

Shipping containers 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).

DEPARTMENTAL RANDOM COPIES (BLUE LABEL/YELLOW LABEL)

Departmental Random Copies are required with each partial delivery. One set must be labeled with the government furnished Blue Label (GPO Form 2678 – Certificate of Selection of Random Copies) and one set must be labeled with a contractor furnished Yellow Label (Blue Label information copied onto yellow paper).

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 contractor will be required to certify that all copies were selected as directed using GPO Form 917 – Certificate of Selection of Random Copies (located on www.gpo.gov). The GPO Form 917 shall be packaged with the “Blue Label” copies. The random copies constitute a part of the total quantity ordered, and no additional charge will be allowed.

These randomly selected copies must be packed separately and identified by a special label (GPO Form 2678 – Departmental Random Copies (Blue Label)) that must be printed on blue paper for “Blue Label Copies” and yellow paper for “Yellow Label Copies” and affixed to each affected container. This form can be downloaded from www.gpo.gov. The container and its contents shall be recorded separately on all shipping documents and sent in accordance with the “Distribution” clause below.

A copy of the purchase order/specification and a signed Certificate of Selection of Random Copies must be included with the “Blue Label” copies.

A copy of the purchase order/specification must be included with the “Yellow Label” copies.

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 2, page 11.**

PALLETIZING

Palletizing is required if an order has at least 18 shipping containers going to one destination. There shall be no more than one partial pallet.

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.

Shipping containers 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.

Pallets shall be stacked with reverse layer pattern to insure acceptance and safe delivery by common carriers. Maximum height (including pallet) 55”. **See Exhibit 3, page 12.** If this is not possible due to custom carton sizes for envelopes, other stacking patterns may be accepted with the application of corner protectors. Contact GPO Contracting Officer before altering furnished pallet instructions.

Palletized material shall be secured on pallet(s) by stretch-wrap plastic or plastic shrink-wrap. Pallets shall be suitably packed so as to insure acceptance and safe delivery by common carrier.

Strict adherence to these dimensions is necessary to meet requirements of IRS storage facilities. 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. **DOUBLE STACKING PALLETS IS NOT PERMITTED.**

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, Columbus Regional Office, Suite 112-B, 1335 Dublin Road, Columbus, OH 43215 by **August 12, 2022.**

DELIVERY DATE

8 partial deliveries of 1,950,400 envelopes required:

- Partial 1: 1,950,400 envelopes due at destination on October 20, 2022
- Partial 2: 1,950,400 envelopes due at destination on November 3, 2022
- Partial 3: 1,950,400 envelopes due at destination on November 10, 2022
- Partial 4: 1,950,400 envelopes due at destination on November 17, 2022

- Partial 5: 1,950,400 envelopes due at destination on December 1, 2022
- Partial 6: 1,950,400 envelopes due at destination on December 8, 2022
- Partial 7: 1,950,400 envelopes due at destination on December 15, 2022
- Partial 8: 1,950,400 envelope due at destination on December 22, 2022

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.

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 f.o.b. destination 8 partial deliveries of **1,950,400 envelopes** each (includes Blue and Yellow Labels) to:

CPS-West Warehouse
Business Depot Ogden
112 North 700 West, Building 4B
Ogden, UT 84404

Ship all destinations by traceable means. All expenses incidental to picking up and returning materials and samples must be borne by the contractor.

Due to high security at IRS Facilities, detailed information may be required from delivery carriers to confirm the identity of the driver and equipment used for delivery. Additionally, 24 to 48 hour advance notice of intended deliveries may be required to schedule availability of loading/unloading docks.

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 Rulon White Blvd.
Ogden, UT 84404

Only small package carrier shipments accepted, no USPS mail.

On the same day that the product ships, the contractor must notify the ordering agency via e-mail (address provided after award) of the distribution. The subject line of the message shall be "Distribution Notice for Jacket (enter applicable Jacket Number) and Requisition (enter applicable Requisition Number)". The e-mail must provide all applicable tracking numbers, shipping method, and program title. Contractor must be able to provide copies of all delivery, mailing, and shipping receipts (as applicable) upon agency request.

BID OFFER

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

JACKET NO: 640-569

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-205 ENVELOPE SPECIFICATION SHEET

Envelope 205 (Rev. 5-2001) 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 205 Revision date (Rev. 5-2001)	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
				Version N/A	

Envelope Specifications

Construction
Printed open side, high cut, diagonal or side seam, flap gummed and folded down. This envelope requires black opaquing design printed inside.

Text Specifications
All type is 10 point Helvetica (or equal) except as noted otherwise.
Official Business (two line statement) is 9 point.
Type on flap is 12 point Bold.
Back printing is 6 point (envelope number, revision date and catalog number only).

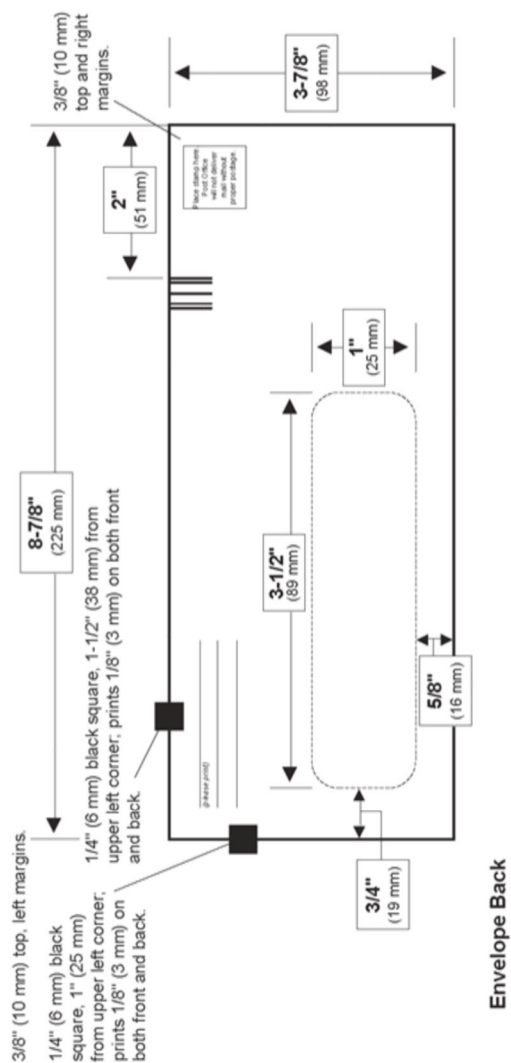
Size
8-7/8" x 3-7/8"
(225 mm x 98 mm)

Ink
Black

Stock
White Writing or Wove 24#

Window
3-1/2" x 1"
(89 mm x 25 mm)
Clear Polystyrene

Additional comments



For your protection and better service:

- Enter your taxpayer identifying number, form number and tax period on your check or money order.
- Do not staple, paper clip or tape check or money order to the notice.
- Ensure that the return address shows through the window.
- Do not send cash.

Envelope 205 (Rev. 5-2001)
Catalog Number 22979H

Back Printing
Position bottom & right margins appropriately in lower right corner.

EXHIBIT 2: 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.

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Carton Shipping Label



Department of the Treasury Internal Revenue Service		Publishing analyst Carl Matt Slater		Phone number 469-801-0745	Carton #	of # 1
GPO Jacket number		Print order number		Program number	Contractor order no.	
From (Contractor name and address)				To (Consignee) CPS-West Whse. Business Depot Ogden 112 North 700 West, Bldg. 4B Ogden UT 84404		
Catalog number 22976H	Revision (YYYY-MM-DD) 2001-05-00		 *22976H2001-05-00*			
Product number (Form, Document, Publication, etc) Envelope 205			Product title Courtesy reply, General purpose, Tri-fold, Left window			
Carton quantity 2,500	Requisition number (YY-nnnnn) 22-06869		 *250022-06869*			

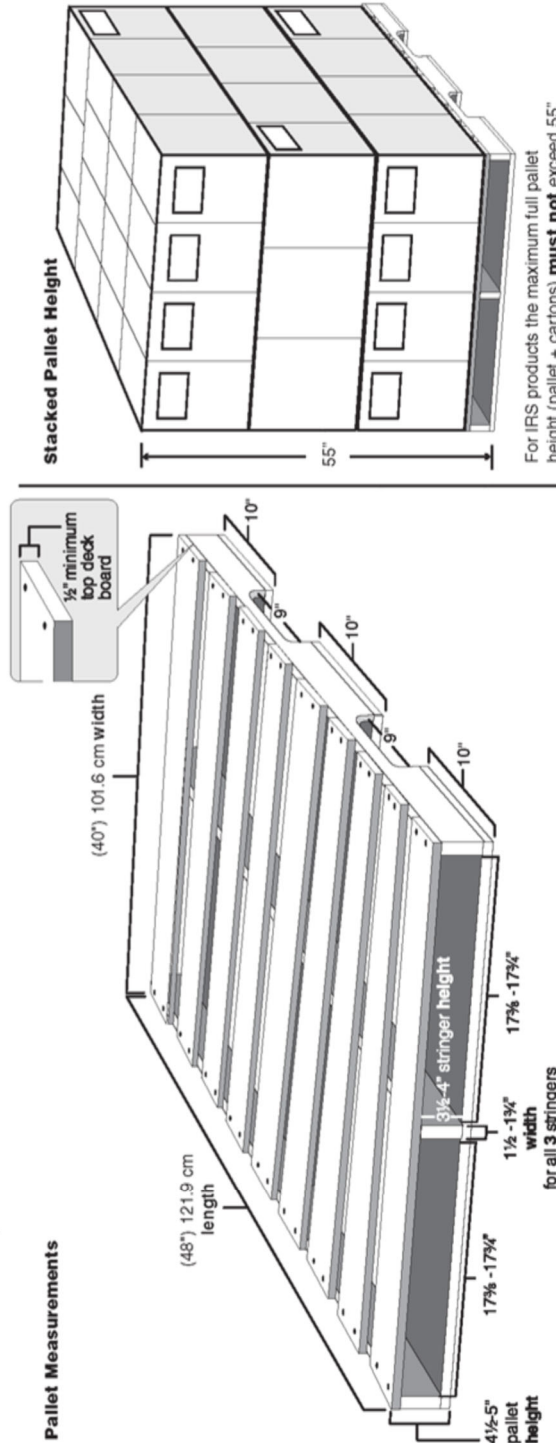
EXHIBIT 3: IRS PALLET SPECIFICATIONS

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.

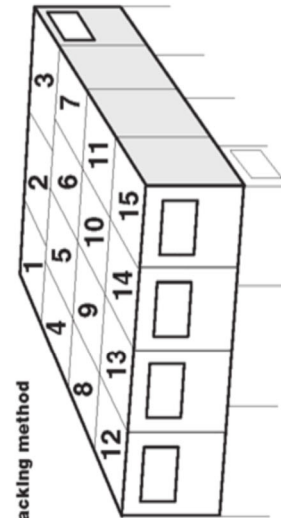
Pallet Measurements



Stacked Pallet Height

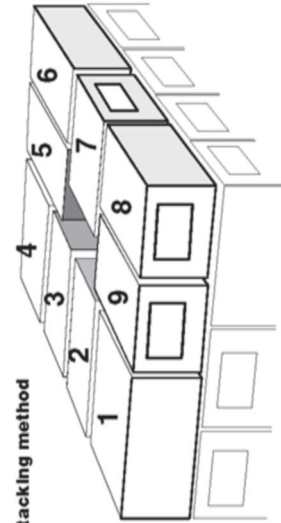
For IRS products the maximum full pallet height (pallet + cartons) **must not** exceed 55'.

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.