

ITEM NUMBER	ITEM DESCRIPTION	BASIS OF AWARD	Ennis Inc. DBA Calibrated Columbus, KS		NPC, Inc Claysburg, PA		McDonald & Eudy Printers Temple Hills, MD		GPO Estimate	
			UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST
I	COMPLETE PRODUCT:									
(1)	Format A 8 x 11" or 8-1/2 x 11" forms:									
(A)	Makeready and setup charge...	5	1,200.00	\$6,000.00	1,810.00	\$9,050.00	No Bid	#VALUE!	1,500.00	\$7,500.00
(B)	Running Per 1,000:									
(1)	10,000 to 25,000	20	10.15	\$203.00	13.16	\$263.20	No Bid	#VALUE!	9.88	\$193.60
(2)	25,001 to 100,000	80	8.75	\$700.00	9.05	\$724.00	No Bid	#VALUE!	7.98	\$638.40
(3)	100,001 to 300,000	270	8.05	\$2,173.50	8.55	\$2,308.50	No Bid	#VALUE!	7.81	\$2,054.70
(4)	300,001 to 500,000	480	8.00	\$3,840.00	8.46	\$4,060.80	No Bid	#VALUE!	7.56	\$3,628.80
(5)	500,001 to 2,000,000	4,500	8.00	\$36,000.00	8.42	\$37,890.00	No Bid	#VALUE!	7.47	\$33,615.00
(6)	Over 2,000,000	5,600	8.00	44,800.00	8.40	\$47,040.00	No Bid	#VALUE!	7.47	\$41,832.00
	Format B 4 Page Forms Perfed & Folded 16 x 11" or 17 x 11" forms									
(A)	Makeready and setup charge...	2	1,200.00	\$2,400.00	1,810.00	\$3,620.00	No Bid	#VALUE!	1,500.00	\$3,000.00
(B)	Running Per 1,000:									
(1)	10,000 to 25,000	XXX		27.25						
(2)	25,001 to 100,000	46	24.00	\$1,104.00	25.46	\$1,171.16	No Bid	#VALUE!	20.06	\$922.76
(3)	100,001 to 300,000	100	21.10	\$2,110.00	24.77	\$2,477.00	No Bid	#VALUE!	19.32	\$1,932.00
(4)	300,001 to 500,000	XXX		21.10						
(5)	500,001 to 2,000,000	XXX		21.10						
(6)	Over 2,000,000	XXX		21.10						
	Format C 6 Page Forms Perfed & Folded forms 24 x 11" or 25-1/2 x 11" forms									
(A)	Makeready and setup charge...	6	1,200.00	\$7,200.00	1,810.00	\$10,860.00	No Bid	#VALUE!	1,500.00	\$0.00
(B)	Running Per 1,000:									
(1)	10,000 to 25,000	XXX		35.11						
(2)	25,001 to 100,000	272	33.90	\$9,220.80	38.59	\$10,496.48	No Bid	#VALUE!	31.70	\$8,622.40
(3)	100,001 to 300,000	100	33.85	\$3,385.00	38.58	\$3,858.00	No Bid	#VALUE!	31.67	\$3,167.00
(4)	300,001 to 500,000	XXX		32.50						
(5)	500,001 to 2,000,000	XXX		32.00						
(6)	Over 2,000,000	XXX		32.00						
	Format D 8 Page Pamphlets Perfed and bound, Page size 9 x 11" or 8-1/2 x 11":									
(A)	Makeready and setup charge...	6	1,200.00	\$7,200.00	1,810.00	\$10,860.00	No Bid	#VALUE!	1,500.00	\$9,000.00
(B)	Running Per 1,000:									
(1)	10,000 to 25,000	46	115.50	\$5,313.00	52.91	\$2,433.86	No Bid	#VALUE!	101.92	\$4,688.32
(2)	25,001 to 100,000	117	104.50	\$12,226.50	51.98	\$6,081.66	No Bid	#VALUE!	98.52	\$11,526.84
(3)	100,001 to 300,000	353	103.00	\$36,359.00	51.76	\$18,271.28	No Bid	#VALUE!	97.13	\$34,286.89
(4)	300,001 to 500,000	XXX		103.00						
(5)	500,001 to 2,000,000	XXX		103.00						
(6)	Over 2,000,000	XXX		103.00						
	Format E 10 Page Pamphlets Perfed and bound, on left, Page size 9 x 11" or 8-1/2 x 11":									
(A)	Makeready and setup charge...	7	1,200.00	\$8,400.00	1,810.00	\$12,670.00	No Bid	#VALUE!	1,500.00	\$10,500.00
(B)	Running Per 1,000:									
(1)	10,000 to 25,000	XXX		121.44						
(2)	25,001 to 100,000	XXX		117.80						
(3)	100,001 to 300,000	600	117.35	\$70,410.00	81.44	\$48,864.00	No Bid	#VALUE!	110.05	\$66,030.00
(4)	300,001 to 500,000	450	117.35	\$52,807.50	81.42	\$36,639.00	No Bid	#VALUE!	110.04	\$49,518.00
(5)	500,001 to 2,000,000	XXX		113.10						
(6)	Over 2,000,000	XXX		113.10						
	Format F 12 Page Pamphlets Perfed and bound, Page size 9 x 11" or 8-1/2 x 11":									
(A)	Makeready and setup charge...	4	1,200.00	\$4,800.00	1,810.00	\$7,240.00	No Bid	#VALUE!	1,505.00	\$6,020.00
(B)	Running Per 1,000:									
(1)	10,000 to 25,000	XXX		209.70						
(2)	25,001 to 100,000	100	209.40	\$20,970.00	58.39	\$5,839.00	No Bid	#VALUE!	76.99	\$7,699.00
(3)	100,001 to 300,000	428	204.00	\$89,623.20	58.17	\$24,896.76	No Bid	#VALUE!	76.75	\$32,849.00
(4)	300,001 to 500,000	300	200.00	\$61,200.00	58.16	\$17,448.00	No Bid	#VALUE!	76.74	\$23,022.00
(5)	500,001 to 2,000,000	3,412	200.00	\$682,400.00	57.78	\$197,145.36	No Bid	#VALUE!	76.49	\$260,983.88
(6)	Over 2,000,000	XXX		200.00						
II	PAPER									
(A)	White OCR Bond....per 1,000 leaves	45,112	13.45	\$606,756.40	11.49	\$518,336.88	No Bid	#VALUE!	12.83	\$578,786.96
III	ADDITIONAL OPERATIONS									
(A)	Horizontal Perforations each....per 1,000 leaves	10,162	0.46	\$4,674.52	0.50	\$5,081.00	No Bid	#VALUE!	0.50	\$5,081.00
(B)	Pre-Production Samples (per order)									
(1)	Quantity 10 to 100	14	46.90	\$656.60	56.00	\$784.00	No Bid	#VALUE!	51.45	\$720.30
(2)	Quantity 101 to 510	13	46.90	\$609.70	56.00	\$728.00	No Bid	#VALUE!	51.45	\$668.85
	TOTAL			\$1,783,542.72		\$1,047,137.94		#VALUE!		\$1,116,025.20
	DISCOUNT		2.00%	35,670.85	0.25%	2,617.84	1.00%	#VALUE!	0.00%	0.00
	NET TOTAL			1,747,871.87		1,044,520.10		#VALUE!		1,116,025.20

Verified ES 8-29-2023

AWARDED

BID INVITATION

U.S. GOVERNMENT PUBLISHING OFFICE

Southeast Region

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

IRS Information Return Forms

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

Department of Treasury – Internal Revenue Service

Single Award

TERM OF CONTRACT: The term of this contract is for the period beginning October 1, 2023 and ending September 30, 2024, plus up to four (4) optional 12-month extension periods that may be added in accordance with the "Option to Extend the Contract Term" clause in Section 1 of this contract.

BID OPENING: Bids shall be opened at 2:00 pm, prevailing Atlanta, GA time, on Tuesday, August 22, 2023 at the U.S. Government Publishing Office, Southeast Region.

BID SUBMISSION: Bidders MUST email bids to: bidssoutheast@gpo.gov for this solicitation. No other method of bid submission will be accepted at this time. The program number (Program 3433-S) and bid opening date (August 22, 2023) must be specified in the subject line of the emailed bid submission. ***Bids received after 2:00pm on the bid opening date specified above will not be considered for award. This will not be a public bid opening.***

BIDDERS, PLEASE NOTE: These specifications have been extensively revised; therefore, all bidders are cautioned to familiarize themselves with all provisions of these specifications before bidding.

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:

1. Illegibility of bid.
2. Emails over 75 MB may not be received by GPO due to size limitations for receiving email.
3. The bidder's email provider may have different size limitations for sending email; however, bidders are advised not to exceed GPO's stated limit.
4. When the email bid is received by GPO, it will remain unopened until the specified bid opening time. Government personnel will not validate receipt of the emailed bid prior to bid opening. GPO will use the prevailing time (specified as the local time zone) and the exact time that the email is received by GPO's email server as the official time stamp for bid receipt at the specified location.

For information of a technical nature contact Ellen Sommer at 404-605-9160 Ext. 5 or esommer@gpo.gov.

SECTION 1. - GENERAL TERMS AND CONDITIONS

GPO CONTRACT TERMS: Any contract which results from this Invitation for Bid will be subject to the applicable provisions, clauses, and supplemental specifications of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 01-18)) and GPO Contract Terms, Quality Assurance Through Attributes Program for Printing and Binding (GPO Publication 310.1, effective May 1979 (revised 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>.

Abstract of contract prices are available at <https://www.gpo.gov/how-to-work-with-us/vendors/contract-pricing>

SUBCONTRACTING: The predominant production function is printing. Any contractor who cannot perform the predominant production function will be declared non-responsible.

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

Product Quality Levels:

- (a) Printing (page related) Attributes – Level IV
- (b) Finishing (item related) Attributes – Level IV

Exceptions: F-1. Trim size and margins, of the finished product, and detached size of forms, must be within a tolerance of + 1/16" and the register from form to form must be within 1/16". Any deviation will be considered a major defect.

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	Approved Pre-Production Samples
P-9. Solid and Screen Tint Color Match	Approved Pre-Production Samples

Special Instructions: In the event that preproduction samples are not required by the Government, the following listed alternate standards shall become the Specified Standards:

- P-7. Proof approval (Page integrity)
- P-9. Flint Ink Corporation J-6983

Prior to award, contractor may be required to provide information related to specific equipment that will be used for production.

OPTION TO EXTEND THE CONTRACT TERM: The Government has the option to extend the term of this contract for a period of 12 months by written notice to the contractor not later than 30 days before the contract expires. If the Government exercises this option, the extended contract shall be considered to include this clause, except, the total duration of the contract may not exceed five years as a result of, and including, any extension(s) added under this clause. Further extension may be negotiated under the “Extension of Contract Term” clause. See also “Economic Price Adjustment” for periodic pricing revision.

EXTENSION OF CONTRACT TERM: At the request of the Government, the term of any contract resulting from this solicitation may be extended for such period of time as may be mutually agreeable to the GPO and the contractor.

ECONOMIC PRICE ADJUSTMENT: The pricing under this contract shall be adjusted in accordance with this clause, provided that in no event will any pricing adjustment be made that would exceed the maximum permissible under any law in effect at the time of the adjustment. There will be no adjustment for orders placed during the first period specified below. Pricing will thereafter be eligible for adjustment during the second and any succeeding performance period(s). For each performance period after the first, a percentage figure will be calculated as described below and that figure will be the economic price adjustment for that entire next period. Pricing adjustments under this clause are not applicable to reimbursable postage or transportation costs, or to paper, if paper prices are subject to adjustment by separate clause elsewhere in this contract.

For the purpose of this clause, performance under this contract will be divided into successive periods. The first period will extend from October 1, 2023 through September 30, 2024 and the second and any succeeding period(s) will extend for 12 months from the end of the last preceding period, except that the length of the final period may vary. The first day of the second and any succeeding period(s) will be the effective date of the economic price adjustment for that period.

Pricing adjustments in accordance with this clause will be based on changes in the seasonally adjusted “Consumer Price Index For All Urban Consumers - Commodities Less Food” (Index) published monthly in the CPI Detailed Report by the U.S. Department of Labor, Bureau of Labor Statistics.

The economic price adjustment will be the percentage difference between Index averages as specified in this paragraph. An index called the variable index will be calculated by averaging the monthly Indexes from the 12-month interval ending three (3) months prior to the beginning of the period being considered for adjustment. This average is then compared to the average of the monthly Indexes for the 12-month interval ending June 30, 2023, called the base index. The percentage change (plus or minus) of the variable index from the base index will be the economic price adjustment for the period being considered for adjustment.

The Government will notify the contractor by contract modification specifying the percentage increase or decrease to be applied to invoices for orders placed during the period indicated. The contractor shall apply the percentage increase or decrease against the total price of the invoice less reimbursable postage or transportation costs and separately adjusted paper prices. Payment discounts shall be applied after the invoice price is adjusted.

If the Government exercises an option, the extended contract shall be considered to include this economic price adjustment clause.

ASSIGNMENT OF JACKETS, PURCHASE AND PRINT ORDERS: A GPO jacket number will be assigned and a purchase order issued to the contractor to cover work performed. The purchase order will be supplemented by an individual print order for each job placed with the contractor. The print order, when issued, will indicate the quantity to be produced and any other information pertinent to the particular order.

PAPER PRICE ADJUSTMENT. Paper prices charged under this contract will be adjusted in accordance with “Table 9 - Producer Price Indexes and Percent Changes for Commodity Groupings and Individual Items” in Producer Price Indexes report, published by the Bureau of Labor Statistics (BLS), as follows:

1. BLS code 0913 for All Paper will apply to all paper required under this contract.
2. The applicable index figures for the month of September 2023 will establish the base index.
3. There shall be no price adjustment for the first three months of the contract.
4. Price adjustments may be monthly thereafter, but only if the index varies by an amount (plus or minus) exceeding 5% by comparing the base index to the index for that month which is two months prior to the month being considered for adjustment.
5. Beginning with order placement in the fourth month, index variances will be calculated in accordance with the following formula:

$$\frac{x - \text{base index}}{\text{base index}} \times 100 = _ \%$$

where X = the index for that month which is two months prior to the month being considered for adjustment.

6. The contract adjustment amount, if any, will be the percentage calculated in 5 above less 5%.
7. Adjustments under this clause will be applied to the contractor's bid price(s) for line items(s) II (A) in the Schedule of Prices and will be effective on the first day of any month for which prices are to be adjusted.

The Contracting Officer will give written notice to the contractor of any adjustments to be applied to invoices for orders placed during months affected by this clause.

In no event, however, will any price adjustment be made which would exceed the maximum permissible under any law in effect at the time of the adjustment. The adjustment, if any, shall not be based upon the actual change in cost to the contractor, but shall be computed as provided above.

The contractor warrants that the paper prices set forth in this contract do not include any allowance for any contingency to cover anticipated increased costs of paper to the extent such increases are covered by this price adjustment clause.

PRE-AWARD SURVEY: In order to determine the responsibility of the prime contractor or any subcontractor, the Government reserves the right to conduct an on-site pre-award survey at the contractor's/subcontractor's facility or to require other evidence of technical, production, managerial, financial, and similar abilities to perform, prior to the award of a contract. As part of the financial determination, the contractor in line for award may be required to provide one or more of the following financial documents:

- 1) Most recent profit and loss statement
- 2) Most recent balance sheet
- 3) Statement of cash flows
- 4) Current official bank statement
- 5) Current lines of credit (with amounts available)
- 6) Letter of commitment from paper supplier(s)
- 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.

ORDERING: Items to be furnished under the contract shall be ordered by the issuance of print orders by the Government. Orders may be issued under the contract October 1, 2023 through September 30, 2024 plus for such additional period(s) as the contract is extended. All print orders issued hereunder are subject to the terms and conditions of the contract. The contract shall control in the event of conflict with any print order. A print order shall be "issued" upon notification by the Government for purposes of the contract when it is electronically transmitted or otherwise physically furnished to the contractor in conformance with the schedule.

REQUIREMENTS: This is a requirements contract for the items and for the period specified herein. Shipment/delivery of items or performance of work shall be made only as authorized by orders issued in accordance with the clause entitled "Ordering." The quantities of items specified herein are estimates only, and are not purchased hereby. Except as may be otherwise provided in this contract, if the Government's requirements for the items set forth herein do not result in orders in the amounts or quantities described as "estimated," it shall not constitute the basis for an equitable price adjustment under this contract.

Except as otherwise provided in this contract, the Government shall order from the contractor all the items set forth which are required to be purchased by the Government activity identified on page 1.

The Government shall not be required to purchase from the contractor, requirements in excess of the limit on total orders under this contract, if any.

Orders issued during the effective period of this contract and not completed within that time shall be completed by the contractor within the time specified in the order, and the rights and obligations of the contractor and the Government respecting those orders shall be governed by the terms of this contract to the same extent as if completed during the effective period of this contract.

If shipment/delivery of any quantity of an item covered by the contract is required by reason of urgency prior to the earliest date that shipment/delivery may be specified under this contract, and if the contractor will not accept an order providing for the accelerated shipment/delivery, the Government may procure this requirement from another source.

The Government may issue orders which provide for shipment/delivery to or performance at multiple destinations.

Subject to any limitations elsewhere in this contract, the contractor shall furnish to the Government all items set forth herein which are called for by print orders issued in accordance with the "Ordering" clause of this contract.

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>.

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

Contractor's billing invoice must be itemized in accordance with the items in the "SCHEDULE OF PRICES."

In addition, immediately upon completion of each order, the contractor must email their invoice along with all supporting documentation to the agency contact specified on the print order. Failure to do so may result in non-payment.

SECTION 2. - SPECIFICATIONS

TITLE: IRS Information Return Forms.

SCOPE: These specifications cover the production of optically scanned** forms, including all prepress operations, electronic proofs, printing in one and two colors (Flint Ink, non-reflective black ink, and standard black ink), binding, providing pre-production samples, labeling, packing, palletizing, shipping notifications and distribution.

**NOTE: Products will be used and must successfully process on the following equipment:

BancTec Intelliscan XDS scanners or other High Speed Scanners.

High Speed Scan-Optics 9000mm scanners, and Kodak High Speed 9500, 9520 and I840

Ex-Rite 500 series densitometer, in Status T with Absolute or – paper setting underan Illuminate 5000Kelvin Watt Light.

FREQUENCY OF ORDERS: Approximately 30 print orders will be placed each year; see below for breakdown. Orders may be placed at anytime throughout the contract year. No more than five (5) orders will be issued on any one workday. Occasional orders may be reprints of prior produced orders; generally, in lower quantities.

QUANTITY: From 10,000 to 4,800,000 per order.

While exact quantities cannot be pre-determined the following averages are based on past usage plus anticipated usage for added format.

PRODUCTS/NUMBER OF PAGES/TRIM SIZES/ORDERS/AVERAGE QUANTITIES:

Procurement under this solicitation will be divided into six product types as follows:

Format A 2 Page (face and back) Forms, Trim Size 8 x 11” or 8-1/2 x 11” flat, approximately 5 orders; average of 2,190,000 per order.

Format B 4 Page (face and back) Forms, Trim Size 16 x 11” up to (and including) 17 x 11” flat, approximately 2 orders; average of 73,000 per order.

Format C 6 Page (face and back) Forms, Trim Size 24 x 11” (up to and including) 25-1/2 x 11” flat, approximately 6 orders; average of 62,000 per order.

Format D 8 Page Pamphlets, *Page Size* 8-1/2 x 11” or 9 x 11” approximately 6 orders, average of 86,000 per order.

Format E 10 Page Pamphlets, *Page Size* 8-1/2 x 11” or 9 x 11” (including ½” stub perforation) approximately 7 orders per year, average 150,000 per order.

Format F 12 Page Pamphlets, *Page Size* 8-1/2 x 11” or 9 x 11” approximately 4 orders per year, average 1,060,000 per order.

Generally, both sides of format A products print. Generally, pages 2 and 4 of Formats B, C, D, E & F are blank.

GOVERNMENT TO FURNISH: Electronic media will be furnished as follows.

Platform: PC/IBM Windows (current version).

Media Transfer Method: Email.

Software: Artwork furnished in color composite high resolution Portable Document Format (PDF) generated from Adobe Acrobat 9.1 or later. Backward compatible Adobe Acrobat 8.0 or later version (PDF 1.7)
Application used: AEM Forms Designer 6.5. Colors may be identified as one or more of the following: RGB, CMYK, Black, and/or Pantone/Spot colors. If necessary, contractor to convert all colors to match ink color as indicated on the print order. NOTE Multiple page products will require contractor to format for required blanks, generally pages 2 & 4.

All platform system and software upgrades (for specific applications) which may occur during the term of the contract must be supported by the contractor.

Fonts: All fonts will be Embedded and/or Embedded Subset. NOTE: In the event all fonts have not been embedded/embedded subset (font and/or fonts are missing), the contractor is to immediately notify IRS publishing specialist. Contractor must not un-embed fonts. Un-embedding fonts may result in loss of data. The contractor is cautioned that furnished fonts are the property of the Government and/or its originator. All furnished fonts are to be eliminated from the contractor's archive immediately after completion of the contract term.

Any fonts provided are the property of the ordering agency and are provided for use on this contract only. Using furnished fonts on any job other than the one for which the fonts were submitted violates copyright law.

IRS Form 2040 (Electronic Distribution/Shipping Report) will be provided via email as a fillable Adobe Acrobat 10.1 or later PDF file. This form is used for shipping verification for the purpose of automatically updating IRS' database, and to inform destinations of the shipping and quantity. In order to complete Form 2040, vendor is required to have latest version of Adobe Acrobat Pro. (See Exhibit A)

IRS Form 6153 (Carton Labels) (image size 7-3/4" x 4-5/8"): Will be provided via email as a fillable Adobe Acrobat PDF. Contractor must reproduce as necessary to complete shipping and mailing. (See Exhibit B).

Document 12321, (IRS Pallet Specifications) will be provided via e-mail in PDF file format (See Exhibit C).

Internal Revenue Bills of Lading (IRBL) will be furnished via email when required.

IRS Small Package Carrier (SPC) account number will be furnished if the contractor does not have an IRS furnished account number already established and currently active.

Print Orders (GPO Form 2511) will be emailed to the contractor.

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

Contractor must acknowledge receipt of all emailed print orders by replying to originating agency’s email.

Contractor is required to have Internet access provided through their Internet Service Provider (ISP) with email and a web browser equivalent Microsoft Edge. The contractor is also required to have Adobe Acrobat DC (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 in order to avoid any lapse in service.

The use of free web-based mail servers such as Hotmail, Yahoo, or G-mail is not compatible for transmitting the IRS Form 2040 email message and is strictly prohibited.

Contractor must have or put in place a quality control program to assure OCR ink density. In addition, the contractor must have at, or adjacent to, the production area a densitometer in order that testing may be accomplished at regular intervals throughout a shift. Further, a production plan must be made available for review upon request by the Government

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 promptly reported to the ordering agency as specified on the print order.

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 with required blanks inserted as necessary.

Contractor must maintain the latest version of all programs and operating systems used in this contract as well as maintain backwards compatibility.

High resolution (150 line screen for all screen matter / 1200 dpi or higher for remainder) output required.

Identification markings such as register marks, commercial identification marks of any kind, etc., GPO imprint, form number, and revision date, carried in the electronic files, must not print on finished product.

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. However, occasionally an order may require the contractor to provide prepress layout; (generally creating a 3 segment step image from a single image). Requirement will be indicated on the print order and schedule may be altered as mutually agreeable to the agency and contractor.

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

PDF “SOFT” PROOFS: When indicated on the print order, contractor must 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 submitted by e-mail will be evaluated for text flow, image position, and color breaks. Proof will not be used for color match. Contractor must call *point of contact on print order* to confirm receipt. It is anticipated that approximately 90% of the orders will require PDF proofs.

If any contractor's errors are serious enough in the opinion of the GPO to require revised proofs, the revised proofs are 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.

Contractor must not print prior to receipt of an "OK to print" via email from the agency which will be provided within 2 workdays of receipt. Contractor furnished proof approval letters will not be recognized for proof approval/disapproval. Only the agency's emailed response will be recognized for proof approval/disapproval.

If proofs are not required, the contractor will be responsible for final output that is in conformance with the digital files as provided including all necessary proofreading. The contractor will be responsible for reporting immediately to the ordering agency if there is any discrepancy within the content of the digital file versus the output.

PRIOR TO PRODUCTION SAMPLES: It is anticipated that approximately 90% of orders will required prior to production samples. The sample requirement range per order is not less than 10 to maximum 510, as indicated on the individual print order; (approximately half require 10 and half 210). NOTE: Contractor will provide only page one of the sample form for testing, unless specified on the 2511.

Prior to the commencement of production of the contract production quantity, the contractor shall submit samples to the address indicated on the print order. NOTE: Tracking info for samples must be e-mailed upon shipment. Each sample must be constructed as specified using the form, ink, equipment, and methods of production which will be used in producing the finished product. Paper used for samples must be of the size, kind, and quality the contractor will furnish.

Samples will be inspected and tested and must comply with the specifications as to construction, kind and quality of materials, quality of reproduction, and satisfactory processing on the machines specified; (see page 6).

The container and accompanying documentation shall be marked PREPRODUCTION SAMPLES, DO NOT DELAY and shall include the product title, GPO program & print 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 7 WORKDAYS of the receipt thereof. Approval or conditional approval shall not relieve the contractor from complying with the specifications and all other terms and conditions of the contract. A conditional approval shall state any further action required by the contractor. A notice of disapproval shall state the reasons therefor.

If the samples are disapproved by the Government, the Government, at its option, may require the contractor to submit additional samples for inspection and test, in the time and under the terms and conditions specified in the notice of rejection. Such additional samples shall be furnished, and necessary changes made, at no additional cost to the Government and with no extension in the shipping schedule. The Government will require the time specified above to inspect and test any additional samples required.

In the event the additional samples are disapproved by the Government, the contractor shall be deemed to have failed to make delivery within the meaning of the default clause in which event this contract shall be subject to termination for default, provided however, that the failure of the Government to terminate the contract for default in such event shall not relieve the contractor of the responsibility to deliver the contract quantities in accordance with the shipping schedule.

In the event the Government fails to approve, conditionally approve, or disapprove the samples within the time specified, the Contracting Officer shall automatically extend the shipping schedule in accordance with Contract Clause 12, "Notice of Compliance With Schedules," of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 01-18)).

Manufacture of the final products 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.

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.

White Optical Character Recognition (OCR) Bond, basis weight: 20-21 lbs, per 500 sheets, 17 x 22", equal to JCP Code O-25.

PRINTING: All items print face and back, head to head, with images consisting of line copy and flattones in one or 2 colors. Generally, the face side of each form, or page one of each pamphlet, prints in reflective red, (match Flint Ink Corp. J-6983) to be optically scanned; plus non reflective black. Back side of face and back forms and pages 2 through last page of each multipage pamphlet print non reflective black (or standard black at contractor option), only.

Inks used MUST be compatible for usage with stated equipment. No smearing, lifting, or loss of images will be accepted.

MARGINS: Margins will be as indicated on the print order or furnished file. Margins must be maintained within a tolerance of +/- 1/16".

BINDING: Each print order will contain complete binding instructions. Various binding styles will be required as follows:

Format A, 2 Page Products: Trim four sides.

Format B, 4 Page Products: Fold from 16 x 11" to 8 x 11" or from 17 x 11" to 8-1/2 x 11" with one parallel fold, title out, with a vertical perforation on the fold along the entire 11" dimension.

Format C, 6 Page Products: Fold from 24 x 11" to 8 x 11" or from 25-1/2 x 11" to 8-1/2 x 11" with two parallel wraparound folds, title out, with vertical perforations on all folds along the entire 11" dimension.

Format D, (8 page) and Format F, (12 Page) Products: Saddle-wire stitch in two places on 11" dimension and trim three sides; or at contractor option paste*** on fold. All leaves require a vertical perforation 1/2" from center bind fold, along the entire 11" dimension.

Format E, 10 Page Products: Collated leaves are to be bound with perforated 1/2" stub along left 11" dimension.

*****NOTE:** If the paste on fold option is taken, the maximum width must not exceed 9" with a detached width size of 8" or 8-1/2", as specified on the individual print order. Contractor must ensure all vertical perforations are placed off the fold and the paste must not interfere with the function of the perforation in any capacity.

Additional Operations: For 4 Page, 6 Page, 8 Page, 10 Page and 12 Page Products: In addition to the vertical perforations specified, up to two (2) horizontal perforations may be required on pages 3 through last page, (not on first leaf, page 1/2), perpendicular to the vertical perforations at 3-2/3 and 7-1/3" from top and extending to edge of sheet; or 5-1/2" from top depending on the number of form images, or as otherwise ordered by the agency.

Perforations must be slot or slit and must allow for clean separation of pages. Perforation must be of sufficient strength to prevent separation during normal handling and shipping.

QUALITY CONTROL: Contractor must put into effect and maintain throughout the run a quality control program that will guarantee that all quality standards will be met. The forms produced under these specifications must be guaranteed to function properly when processed through High Speed Scan-Optics 9000mm scanners, and Kodak High Speed 9500, 9520, I840 or other High Speed Scanners. Forms require precision spacing, printing, and trimming. Readings will be made when printed on 20 lbs. white OCR bond with the reflectance of the red ink 80% or greater relative to the reflectance of the paper. Black ink used must not have a reflectance greater than 15% relative to the reflectance of the paper.

OCR Specifications: Density readings on the solid J-6983 (red) must be between the ranges of 0.95 to 0.90. The optimal scanning range is 0.93. Density readings on the solid black must be between the ranges of 112 to 108. The optimal scanning range is 110.

Note: Readings will be taken using an Ex-Rite 500 series densitometer, in Status T with Absolute or – paper setting under an Illuminate 5000 Kelvin Watt Light. Contractor must maintain print contrast specification of ink and densitometer reflectivity reading throughout entire production run.

PACKING: Upon receipt of each print order, the contractor must inform the IRS of the packaging counts for 2, 4, 6, 8, 10 and 12 pages without exceeding 32 lbs.

Pack in shipping containers in two (2) even stacks with full size corrugated boards on top and bottom of stack, and vertically between stacks. Container weight must not exceed 32 pounds when fully packed.

Pack count will change from order to order and will be specified on the print order. If the number of copies per shipping container will cause the container weight to exceed 32 pounds, the contractor must contact the publishing services specialist specified on the print order to make any necessary changes prior to packing and producing labels. (See "LABELING AND MARKING.")

Contractor must put chipboard into envelopes that contain IRS sample copies (as indicated on the print order) to ensure the forms are not damaged when processed through the small carrier service.

All cartons must be packed solid with a maximum weight of 32 lbs per carton. Pack solid in corrugated or solid fiber shipping containers, bursting strength: 200 psi. minimum. Carton bottoms may be glued or sealed with polyester tape (2 to 3 inches width, not reinforced), minimum 12kNm (65 lbs./inch) traverse tensile strength. Cartons are to be sealed at the top with paper or polyester tape (2 to 3 inches width, not reinforced). Stapling of top flaps on containers, furnishing containers with separate lids, overstuffing or crowning containers, and/or sealing containers with plastic strapping is strictly prohibited

Contractor is responsible for determining the exact dimensions of shipping containers in accordance with the product.

For products with a maximum final overall size of 8-1/2 x 11”, the exterior dimensions of all containers must not exceed 17-1/2” (L) x 11-1/2” (W) x 9” (D). For products with a final overall size of 9 x 11”, the exterior dimensions of all containers must not exceed 18-1/2” (L) x 11-1/2” (W) x 9” (D).

Containers must not have excessive air space (dunnage/void fill) when fully packed to prevent crushing or deformation. Containers must not open nor split during transit through small package/motor freight/air freight carrier delivery systems.

Container filler (if necessary) must be composed of material that can be easily removed without damaging contents. Packing peanuts or beads are strictly prohibited.

LABELING AND MARKING: Each container must contain an IRS container label (Form 6153) generated from the furnished PDF file. Handwritten, contractor streamlined or recreated labels are strictly prohibited. (See Exhibit B). Contractor is required to produce the appropriate number of IRS container 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. (See EXHIBIT B)

The completed IRS container label must be affixed securely to one end of the container only – never on top, long-side, or bottom. The IRS container label must never be affixed such that it extends over the edge and onto an adjacent side.

Correct labeling of shipping cartons, in strict accordance with the requirements of these specifications, is essential to the identification, distribution and warehousing activities of the ordering agency.

For all IRS container labels (Form 6153), the contractor is required to update/enter the “Container # of #” for each address; the “To (consignee – complete address)” ; and the “From (contractor’s address)” fields electronically in black ink (with a minimum 12pt type). If the remaining fields on the furnished IRS container label are blank, or the quantity stated on the container label is not the same quantity being packed within the container, the contractor must notify the publishing services specialist specified on the print order to resolve the discrepancy prior to packing.

Small Package Carrier (SPC) Labeling: Contractor to create and affix small package carrier labels. Small package carrier shipments require the IRS container label (Form 6153) on one end (never on top, long-side, or bottom) and the contractor-created small package carrier label on the TOP of the container. The SPC container label MUST NEVER be affixed such that it extends over the edge and onto an adjacent side. Make sure to keep the two labels close together.

Currently, IRS uses United Parcel Service (UPS) as the small package carrier. Contractor MUST generate UPS shipping labels electronically. It is the responsibility of the contractor to be familiar with electronic shipping methods via UPS. There are many ways to generate electronic shipping labels, either through a UPS shipping system (UPS WorldShip System or UPS Internet Shipping) or a 3rd Party Shipping Software (Pitney Bowes Shipping Software, etc.). In addition to basic addressing requirements, UPS shipping systems provide two reference fields at the bottom of the UPS label that are required to be used. Reference Field 1 must image/print on all orders. (See below.)

GPO Jacket Number and IRS Requisition Number (i.e., XXX-XXX/XX-XXXXX) must be included in Reference Field 1. (NOTE: The contractor must use the second requisition number stated in the “REQ. NO.” box on the individual print order.)

In addition, the following return address must be imaged/printed in the top left-hand corner of all SPC labels: Internal Revenue Service, National Distribution Center, 2525 Revenue Drive, Bloomington, IL 61705-2500.

NOTE: If “Blue Label” copies are required, do not affix the IRS carton label to the carton containing the “Blue Label” copies (see “Departmental Random Copies”).

PALLETS: All shipments to a single destination weighing more than 750 pounds require pallets. All motor freight shipments require pallets. More than one partial pallet per destination is strictly prohibited. **DOUBLE-STACKING PALLETS WHEN LOADING INTO TRUCK/TRAILER FOR SHIPPING IS STRICTLY PROHIBITED.**

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. Strict adherence to these dimensions is necessary to accommodate storage requirements as well as ease of packing into freight carrier trailers. Containers shall be stacked on pallets using a reverse layer pattern, nine (9) containers per layer, with a maximum height of meta, including pallet. (See EXHIBIT C.)

Each container contained on a pallet must show the completed IRS label (Form 6153) on the exposed side, once palletized. Containers must be fastened securely to the pallet in a manner that will prevent movement during transit but permit ready removal, without damage to the containers, at destinations. The use of metal strapping or pallet caps for securing material on pallets is strictly prohibited.

Contractor to cover all four sides of the pallet in stretch wrap. In addition to a completed IRS Form 6153 being applied to each container, the contractor must securely affix a completed IRS container label to all four sides of the stretch wrap and to the top of each pallet. In addition, the labels affixed to containers on pallets must be facing out to be easily read, once palletized. (See EXHIBIT C.)

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 colored 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.

CAUTION: In the event that containers are mislabeled, incorrect container labels and/or incorrect pallets are utilized, containers are crushing, collapsing, or bursting due to the containers not being packed per contract, labels are not securely affixed to the containers/pallets, labels are affixed to the incorrect area of the containers/pallets, containers are not layered correctly on the pallets, and/or 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 for the printed product packed in the containers), and all costs incurred by the Government will be borne by the contractor.

Contractor is to follow all the instructions listed on the carton label. If contractor has any questions about the packing, labeling and/or palletizing of a product, contact the agency point of contact for clarification immediately.

DEPARTMENTAL RANDOM COPIES (BLUE LABEL): All orders must be divided into equal sublots in accordance with the below chart. A random 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 copies were selected as directed using GPO Form 917-Certificate of Selection of Random Copies (located on GPO.gov). The random copies constitute a part of the total quantity ordered, and no additional charge will be allowed.

<u>Quantity Ordered</u>	<u>Number of Sublots</u>
500 - 3,200	50
3,201 - 10,000	80
10,001 - 35,000	125
35,001 and over	200

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 and affixed to each affected container. This form can be downloaded from GPO.gov. The container and its contents shall be recorded separately on all shipping documents and sent separately* from any other distribution to the same destination.

*NOTE: Do not place carton containing Blue Label copies on a pallet (if applicable). Blue Label copies must ship separately via IRS Small Package Carrier (UPS).

A copy of the print order/specification and a signed Certificate of Selection of Random Copies must be included.

A copy of the signed Certificate of Selection of Random Copies must accompany the invoice sent to U.S. Government Publishing Office, Financial Management Service, for payment. Failure to furnish the certificate may result in delay in processing the invoice.

DISTRIBUTION: All shipments are f.o.b. contractor's city. Complete addresses will be indicated on each print order.

NOTE: Approximately 90% of all orders issued will ship bulk to one (1) address – National Distribution Center (NDC) in Bloomington, IL 61705-2500, via small package carrier or IRS Bills of Lading (IRBL), as specified on the print order and/or IRS Form 2040 Distribution/Shipping.

The balance of orders will ship via small package carrier, motor freight, air freight, and/or UPS, as applicable, to various destinations as specified on print order.

Ship prior to production samples to destination(s) as indicated on the individual 2511.

All deliveries must be made Monday through Friday, exclusive of Federal Holidays, between 8 a.m. and 3:30 pm local prevailing time.

Small Package Carrier (SPC)/Small Package Carrier Shipments: For IRS shipments weighing less than 750 lbs. the contractor must ship via small package carrier (SPC), unless otherwise indicated. The IRS will provide an IRS small package carrier account number that is designated for use with IRS shipments only. Contractor must notify the IRS at least 10 workdays prior to the scheduled ship date if a carrier account number has not been issued.

Contractors are required to ship using the designated carrier and IRS account number(s) or be responsible for any additional shipping costs. Contractor must notify the designated small package carrier when orders are ready for shipping. The contractor must report any SPC related problems to the agency immediately. The U.S. Postal Service (USPS) is not an option for shipments to the government for this jacket.

In order to verify small package carrier cost for each print order, the contractor **MUST** have the capability to generate UPS shipping labels electronically. It will be the responsibility of the contractor to be familiar with the electronic shipping methods of any IRS small package carrier for the duration of this contract. In addition to basic electronic address requirements, the contractor must provide additional reference fields as required.

Shipments of over 750 lbs. are to be made by common carrier offering a guaranteed delivery date and delivery confirmation.

Motor Freight (MF): Contractor must ship via motor freight carrier when the total shipping weight to a single destination is 750 pounds 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. The contractor will be required to complete information, including but not limited to: total weight of shipment; number of containers; and 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.

If an IRBL(s) is not provided at least two (2) workdays prior to the 2040 shipment date, the contractor must immediately notify Roy Murdoch at (309) 556-5076 or Roy.M.Murdoch@irs.gov or Tamara Franklin at (309) 556-5017 or <mailto:Tamara.M.Franklin@irs.gov> to make arrangements to receive IRBLs. 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 or Tamara Franklin to obtain alternate carrier(s) authorization.

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.

Multiple Truckload Shipments: Whenever possible, full truckloads should be utilized (i.e., 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.

IRS Shipping/Mailing Documentation: 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 DC 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 the Form 2040 PDF. If there is any information missing or incorrect, contractor to contact the publishing services specialist specified on the print order.

NOTIFICATION OF SHIPMENT (IRS FORM 2040-DISTRIBUTION LIST UPDATES): **IRS Form 2040-** Distribution List is used for shipping verification, to update IRS databases, and to inform destinations of the shipping and quantity status. Contractor MUST update the Electronic Form 2040 and transmit via email to IRS on the day of product shipment on a computer using a “full version” of Adobe Acrobat DC Professional (or more recent) software. Any delay or missed input could result in payment delays. The contractor is required to complete and email Form 2040 daily to IRS when shipping begins.

The contractor is required to complete and email Form 2040 daily to IRS when shipping begins. The majority of the information will be included in the form furnished to the contractor from the IRS, but the contractor is responsible for the verification and correctness of information contained in updates returned to the IRS. It will be the contractor's responsibility to update the Shipping Status, Ship Quantity and Date Shipped fields with their information as per instructions included in Form 2040 PDF. Contractor MUST request the IRS' Quick Reference Guide for the Form 2040 application at time of award to familiarize themselves on how to properly use the form. If there is any information missing or incorrect in the furnished form, please contact the agency point of contact that is specified on the Print Order and in the upper corner of Form 2040. (See Exhibit A).

In addition to the Electronic Shipping Verification (Form 2040), the contractor must complete and send to the publishing specialist, via e-mail or small package carrier, the complete manifest showing all of the small package carriers tracking numbers. The complete manifest must be sent within three workdays following the final shipment.

If any changes were made to the supplied files by the contractor, all updated files (digital deliverables) must be returned to the agency via email.

SCHEDULE: Adherence to this schedule must be maintained. Contractor must not start production of any job prior to receipt of the individual print order (GPO Form 2511).

No definite schedule for placement of orders can be predetermined. Contractor is required to acknowledge receipt of materials within 1 hour.

TIME CRITICAL ORDERS: This is part of the annual Federal Income Tax printed forms program. **This program includes a time critical order fulfillment program which depends upon receipt of material by a certain date.** Failure to meet any delivery dates may be cause for termination of contract for default.

The following schedules begin the workday after notification of the availability of print order and furnished material; the workday after notification will be the first workday of the schedule.

Regular Schedule – with proofs and prior to production samples

<u>Number of Copies</u>	<u>Number of Workdays</u>
10,000 to 1,000,000	22 days
1,000,001 to 4,800,000	32 days

Regular Schedule – without proofs and prior to production samples

<u>Number of Copies</u>	<u>Number of Workdays</u>
10,000 to 1,000,000	15 days
1,000,001 to 4,800,000	25 days

The Government at its discretion may require split shipments.

The following applies when proofs & prior to production samples are required:

No specific date is set for submission of proofs. Proofs must be submitted as soon as possible to allow for revised proofs, if contractor's errors are judged serious enough to require them.

Proofs will be withheld not longer than 2 workdays from date of receipt by the Government to date of proof approval and/or corrections from the ordering agency via email. The first workday after receipt of proofs at the ordering agency is day one (1) of the hold time.

When required, agency will review and approve Priors to Production samples in 7 workdays. Contractor must not proceed without an "OK to Proceed".

For split shipments over 1,000,000 copies: Ship all early quantities to the National Distribution Center within the designated number of workdays (usually 20), and the remaining quantities within the designated number of workdays (usually 10 additional).

The individual print order will note if split shipments are required. The contractor may elect to ship complete to all destinations by the earlier date even if partial shipments are allowed.

The "ship date" indicated on the print order is the date products ordered MUST be shipped via specified carrier.

Unscheduled material such as shipping documents, receipts or instructions, delivery lists, labels, etc., will be furnished with each 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.

For compliance reporting purposes, the contractor must notify the U.S. Government Publishing Office of the date of shipment via email to the GPO Southeast Region Office (infosoutheast@gpo.gov). The subject line of this message shall be "Distribution Notice for Program 3433-S, Print Order XXXXX, Jacket Number XXX-XXX.". The notice must provide all applicable tracking numbers and shipping methods. Contractor must be able to provide copies of all shipping receipts upon request.

SECTION 3. - DETERMINATION OF AWARD

The Government will determine the lowest bid by applying the prices offered in the "SCHEDULE OF PRICES" to the following units of production which are the estimated requirements to produce one (1) year's production under this contract. These units do not constitute, nor are they to be construed as, a guarantee of the volume of work which may be ordered for a like period of time.

The following item designations correspond to those listed in the "SCHEDULE OF PRICES".

I. 1. Format A

(A)	5					
	(1)	(2)	(3)	(4)	(5)	(6)
(B)	20	80	270	480	4500	5600

2. Format B

(A)	2					
	(1)	(2)	(3)	(4)	(5)	(6)
(B)	XXX	46	100	XXX	XXX	XXX

3. Format C

(A)	6					
	(1)	(2)	(3)	(4)	(5)	(6)
(B)	XXX	272	100	XXX	XXX	XXX

4. Format D

(A)	6					
	(1)	(2)	(3)	(4)	(5)	(6)
(B)	46	117	353	XXX	XXX	XXX

5. Format E

(A)	7					
	(1)	(2)	(3)	(4)	(5)	(6)
(B)	XXX	XXX	600	450	XXX	XXX

6. Format F

(A)	4					
	(1)	(2)	(3)	(4)	(5)	(6)
(B)	XXX	100	428	300	3412	XXX

SECTION 3. - DETERMINATION OF AWARD (cont.)

II. (A) 45,112

III. (A) 10,162

(B) (1) 14

(2) 13

SECTION 4. - SCHEDULE OF PRICES

Bids offered are f.o.b. contractor’s city.

Prices must include the cost of all required materials and operations for each item listed in accordance with these specifications.

Bidder must make an entry in each of the spaces provided in the category or categories for which bids are submitted. Bidder may bid in one category and no-bid the other categories. Bids submitted with any obliteration, revision, or alteration of the order and manner of submitting bids, may be declared nonresponsive.

An entry of NC (No Charge) shall be entered if bidder intends to furnish individual items at no charge to the Government. Bids submitted with NB (No Bid), NA (Not Applicable), or blank spaces for an item will be declared non-responsive.

The Contracting Officer reserves the right to reject any offer that contains prices for individual items of production (whether or not such items are included in the “DETERMINATION OF AWARD”) that are inconsistent or unrealistic in regard to other prices in the same offer or to GPO prices for the same operation if such action would be in the best interest of the Government.

All invoices submitted to the GPO shall be based on the most economical method of production.

Fractional parts of 1,000 will be prorated at the per 1,000 rate.

Contractor’s billing invoices must be itemized in accordance with the line items in the “SCHEDULE OF PRICES.”

I. COMPLETE PRODUCT (except Items II (Stock/Paper) & III (Add. Operations)). Prices quoted shall include the cost of all required materials and operations necessary (including but not limited to: pdf proofs, printing, binding, vertical perforations (for applicable products), labeling, packaging, palletizing, notifications, etc.), for the complete production and distribution of the products listed in accordance with these specifications.

1. **Format A** 8 x 11” or 8-1/2 x 11” forms:

(A) Makeready and setup charge..... \$ _____

(B) Running Per 1,000:

10,000 to 25,000 (1)	25,001 to 100,000 (2)	100,001 to 300,000 (3)	300,001 to 500,000 (4)	500,001 to 2,000,000 (5)	Over 2,000,000 (6)
\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

(Bidder’s Initials)

SECTION 4. - SCHEDULE OF PRICES

2. Format B 4 Page Forms Perfed & Folded 16 x 11” or 17 x 11” forms:

(A) Makeready and setup charge..... \$ _____

(B) Running Per 1,000:

10,000 to 25,000 (1)	25,001 to 100,000 (2)	100,001 to 300,000 (3)	300,001 to 500,000 (4)	500,001 to 2,000,000 (5)	Over 2,000,000 (6)
\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

3. Format C 6 Page Forms Perfed & Folded forms 24 x 11” or 25-1/2 x 11” forms:

(A) Makeready and setup charge..... \$ _____

(B) Running Per 1,000:

10,000 to 25,000 (1)	25,001 to 100,000 (2)	100,001 to 300,000 (3)	300,001 to 500,000 (4)	500,001 to 2,000,000 (5)	Over 2,000,000 (6)
\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

4. Format D 8 Page Pamphlets Perfed and bound, Page size 9 x 11” or 8-1/2 x 11”:

(A) Makeready and setup charge..... \$ _____

(B) Running Per 1,000:

10,000 to 25,000 (1)	25,001 to 100,000 (2)	100,001 to 300,000 (3)	300,001 to 500,000 (4)	500,001 to 2,000,000 (5)	Over 2,000,000 (6)
\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

(Bidder’s Initials)

SECTION 4. - SCHEDULE OF PRICES

5. Format E 10 Page Pamphlets Bound with stub perf on left, Page size 9 x 11” or 8-1/2 x 11”:

(A) Makeready and setup charge \$ _____

(B) Running Per 1,000:

10,000 to 25,000 (1)	25,001 to 100,000 (2)	100,001 to 300,000 (3)	300,001 to 500,000 (4)	500,001 to 2,000,000 (5)	Over 2,000,000 (6)
\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

6. Format F 12 Page Pamphlets Perfed and bound, Page size 9 x 11” or 8-1/2 x 11”:

(A) Makeready and setup charge \$ _____

(B) Running Per 1,000:

10,000 to 25,000 (1)	25,001 to 100,000 (2)	100,001 to 300,000 (3)	300,001 to 500,000 (4)	500,001 to 2,000,000 (5)	Over 2,000,000 (6)
\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

II. PAPER: Payment for all paper supplied by the contractor under the terms of these specifications, as ordered on the individual print orders, will be based on the net number of leaves furnished for the product(s) ordered. The cost of any paper required for makeready or running spoilage must be included in the prices offered.

Computation of the net number of leaves will be based on each page size (8 x 11” or 8-1/2 x 11” or 9 x 11”) leaf.

(A) White OCR Bond.....per 1,000 leaves.....\$ _____

III. ADDITIONAL OPERATIONS:

(A) Horizontal Perforations each per 1,000 leaves.....\$ _____

(B) Pre-Production Samples (per order)

1) Quantity 10 to 100.....\$ _____

2) Quantity 101 to 510.....\$ _____

(Bidder’s Initials)

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

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

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).

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 email, fill out and return one copy of all pages in "SECTION 4. – SCHEDULE OF PRICES," including initialing/signing where indicated. Valid electronic signatures will be accepted in accordance with the Uniform Electronic Transactions Act, §2. Electronic signatures must be verifiable of the person authorized by the company to sign bids. *Failure to sign the signature block below may result in the bid being declared non-responsive.*

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

(Street Address)

(City – State – Zip Code)

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

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

THIS SECTION FOR GPO USE ONLY

Certified by: _____
(Initials and Date)

Contracting Officer: _____
(Initials and Date)

EXHIBIT B

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

Phaser 7300DX - Room 6231 **Print Labels** **SAVE AS** **RESET**

Carton Shipping Label

Department of the Treasury Internal Revenue Service		Publishing analyst Taxpayer, James A	Phone number 240-613-0000	Carton #	of # 1
GPO Jacket number 123-456		Print order number 12345	Program number 5519		
From (Contractor name and address) Internal Revenue Service 5000 Ellin Road Lanham, MD 20706			To (Consignee) IRS/National Distribution Center 2525 Revenue Drive Bloomington, IL 6175-2500		
Catalog number 14411V	Revision (YYYY-MM-DD) 2021-00-00	*12345X2021-00-00* *12345X2021-00-00*			
Product number (Form, Document, Publication, etc) Form 1099 B		Product title Proceeds From Broker and Barter Exchange Transactions			
Carton quantity 740	Requisition number (YY-nnnnn) 21-12345	*74021-12345* *74021-12345*			

Form **6153** (Rev. 3-2006) Catalog Number 62724N Department of Treasury - Internal Revenue Service
Phaser 7300DX - Room 6231 **Print Labels** **SAVE AS** **RESET**

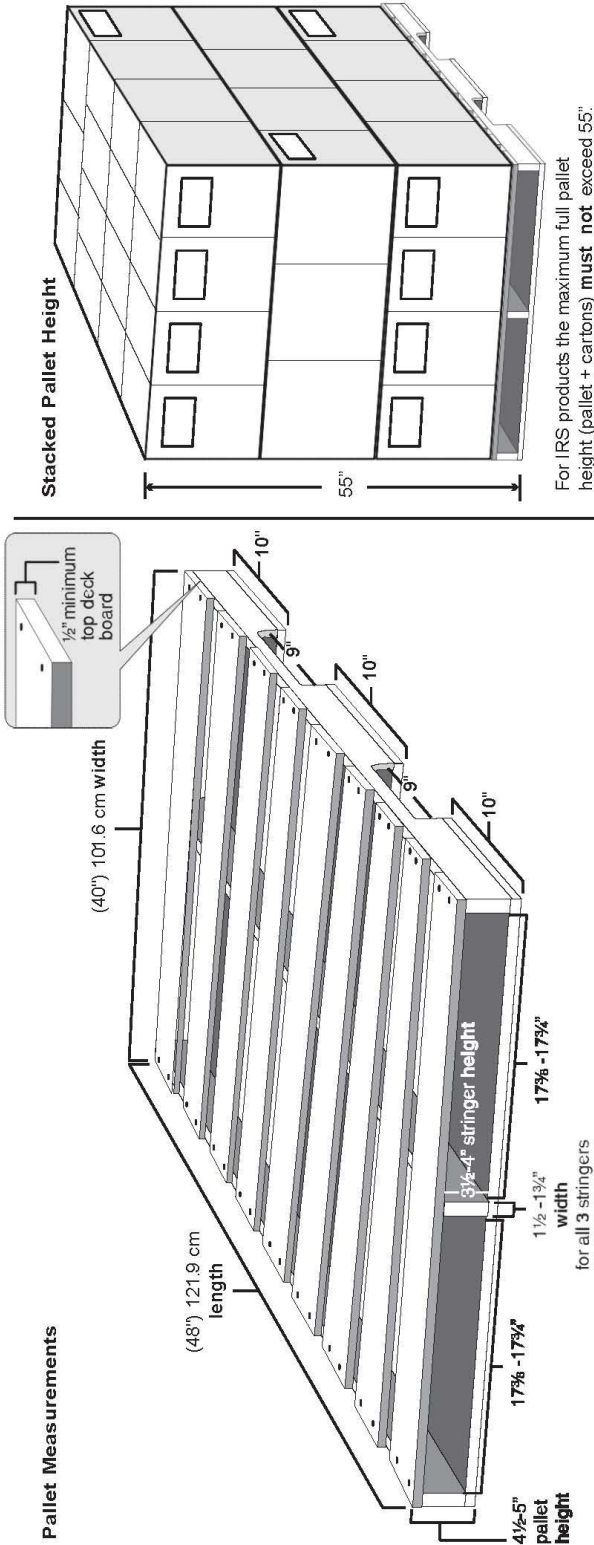
EXHIBIT C

IRS Pallet Specifications

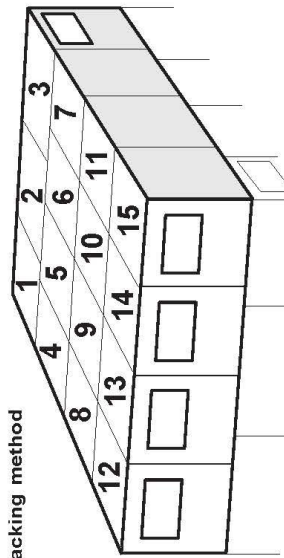
All shipments delivered to the National Distribution Center (NDC), must conform to the specifications outlined in this document.



Pallet Measurements

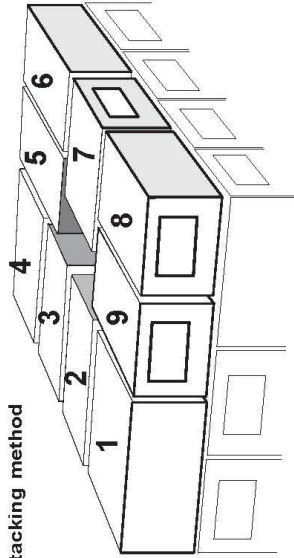


15 tier stacking method



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.