



U.S. GOVERNMENT PUBLISHING OFFICE

Washington, DC

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

***Cut Sheet Products  
for  
Bulk/TAC/POD/TFOP Distribution***

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

Internal Revenue Service  
(IRS)

Single Award

**TERM OF CONTRACT:** The term of this contract is for the period beginning March 1, 2024 and ending February 28, 2025, plus up to four (4) optional 12-month extension periods that may be added in accordance with the “OPTION TO EXTEND THE TERM OF THE CONTRACT” clause in SECTION 1 of this contract.

**BID OPENING:** Bids shall be opened at 11:00 a.m., prevailing Washington, DC time, on February 13, 2024, at the U.S. Government Publishing Office, Washington, DC.

**BID SUBMISSION:** Bidders must email bids for this solicitation to: [bidsapsdc@gpo.gov](mailto:bidsapsdc@gpo.gov). No other method of bid submission will be accepted at this time. The program number and bid opening date must be specified in the subject line of the emailed bid submission. (*Bids received after 11:00 a.m. 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.

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

For information of a technical nature, contact Linda Giacomo at: [lgiacomo@gpo.gov](mailto:lgiacomo@gpo.gov) or (202) 512-2226.

## 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 (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>.

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

Product Quality Levels:

- (a) Printing Attributes (page-related) – Level IV.
- (b) Finishing Attributes (item-related) – Level IV.
- (c) Exceptions: (1) Margins (for forms only) must be maintained within a tolerance of plus or minus 1/16".  
(2) Folding – Level III.

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	Average Type Dimension in Publication/ Electronic Media
P-8. Halftone Match (Single and Double Impression)	Electronic Media
P-9. Solid and Screen Tint Color Match	Pantone Matching System

**OPTION TO EXTEND THE TERM OF THE CONTRACT:** 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 (5) 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 authorized pricing adjustment(s).

**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 March 1, 2024 to February 28, 2025, 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 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 November 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.

**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 All Paper will apply to all paper required under this contract.
2. The applicable index figures for the month of February 2024 will establish the base index.
3. There shall be no price adjustment for the first three (3) production 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 (2) 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:

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

where X = the index for that month which is two (2) 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 under II. PAPER 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.

**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

These 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.

**POSTAWARD CONFERENCE:** Unless waived by the Contracting Officer, the total requirements of the job, as indicated in these specifications, will be reviewed by Government representatives with the contractor's representatives at the U.S. Government Publishing Office, Washington, DC, immediately after award. (At the option of the Government, the postaward conference may be conducted via teleconference.)

Person(s) that the contractor deems necessary for the successful implementation of the contract must be in attendance.

A representative from all subcontractors must be in attendance (if applicable).

**ASSIGNMENT OF JACKET, PURCHASE ORDER, AND PRINT ORDER NUMBERS:** 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.

**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 from March 1, 2024 through February 28, 2025, 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 receiving payment. 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/agency/billing-and-payment>.

**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 emailed 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.

## SECTION 2. – SPECIFICATIONS

**SCOPE:** These specifications cover the production of cut sheet products requiring such operations as electronic prepress, printing, binding, packing, and distribution.

Various cut sheet products will be ordered under this contract; however, the majority of products ordered will be printed forms and instructions for the annual Federal Income Tax Program. This program includes a time-critical order fulfillment schedule which depends upon receipt of material by a required date. Failure to deliver material in accordance with the schedule specified herein may cause the Government excess costs for premium transportation and/or backorder processing. All or a portion of the costs which are attributable to failure to produce in accordance with the schedule may be assessed as actual damages against the contractor.

**TITLE:** Cut Sheet Products for Bulk/TAC/POD/TFOP Distribution.

**FREQUENCY OF ORDERS:** Approximately 100 to 170 orders per year.

Due to the nature of the cut sheet products required, legislative changes may cause the anticipated number of orders to slightly increase or decrease. Print orders will be issued throughout the year with the majority of orders (approximately 80%) being issued from November to February.

No more than five (5) orders will be issued in any one day, and no more than 25 orders will be issued in any one week.

**QUANTITY:** Approximately 3,000 to 8,000,000 copies per order.

Approximately 80% of all orders issued will require 100,000 or less copies.

Quantity variation is strictly prohibited.

**NUMBER OF PAGES/TRIM SIZES:** Various trim sizes will be ordered and paid for in their respective “format” classification as follows –

<u>Format</u>	<u>Trim Size (flat size)</u>	<u>Number of Pages</u>
Format A	8-1/2 x 11”	Face only or face and back
Format B	17 x 11”	Face and back
Format C	25-1/2 x 11”	Face and back

NOTE: Formats B and C fold down to 8-1/2 x 11”.

**GOVERNMENT TO FURNISH:** Electronic media will be furnished as follows –

Platform: Windows; Macintosh (current or near current versions)

Storage Media: Email

Software: Adobe Acrobat DC (or later – backward compatible with 9.1)

All software upgrades (for specified applications) that may occur during the term of the contract must be supported by the contractor.



Fonts: All printer and screen fonts will be embedded.  
(Contractor must not un-embed fonts as this 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.

Additional  
Information: Files will be furnished in PDF format.

IRS Form 2040 (Electronic Distribution/Shipping Report) will be provided in an Adobe Acrobat (PDF) fillable file format (Adobe Acrobat DC) via email. (See EXHIBIT 1.) This form is used for shipping verification, for the purpose of automatically updating IRS' database, and to inform destinations of the shipping and quantity.

When required, distribution file(s) created in a comma delimited (.csv) format for TAC/POD and/or TFOP will be furnished via email. When TAC/POD and TFOP distribution are required on a single order, two (2) separate distribution files will be furnished – one (1) for TAC/POD and one (1) for TFOP. The contractor must import text from various areas within the file(s) into their own software program to image/print addresses on small package carrier, USPS, motor freight, and air freight shipping/mailling labels – as applicable. Each file contains an account number, recipient's name, complete address, telephone number (if furnished), email address (if furnished), quantity, and suggested transportation mode for each destination. (See EXHIBIT 2.) The suggested transportation modes will consist of USPS (domestic mail), small package carrier, motor freight (if required), and air freight (if required). (See NOTE under DISTRIBUTION.)

USPS Form 3615 (Mailing Permit Application and Customer Profile) will be furnished via email if this form is not currently on file with the contractor's post office.

IRS Form 13456 (Publishing Postage Report) will be furnished via email. (See EXHIBIT 3.)

IRS G-48 "Postage and Fees Paid" mailing indicia will be furnished via email.

IRS Form 6153 (Container Label) will be furnished via email. (See EXHIBIT 4.)

IRS Document 12321 (Pallet Specifications) will be furnished via email. (See EXHIBIT 5.)

Sample of IRS Small Package Carrier (SPC) Email Notification. (See EXHIBIT 6.)

IRS Document 12336 (Packing Requirements for Standard IRS Stuffers) will be furnished via email. (See EXHIBIT 7.)

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

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. Contractor must only use this account number for the shipping of IRS copies produced under this contract.

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

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

Contractor is required to have Internet access provided through their Internet Service Provider (ISP) with email and a web browser equivalent to Internet Explorer 6.0 and 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 to avoid any lapse in service.

Any use of public address or web-based mail servers (i.e., Hotmail, Yahoo, Juno) is strictly prohibited.

**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 immediately to the publishing services specialist specified on the print order.

This preflight should identify any problem areas with the digital file submission and should include, but not be limited to, missing or damaged fonts, improper trim size and/or margins, only low-resolution files included for illustrations, and improper color definition.

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.

Contractor is responsible for adjusting copy for trim size and folds.

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

An occasional order may require halftones. All halftones are to be 110-line screen or finer.

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 each 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 the same type of storage media as was originally furnished, unless otherwise specified. 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. (The Government will accept PDF files as digital deliverables when furnished by the Government.)

**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.

Government Paper Specification Standards No. 13 – [https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/vol\\_13.pdf](https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/vol_13.pdf).

All paper used per print order must be of a uniform shade.

The paper to be used will be indicated on each print order.

- White/Natural Shade Newsprint, basis weight: 27.7 lbs. or 30 lbs. per 500 sheets, 24 x 36", equal to JCP Code A15.

When JCP Code A15 is ordered, it is the contractor's option to use either 27.7 lb. or 30 lb. stock; however, the paper weight must remain consistent through the term of the contract. Contractor must state in their bid submission the paper weight that will be furnished through the term of the contract. See Item V. in the "SCHEDULE OF PRICES."

- White Writing, basis weight: 20 lbs. per 500 sheets, 17 x 22", equal to JCP Code D10.

**PRINTING:** Print in black ink only or in black ink plus one additional ink color – as ordered.

Format A prints face only or face and back – as ordered.

Formats B and C print face and back.

Printing consists of text matter, line illustrations, and halftones.

Contractor to match Pantone number as indicated on the print order.

NOTE: Approximately 90% of all orders issued will print in black only. Face and back products may print in black plus one additional ink on face and back; or, black plus one additional ink on face and black only on back.

**MARGINS:** Margins will be as indicated on the print order or furnished electronic file.

Margins (for forms only) must be maintained within a tolerance of plus or minus 1/16".

**BINDING:**

Format A – Trim four sides. When required, fold from 8-1/2 x 11" to 8-1/2 x 5-1/2" or 8-1/2 x 3-2/3", as specified, title out.

Format B – Trim four sides and fold from 17 x 11" to 8-1/2 x 11" with one parallel fold, title out. When required, fold again from 8-1/2 x 11" to 8-1/2 x 5-1/2" or 8-1/2 x 3-2/3", as specified, title out.

Format C – Trim four sides and fold from 25-1/2 x 11" to 8-1/2 x 11" with two parallel wraparound folds, title out. When required, fold again from 8-1/2 x 11" to 8-1/2 x 5-1/2" or 8-1/2 x 3-2/3", as specified, title out.

Folding must be consistently even to facilitate machine labeling and inserting operations.

When required, perforate products (slit or slot without ink) on or off the fold(s). An occasional order may require up to two (2) additional perforations (horizontal and/or vertical).

**PACKING:**

*Shrink-Film Wrapping:* When ordered, for GPO sales copies only, shrink-film wrap the 8-1/2 x 11" bundles in units of 50, 100, or 125, as specified on the print order.

When ordered, contractor to shrink-film wrap GPO sales copies for shipment to GPO/Laurel, MD address with the furnished GPO Form 3674 placed on top prior to wrapping. (See EXHIBIT 8 for Form 3674. If the form is not furnished, contractor to reproduce EXHIBIT 8.)

*Kraft Banding of Standard Stuffers (8-1/2 x 3-2/3")*: When ordered, copies must band under pressure no higher than 3-1/2" tall after being compressed in units/bundles of 50 (25-1/2 x 11" products), 100 (17 x 11" products), or 125 or 250 (8-1/2 x 11" products), as specified on the print order. The standard stuffer must be packed in bundles, as specified, with all inserts facing the same way with corrugated cardboard (same size as stuffers) placed on top and bottom of bundle prior to banding in the center of the stack with a 3" wide kraft paper (non-adhesive) band around the 3-2/3" dimension. The kraft band must be secured with some type of adhesive or tape that does not come in contact with the stuffers in any way and must be guaranteed not to break under normal handling and shipping conditions. Bundles are to be packed securely in containers to avoid shifting. Shrink-film/plastic wrapping or enclosing the stuffer bundles in any way is strictly prohibited. NOTE: To facilitate carton packing, three (3) to five (5) individually banded bundles may be wrapped together with a one (1) layer band of 3" plain kraft paper secured in the same way as the individual bundles. (See EXHIBIT 7.)

Specifications for corrugated cardboard for standard stuffers: Corrugated mailing board, 35 x 45", plus or minus 1/8", double faced, kraft or chip. Bursting strength, average, not less than 420 kPa (60-lb./in<sup>2</sup>); thickness of corrugating medium, average, 0.009"; nominal thickness of finished board, 1/8". Cut corrugated cardboard with "rib" long to better enforce packaging.

Pack in shipping containers in two (2) even stacks with full size corrugated boards on top and bottom of stack. 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.

Containers must be packed solid. Containers must not have excessive air space (dunnage) when fully packed to prevent crushing or deformation. Containers must not open nor split during transit through the USPS or 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.

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.

*Container Specifications*: All containers must be corrugated or solid fiber shipping containers with a minimum bursting strength of 200 psi and minimum edge crush strength of 35 psi. Bottom flaps may be glued, stapled, or sealed with polyester tape (2 to 3" wide), minimum 65 lbs./inch transverse tensile strength. If bottom flaps are stapled, they must be stapled before packing and not damage product inside container. Containers are to be sealed at the top with 2 to 3" wide paper or polyester taped (not reinforced).

Contractor will determine exact dimensions of shipping containers in accordance with folded and/or trim size and weight of the product produced. The exterior dimensions of all containers must not exceed 17-1/2" (L) x 11-1/2" (W) x 9" (D).

**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. 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 4.)

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 containers, 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. Contractor must affix 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 3<sup>rd</sup> 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.)

When TAC/POD and/or TFOP destinations are required (.csv files), the contractor must image/print approximately 10 lines in black ink (minimum 12pt. type) from the furnished distribution (.csv) file on each SPC label. Imaging/printing on each SPC label consists of: recipient's account number on first line of address (i.e., TF123456A or p123456789); recipient's name and 10-digit telephone number (if supplied) on second line; recipient's street address on third line; and recipient's city and state on fourth line.

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

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 to Reference Field 1, all TAC/POD and/or TFOP shipments must include the program "TAC or TFOP" (as applicable) in Reference Field 2.

NOTE: When an address in the .csv file contains both a P.O. Box and a street address, and the shipment weighs less than 750 pounds, but is not an APO, FPO, or U.S. Post Office location, the contractor must disregard the P.O. Box and utilize the street address and ship via SPC. In addition, the SPC label must not contain the P.O. Box.

*USPS Labeling:* Contractor to create and affix mailing labels. USPS shipments require the IRS container label (Form 6153) on one end (never on top, long-side, or bottom) and the contractor-created Parcel Select label on the top of the container. The USPS container label must never be affixed such that it extends over the edge and onto an adjacent side.

In addition to the "Postage and Fees Paid" mailing indicia, the contractor must print/image approximately 12 lines from the furnished distribution (.csv) files in black ink (minimum 12pt. type) on each USPS label.

Imaging/printing on each USPS label consists of: recipient's account number on first line (i.e., TF123456A or p123456789); recipient's name on second line; complete address on third and fourth lines; Intelligent Mail parcel barcode (IMpb) created by the contractor per the Domestic Mail Manual (DMM) requirements at time of mailing; Bloomington, IL return address in top left-hand corner of label; and "Penalty for Private Use \$300" under return address per Domestic Mail Manual.

**PALLETS:** All motor freight shipments require pallets.

When pallets are required, and 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 5.)

*Pallets for IRS Consignments:* All shipments to a single destination weighing more than 750 pounds require pallets. Pallets must be type III and must conform to Federal Specifications NN-P-71C, and any amendments applicable, except for dimensions and single center stringer. Pallets must be 48" in length, 40" in width, and must not exceed 5" in height. Full entry must be on the 40" width. 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 55", including pallet.

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.

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

*Bill of Materials List:* A list must be compiled detailing the items on each truck and the quantities per item. Each pallet must be identified on two sides with a minimum 3" high number in black. The number on the pallet must correspond to the number on the list. The list must 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.

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

**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 or 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.

**DEPARTMENTAL RANDOM COPIES (BLUE LABEL):** All orders must be divided into equal sublots in accordance with the chart below. 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 the copies were selected as directed using GPO Form 917, Certificate of Selection of Random Copies, which can be located at [gpo.gov](http://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), which must be printed on blue paper and affixed to each affected container. This form can be located at [gpo.gov](http://gpo.gov). The container and its contents shall be recorded separately on all shipping documents and sent in accordance with the IRS Form 2040.

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 Services, for payment. Failure to furnish the certificate may result in delay in processing the invoice.

**QUALITY ASSURANCE RANDOM COPIES:** In addition to the Departmental Random Copies (Blue Label), the contractor may be required to submit quality assurance random copies to test for compliance against the specifications. The print order will indicate the number required, if any. When ordered, the contractor must divide the entire order into equal sublots and select a copy from a different general area of each subplot. The contractor will be required to certify that the copies were selected as directed using GPO Form 917, Certificate of Selection of Random Copies, which can be located at [gpo.gov](http://gpo.gov). Copies will be paid for at the running rate offered in the contractor’s bid, and their cost will not be a consideration for award. A copy of the print order must be included with the samples.

Business Reply Mail labels will be furnished for mailing the quality assurance random copies. The copies are to be mailed at the same time as the first scheduled shipment. A U.S. Postal Service approved Certificate of Mailing, identified by GPO program, jacket, and print order numbers must be furnished with billing as evidence of mailing.

**DISTRIBUTION:**

*GPO Distribution (Sales Copies)* – When required, ship f.o.b. contractor’s city (reimbursable) to one address in Laurel, MD.

Contractor to ship reimbursable by the most economical means to the Government. Contractor to ship by traceable means. Contractor to be reimbursed for all shipping costs by submitting complete shipping receipts with billing invoice.

NOTE: The shipping costs for GPO sales copies must be separated from the ordering agency’s shipping costs. The shipping must be separately accounted for, have separate shipping receipts, and be listed as a separate item on the contractor’s invoice for reimbursement. Failure to distribute these copies according to these instructions and furnish proper proof thereof may result in non-reimbursement of the shipping costs.

*IRS Distribution* – Ship/mail f.o.b. contractor's city to destinations as indicated on the individual print order, IRS Form 2040, and/or .csv distribution file(s), as applicable.

Approximately 90% of all orders issued will ship to one (1) address in Bloomington, IL, via small package carrier or IRS Bills of Lading (IRBL), as specified on the print order and/or IRS Form 2040.

The balance of orders will ship/mail via small package carrier, motor freight, air freight, and/or USPS, as applicable, to various destinations within the 48 contiguous states, Alaska, Hawaii, and Puerto Rico.

An occasional order may require shipping/mailing to a foreign destination(s).

Complete addresses and quantities will be furnished with each print order.

All shipments must be made Monday through Friday, exclusive of federal holidays, between 8:00 a.m. and 3:30 p.m., prevailing local time.

*Small Package Carrier (SPC)/Small Package Carrier Shipments:* For IRS shipments weighing less than 750 pounds, the contractor must ship SPC ground service, unless otherwise indicated. The IRS will provide an IRS small package account number that is designated for use with IRS shipments only. Contractor is expected to fully utilize the electronic distribution file for addressing, including sending delivery notifications of shipments through the SPC delivery notification system, if an email address is present in the file. If there is any uncertainty concerning the instructions for small package carrier shipments, the contractor must call the publishing services specialist specified on the print order prior to the first ship date for clarification.

NOTE: When TAC/POD and/or TFOP shipments/mailings are required, if there is a discrepancy between the suggested transportation mode indicator in the furnished distribution files (.csv) and the contract specifications, contractor must immediately notify the publishing services specialist specified on the print order for resolution prior to labeling.

If contractor ships or mails incorrectly, all additional costs incurred by the Government will be borne by the contractor.

The SPC transportation mode applies when:

- A street address is a non-expedited (ground) shipment weighing less than 750 pounds to one destination within the 48 contiguous states, Alaska, Hawaii, or Puerto Rico.

When an address contains both a P.O. Box and a street address, and the shipment weighs less than 750 pounds but is not an APO, FPO, or U.S. Post Office location, contractor must disregard the P.O. Box and utilize the street address. In addition, the SPC label must not contain the P.O. Box.

- International packages (if required) weighing less than 500 pounds to one destination will be sent via small package carrier World Wide Express services, unless otherwise instructed by the Government. (The Government does not anticipate international shipments weighing more than 500 pounds to one destination.)
- Expedited (air) shipments (if required) weighing less than 500 pounds to one destination within the 48 contiguous states, Alaska, Hawaii, or Puerto Rico must be sent via small package carrier Second Day air services, unless otherwise instructed by the Government. Air bills will be provided by the IRS for shipments weighing 500 pounds or more to one destination, unless otherwise instructed by the Government. The contractor must contact the designated air freight carrier to coordinate all air shipments and verify that pallets are accepted, and that the maximum pallet weight is within that specific carrier's allowable weight limit.



The IRS will notify the contractor when expedited shipments are required.

Within one (1) workday of completion of shipping, the contractor must email the UPS manifest, including a "TRACKIT" link for each destination, to the publishing service specialist specified on the print order. If air bills are furnished, the contractor must email air bills containing air freight carrier signatures to the publishing services specialist specified on the print order.

If multiple small package carriers are to be used, an account number will be assigned for each carrier. Contractor is required to ship IRS copies using the IRS designated carrier(s) and their assigned account number(s), or the contractor will be responsible for any additional shipping costs incurred by the Government.

Contractors are required to use a two-part manifest shipping report for each carrier that includes both a summary page and detailed shipping pages. The summary page is compiled using the information from the detailed shipping pages. The summary page must include the following information: 1) ship date; 2) shipper name; 3) complete address; 4) account number; 5) requisition number; and 6) totals for number of pieces and weight categorized by zone with grand totals for each.

The detailed shipping pages should include the following information for each package listed: 1) account number; 2) consignee's name; 3) complete consignee address; 4) zone; 5) weight; and 6) the matching shipper receipt portion of the traceable label. The original copy of the report should accompany the shipment.

The contractor must notify UPS of the amount to be picked up in order for the carrier to provide adequate equipment for the pickup.

*Email Notification:* When an email address is present in the .csv distribution files, the contractor is required to send a same-day email notification of the shipment to the email address listed. All email notifications must include the following: IRS product short title; scheduled delivery date; recipient's name and address; number of packages; type of service; weight; SPC tracking number and a link to the SPC website; and reference numbers (reference field 1 (GPO jacket number and IRS requisition number) and reference field 2 (IRS type of account and account number (i.e., TF123456 or p123456789, as applicable)). (See EXHIBIT 6.)

NOTE: All returned emails should be set to automatically forward to: [wi.tdfps.upsundelive@irs.gov](mailto:wi.tdfps.upsundelive@irs.gov).

*Domestic Mail (DM):* Mailings (from the .csv file) must be made at Parcel Select postage rates, as applicable.

The DM transportation mode applies when:

- An address contains a P.O. Box and a street address is not present within the same line in the distribution (.csv) file.
- An address is an APO, FPO, or U.S. Post Office destination.

The contractor must comply with all U.S. Postal Service regulations/requirements governing the preparation of Parcel Select rate mailings which are in effect at the time of the mailing, including the issuance of the required USPS forms (mailing statements), the weighing of shipments (mail manifests), etc. Contractor must contact the appropriate USPS personnel to make all necessary arrangements to deliver the containers mailing via USPS.

Mailings that do not qualify for Parcel Select postage rates must be mailed reimbursable Standard Post. Contractor must create the Standard Post mailing label that must contain the same information and format required for the Parcel Select label – excluding the Parcel Select mailing indicia. Contractor must apply the appropriate postage to each mailing. Contractor will be reimbursed for Standard Post postage by submitting a properly completed Postal Service (or equivalent) form with billing invoice.

The contractor is cautioned that “Postage and Fees Paid” Parcel Select indicia may only be used for the purpose of mailing material produced under this contract.

*Intelligent Mail package barcode (IMpb):* Contractor must be an approved USPS Full Service Intelligent Mail package barcode provider. Contractor must meet all IMpb preparation and postage documentation requirements as required in the Domestic Mail Manual at time of mailing. All mail must be presented under the contractor obtained Mailer ID – no exceptions. Contractor must sort mail to effectively maximize all USPS eligible discounts.

*Priority Mail (if required):* A container label will be provided for any container which must be shipped priority mail. The contractor must print the necessary quantity of priority mail labels required. Priority mail labels must be affixed to the top of each container. Hand stamping of priority mail containers is strictly prohibited. IRS priority mail must be entered into the contractor’s local post office for mailing. Contractor will provide manifests for delivered permit mail labels. The contractor must prepare the appropriate postal service forms for turnover to the local postal authorities.

When using permit imprint mail, the contractor must complete GPO Form 712 – Certificate of Conformance (Rev. 10-15) and the appropriate mailing statement(s) supplied by USPS. A fillable GPO Form 712 – Certificate of Conformance can be found at: <https://www.gpo.gov/how-to-work-with-us/vendors/forms-and-standards>.

*Motor Freight (MF):* Contractor must ship via motor freight 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 shipment date, the contractor must immediately notify Tamara Franklin at (309) 556-5017 or [Tamara.M.Franklin@irs.gov](mailto:Tamara.M.Franklin@irs.gov) or Roy Murdoch at (309) 556-5076 or [Roy.M.Murdoch@irs.gov](mailto:Roy.M.Murdoch@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(s), the contractor must immediately contact Tamara Franklin or Roy Murdoch 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.

NOTE: Occasionally, the IRS will require the contractor to ship multiple print orders via a single IRBL. When this is required, the IRS will notify the contractor accordingly.

*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.

Within one (1) workday of completion of shipping, the contractor must email IRBLs containing truckers’ signatures to the publishing services specialist specified on the print order. In addition, contractor must notify IRS of any unused IRBL numbers furnished under this contract. Notification of unused IRBL numbers must be emailed to the publishing services specialist specified on the print order.

NOTE: The contractor is accountable to the IRS for all IRBL(s) furnished under this contract. Use of IRBLs for shipments not authorized by the IRS is strictly prohibited. Any unused bills of lading must be destroyed by the contractor.

*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 must contact the publishing services specialist specified on the print order.

Within three (3) workdays of the final turnover of mail packages to the USPS, the contractor must complete and submit to IRS (via email) a PDF file containing Form 13456 and all related postal paperwork. The PDF should be sent in a single email, when possible, and the total file size of the email must be less than 10 MB. If the email size is 10 MB or larger, multiple emails must be used. Form 13456 is provided as a fillable PDF file. The IRS will complete the fields in the “IRS Use Only” section of the form prior to emailing the form to the contractor. If there is any information missing or incorrect, contractor must contact the publishing services specialist specified on the print order.

The PDF submitted to the IRS must contain Form 13456 and all related postal paperwork that has been combined into a single PDF. Scanning Form 13456 is strictly prohibited. Contractor must fill out the provided PDF file for Form 13456, add the postal paperwork (which can be scanned) to the PDF file, save, and submit to IRS.

The contractor must complete Form 13456 in accordance with instructions on the form and enter accurate information in the following fields: name of contractor, contact person at contractor, telephone number of contact person, email of contact person, number of pages in the combined email, date the email was sent, and the wave/phase number (if applicable). The wave/phase number is used to show the number of mailings in the event of staggered shipments on a print order for the appropriate requisition number. (NOTE: The Government does not anticipate requiring staggered shipments.) In addition, the contractor is responsible for capturing six (6) data elements from every postage statement (i.e., USPS Form 3602, 3602-R, 3600) and entering this information in the appropriate places on Form 13456. The six (6) elements are: (1) zip code of post office used for mailing, (2) date on postage statement, (3) pieces mailed, (4) copies mailed, (5) postage amount, and (6) postage statement type.

Prior to emailing the combined PDF file, the contractor must rename the file. The file must be named using nine (9) digits of the requisition number (second requisition number specified in the “REQ. NO.” box on the individual print order), post office zip code, first mailing statement date, last mailing statement date, and “.pdf”. (See below.) In the event that both mailing statement dates are the same, the first and last dates in the file name can also be the same. (Example: For requisition number 2010-12345, the file name will be: 2010-12345\_16625\_01-02-10\_01-15-10.pdf)

If the file size is 10 MB or larger, the contractor must create multiple PDF files and add a suffix to the file name starting with the letter “a” then “b”, etc. (Example: 2010-12345\_16625\_01-02-10\_01-15-10a.pdf). The contractor is also responsible for the accuracy of the information returned to the IRS. Any delay or missing data could result in a delay of payment.

All postage statements (i.e., USPS Forms 3600s, 3602s, 3605s and USPS Form 8125, PVDS) must contain the IRS Agency Cost Code “67039” in the “Federal Agency Cost Code” box. The GPO jacket number must be included in the mailer information located in the upper portion of the postage statement.

The email must contain only Form 13456 and associated postage statements for the designated requisition/print order number. Contractor must not combine postage associated with multiple print order/requisition numbers in a single email transmission. The PDF must be emailed to the publishing services specialist specified on the print order.

Upon completion of each order, contractor must notify the ordering agency (on the same day the order ships/mailed) via email to the address indicated on the print order. The subject line of the email shall be "Distribution Notice for Program 172-S, Print Order XXXXX, Jacket Number XXX-XXX." The notice must provide all applicable tracking numbers, shipping/mailed method, and title of publication. Contractor must be able to provide copies of all shipping/mailed receipts upon agency request.

Within 10 workdays of completion of each order, an itemized copy of each billing invoice must be emailed to the publishing services specialist specified on the print order.

All expenses incidental to picking up and returning material (as applicable) and furnishing sample copies must be borne by the contractor.

**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).

Print orders will be emailed to contractor.

No definite schedule for placement of orders can be predetermined.

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 –***

- *Orders up to and including 1,000,000 copies:* Contractor must complete production and distribution within six (6) workdays of notification of the availability of print order and furnished material.
- *Orders over 1,000,000 copies up to and including 5,000,000 copies:* Contractor must complete production and distribution within eight (8) workdays of notification of the availability of print order and furnished material.
- *Orders over 5,000,000 copies:* Contractor must complete production and distribution within 10 workdays of notification of the availability of print order and furnished material.

***Accelerated Schedule –*** Approximately 5% of all orders issued will require an accelerated schedule.

- *Orders up to and including 1,000,000 copies:* Contractor must complete production and distribution within four (4) workdays of notification of the availability of print order and furnished material.
- *Orders over 1,000,000 copies up to and including 5,000,000 copies:* Contractor must complete production and distribution within six (6) workdays of notification of the availability of print order and furnished material.
- *Orders over 5,000,000 copies:* Contractor must complete production and distribution within eight (8) workdays of notification of the availability of print order and furnished material.

In addition to the regular and accelerated schedules specified above, the following will apply –

- One (1) additional workday will be allowed on individual orders requiring TAC/POD or TFOP distribution.
- Two (2) additional workdays will be allowed on individual orders requiring TAC/POD and TFOP distribution.

The ship/deliver date indicated on the print order is the date products ordered for shipping/ mailing f.o.b. contractor's city must be picked up by small package carrier, specified motor freight carrier, and/or delivered to the U.S. Postal Service.

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.

For compliance reporting purposes, the contractor must notify the U.S. Government Publishing Office of the date of shipment or delivery – as applicable. Upon completion of each order, contractor must contact the Shared Support Services Compliance Section via email at: [compliance@gpo.gov](mailto:compliance@gpo.gov) or via telephone at: (202) 512-0520. Personnel receiving email or call will be unable to respond to questions of a technical nature or to transfer any inquiries.

### 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.

**PREMIUM PAYMENTS:** Orders requiring an accelerated production schedule will be paid for at the premium rate in accordance with the contractor’s offered percentage in the “SCHEDULE OF PRICES.”

When a premium payment is authorized, it will be indicated on the print order. All other orders will be placed with the regular schedule and paid for at the basic prices offered.

Percentages offered for premium priced work are additional to the basic prices offered for units of work.

Premium payments, when authorized, will apply to all items in the “SCHEDULE OF PRICES” excluding those under II. PAPER.

Failure of the contractor to deliver work at the time specified will result in disallowance of premium payments that were anticipated, and the contractor will not list such items on the billing invoice.

It is estimated that 5% of the orders placed on this contract will require an accelerated schedule. Premium payments for an accelerated schedule will be evaluated for award. Evaluation will be affected by applying the percentage increase offered for the accelerated schedule under VI. PREMIUM PAYMENTS to 5% of the prices offered for all items in the “SCHEDULE OF PRICES” excluding those under II. PAPER.

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

	(1)	(2)	
I. (a) 1.	7	1,243	
2.	80	28,338	
3.	18	48,064	
(b) 1.	33	3,693	
2.	4	80	
(c) 1.	24	493	
2.	4	79	
	(1)	(2)	(3)
II. (a)	19,410	330	151
(b)	10,171	3,363	342
III. (a)	17,991		
(b)	2,157		
(c)	200		
(d)	72,371		
IV. (a)	10,600		
(b)	181		

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**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. Bids submitted with any obliteration, revision, or alteration of the order and manner of submitting bids may be declared non-responsive.

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 may 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.

Bids for each “format” shall be as outlined in “SECTION 2. – SPECIFICATIONS.”

Cost of all required paper must be charged under II. PAPER.

***Contractor’s billing invoices must be itemized in accordance with the line items in the “SCHEDULE OF PRICES.” Failure to submit invoices as required may result in delay of payment or rejection of invoice.***

**I. PRINTING AND BINDING:** Prices offered shall include the cost of all required materials and operations necessary for the printing and binding of the products listed in accordance with these specifications.

Prices submitted for line items I.(b) and (c) must including folding to 8-1/2 x 11”. All other folding for Formats A, B, and C must be charged under line item III. (a).

	<u>Makeready and/or Setup</u> (1)	<u>Running Per 1,000 Copies</u> (2)
(a) Format A –		
1. Printing face only in black ink ..... per product.....	\$ _____	\$ _____
2. Printing face and back in black ink..... per product.....	\$ _____	\$ _____
3. Printing in a second ink color not charged for under line items I.(a)1. and I.(a)2. .... per side.....	\$ _____	\$ _____

\_\_\_\_\_  
(Initials)



	<u>Makeready and/or Setup</u> (1)	<u>Running Per 1,000 Copies</u> (2)
(b) Format B –		
1. Printing face and back in black ink..... per product.....	\$ _____	\$ _____
2. Printing in a second ink color not charged for under line item I.(b)1. .... per side.....	\$ _____	\$ _____
(c) Format C –		
1. Printing face and back in black ink..... per product.....	\$ _____	\$ _____
2. Printing in a second ink color not charged for under I.(c)1. .... per side.....	\$ _____	\$ _____

**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 cut form number of leaves furnished for the products ordered in the applicable “format” group. 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 the following: Each cut form size.

	<u>Per 1,000 Leaves</u>		
	<u>Format A</u> (1)	<u>Format B</u> (2)	<u>Format C</u> (3)
(a) White/Natural Shade Newsprint (27.7 or 30-lb. – at contractor’s option) .....	\$ _____	\$ _____	\$ _____
(b) White Writing (20-lb.).....	\$ _____	\$ _____	\$ _____

**III. ADDITIONAL OPERATIONS:** Prices offered for each of the following items must be all-inclusive for the performance of operations that are additional to those specified under I. PRINTING AND BINDING, as applicable, and must include the cost of all required materials and operations necessary, in accordance with these specifications.

(a) Folding to 8-1/2 x 5-1/2” or 8-1/2 x 3-2/3” .....	per 1,000 copies.....\$ _____
(b) Perforating (maximum of three lines per form).....	per 1,000 copies.....\$ _____
(c) Shrink-film wrapping .....	per package.....\$ _____
(d) Banding with kraft paper bands.....	per band.....\$ _____

\_\_\_\_\_  
(Initials)

**IV. PACKING AND DISTRIBUTION:** Prices must be all-inclusive, as applicable, and must include the cost of packing; shipping containers; all necessary wrapping and packing materials; labeling and marking; and distribution, in accordance with these specifications.

(a) Packing and sealing shipping containers..... per container.....\$ \_\_\_\_\_

(b) Palletizing..... per pallet.....\$ \_\_\_\_\_

**V. PAPER WEIGHT:** When JCP Code A15 is ordered, it is the contractor's option to use either 27.7 lb. or 30 lb. stock; however, the paper weight must remain consistent through the term of the contract. Contractor must state below the paper weight that will be furnished through the term of the contract.

White/Natural Shade Newsprint, basis weight: \_\_\_\_\_ lbs. per 500 sheets, 24 x 36", equal to JCP Code A15.

**VI. PREMIUM PAYMENTS:** Premium payments, when authorized, will apply to all line items except those under II. PAPER. Percentage increase will apply to all orders that require an accelerated schedule.

Percentage increase..... %

\_\_\_\_\_  
(Initials)

**SHIPMENTS:** 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 Solicitations 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 point(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.*

**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 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 Address) (Fax Number)

**THIS SECTION FOR GPO USE ONLY**

Certified by: \_\_\_\_\_ Date: \_\_\_\_\_ Contracting Officer: \_\_\_\_\_ Date: \_\_\_\_\_  
(Initials) (Initials)

# EXHIBIT 1 IRS FORM 2040

Shipping Status:  Start  Partial  Complete [Instructions](#) **Preliminary**

## Distribution / Shipping List

[Save 2040](#)

Requisition number	Jacket number / Source	Print order number	Originator symbols	Contractor code	Date
Item (Form, Document, Publication, Notice etc.)		Catalog number	Revision date <input type="checkbox"/> Reprint <input type="checkbox"/> Revision	Ship date <input type="checkbox"/> FOB contractor city <input type="checkbox"/> FOB destination	
Printing specialist	Phone number	Distribution analyst	Phone number	Carton quantity	Weight factor
Title/Description					

Remarks

OPN	IRS Centers	Order Quantity	Ship Quantity	Date Shipped
<b>Grand Total</b>				

## EXHIBIT 2

### ELITE Distribution List

Beginning Oct 1, 2011, contractor lists provided by Distribution Requirements personnel will be provided in comma delimited format versus Microsoft Excel. This will provide for a smaller file size, resulting in a more efficient transmission. Additionally, the new distribution files will have additional fields added. The new fields will reduce the amount of file manipulation needed by the contractor and allow for easier direct import into a shipping system.

Below is an overview of fields that will be included in the new file, along with the corresponding field in the UPS WorldShip system software.

IRS Header Title	Length	UPS WorldShip Field Name
Program Account	12	Reference Field 2
Contact	35	Attention
Phone	15	Telephone
Extension		
Organization	35	Company or Name
Supplementary Address	35	Address Line 1
Delivery Address	35	Address Line 2
City	35	City or Town
State	5	State/Province/County
Zip	9	Postal Code
Country	5	Country/Territory
Email Address	50	Recipient Email Address
Email Notification	1	QVN (Quantum View Notification) or Return Notification Option, Also used for: * QVN Ship Notification * QVN Delivery Notification
Loading Dock	1	Not Used for Small Package
Inside Delivery	1	Not Used for Small Package
Suggested Transportation	2	DM = Domestic Mail (United States Postal Service MUST be used) SC = Small Package Carrier MF = Freight (Bill of Lading Required) AF = Air Freight (Bill of Lading Required)
Requisition Jacket Number	20	Reference Field 1
SKU	18	
Short Title	20	
Product Quantity	8	
Product Cartons	4	
Product Weight	4	
Shipment Cartons	4	Number of Packages
Shipment Weight	4	Actual Weight
Service Type	3	Service Type (GRD = Ground)
Package Type	2	Package Type (CP = Consumer Packaging)
Failed email address	50	Failed Email Address
Email Ship From Name	3	QVN or Return Notification Ship From Company or Name
Email Memo Body	150	QVN or Return Notification Memo



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**Instructions for Form 13456, IRS Publishing Postage Report**

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**Publishing Specialist Instructions:** Publishing Specialists must complete the fields in the "IRS Use Only" section of the form. Once these fields are complete, use the "Lock IRS Fields" button at the top of the page to lock the fields and allow the "Email" and "Continuation Page" buttons to be visible. Then attach the Form 13456 in a separate email and send it to the contractor.

**Contractor Instructions:** Contractors must complete and submit via email a portable document format (PDF) file to the IRS within three (3) workdays after each turnover of the product to the USPS. Details to fill in the data fields, rename the PDF, and email the PDF are below. **Scanned pages of the Form 13456 will not be accepted.**

**1) Fill in contractor and postage data fields**

Form 13456 is provided as a fillable PDF file. Each field for the contractor to complete is listed below with specific instructions as needed.

- **Name of contractor**
- **Contact person at contractor's office**
- **Telephone number of contact person**
- **Email address of contact person**
- **Mailing start date:** The date the first piece is mailed
- **Mailing end date:** If not all pieces were sent on the start date, this is the date the last piece is mailed
- **Mailings: (Optional).** Check this box to note there will be multiple mailings
- **Wave: (Optional).** Check this box to note that the multiple mailings will be sent in "waves". Use the blank fields next to this check box to distinguish the number of current wave from the number of total waves.
- **Zip Code:** The ZIP code of the post office from which pieces are mailed
- **Date on Mailing Statement:** The mailing date on the postage statement
- **Pieces Mailed:** The number of envelopes, containers, or cartons, etc., that is mailed
- **Copies Mailed:** The total number of items *inside* each envelope, container, or carton, etc., that is mailed
- **Postage Amount:** The total dollar amount listed on each postage statement
- **Postage Statement Type:** Use the pull down menu to designate which type of postage statement (i.e. USPS Form 3602, 3602-R, 3605, 3600, 3607R) was used.

Form 13456 must contain only postage information for the IRS requisition number at the top of the form. Contractor **must not** combine postage associated with multiple print order/requisition numbers on a single form.

If all the lines on the front of Form 13456 are filled in, use the "Add New Mailing Rows" button to add another row of data fields.

**2) Electronically attach postage statements to Form 13456**

Use the "Add Attachment" button at the bottom of Form 13456 to attach postage statement copies. This PDF file must contain the front page of Form 13456 and all continuation sheets (if applicable); and, copies of all postage statements that are associated with the requisition number listed on Form 13456. This results in a new PDF.

**3) Rename the new PDF as per the contract specifications**

Prior to emailing the new PDF file, the contractor must rename the file. The PDF file must be named using nine (9) digits of the IRS Requisition Number, the first five (5) digits of the Post Office Zip Code, Mailing start date (MM/DD/YY), Mailing end date (MM/DD/YY) and .pdf (see below).

**Example:** For requisition number 20YY-12345, the file name will be: 20YY-12345\_16625\_01-02-YY\_01-15-YY.pdf.

In the event the "mailing start date" and the "mailing end date" are the same, the contractor must enter the same date twice in the renamed file (see below).

**Example:** For requisition number 20YY-18345, the file name will be: 20YY-18345\_16625\_01-02-YY\_01-02-YY.pdf.

**4) Email the new PDF (Form 13456 with all attached postage statements)**

Use the "Email to IRS . . ." button on the front of Form 13456 to email the PDF to:

- [postage@publish.no.irs.gov](mailto:postage@publish.no.irs.gov); and, to the
- **Publishing Specialist's email address**

The PDF file should be sent in a single email when possible. The total file size of the email must be 10 MB or less. If the file size is larger than 10 MB, the contractor must create multiple PDF files, and add a suffix to the end of each file name starting with the letter "a" then "b", etc. (i.e. 20YY-18345\_16625\_01-02-YY\_01-15-YYa.pdf).

The contractor is responsible for the accuracy of the information returned to the IRS. **Any delay or missing data could result in a delay of payment.**

# EXHIBIT 4 IRS FORM 6153

## 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	<b>Print Labels</b>	<b>SAVE AS</b>	<b>RESET</b>
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### Carton Shipping Label

Department of the Treasury <b>Internal Revenue Service</b>		Publishing analyst	Phone number	Carton #	of # <b>1</b>
GPO Jacket number		Print order number		Program number	
From ( <i>Contractor name and address</i> )			To ( <i>Consignee</i> )		
Catalog number <b>12088U</b>	Revision (YYYY-MM-DD) <b>2015-00-00</b>	 <b>*12088U2015-00-00*</b>			
Product number ( <i>Form, Document, Publication, etc</i> ) <b>I 1040A</b>			Product title Instructions for F 1040A---US Individual Income Tax Return		
Carton quantity <b>220</b>	Requisition number (YY-nnnnn) <b>16-02975</b>	 <b>*22016-02975*</b>			

Form **6153** (Rev. 3-2006)

Catalog Number 62724N

Department of Treasury - Internal Revenue Service

Phaser 7300DX - Room 6231	<b>Print Labels</b>	<b>SAVE AS</b>	<b>RESET</b>
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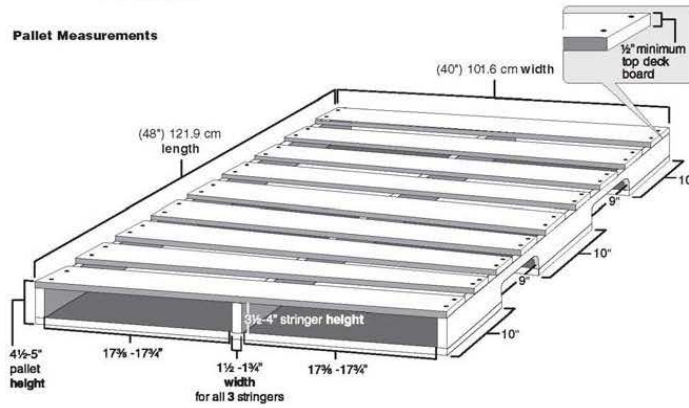
# EXHIBIT 5 IRS DOCUMENT 12321



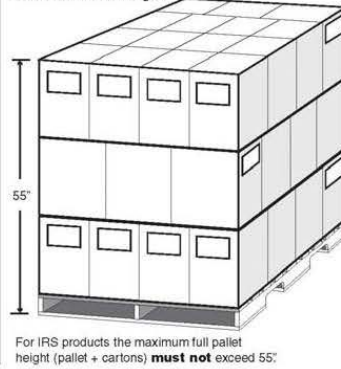
## IRS Pallet Specifications

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.

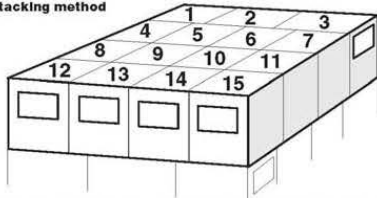
### Pallet Measurements



### Stacked Pallet Height

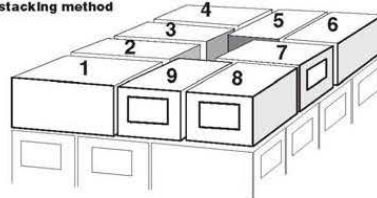


### 15 tier stacking method



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.

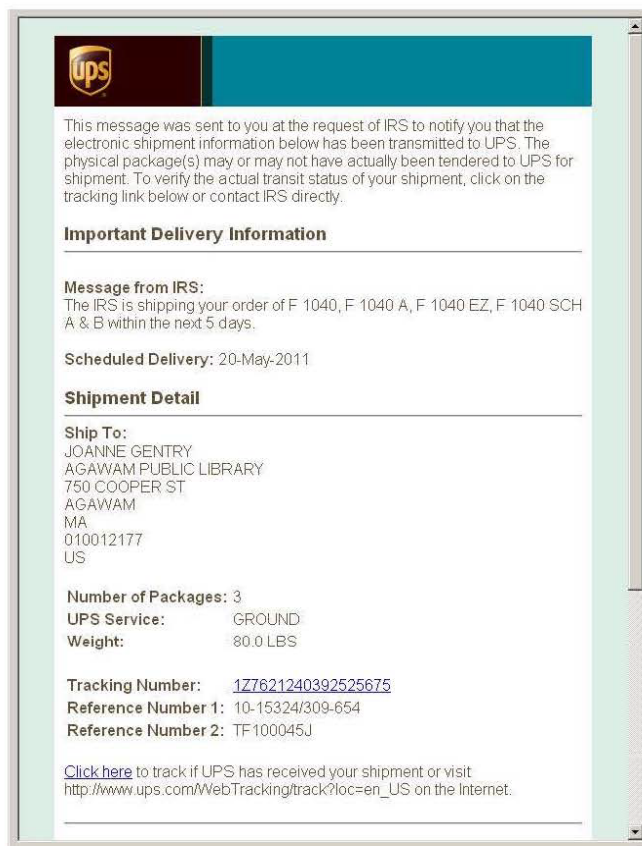
### 9 tier stacking method




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.

# EXHIBIT 6

Sample of UPS Quantum View Notify Email generated from File:



The image shows a screenshot of a UPS Quantum View Notify email. At the top left is the UPS logo. The main body of the email contains a disclaimer, a section for 'Important Delivery Information', a 'Message from IRS' section, a 'Scheduled Delivery' date, a 'Shipment Detail' section with recipient address, and a list of shipment statistics including number of packages, service type, and weight. It also provides tracking and reference numbers and a link to track the shipment.



This message was sent to you at the request of IRS to notify you that the electronic shipment information below has been transmitted to UPS. The physical package(s) may or may not have actually been tendered to UPS for shipment. To verify the actual transit status of your shipment, click on the tracking link below or contact IRS directly.

**Important Delivery Information**

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**Message from IRS:**  
The IRS is shipping your order of F 1040, F 1040 A, F 1040 EZ, F 1040 SCH A & B within the next 5 days.

**Scheduled Delivery:** 20-May-2011

**Shipment Detail**

---

**Ship To:**  
JOANNE GENTRY  
AGAWAM PUBLIC LIBRARY  
750 COOPER ST  
AGAWAM  
MA  
010012177  
US

**Number of Packages:** 3  
**UPS Service:** GROUND  
**Weight:** 80.0 LBS

**Tracking Number:** [1Z7621240392525675](#)  
**Reference Number 1:** 10-15324/309-654  
**Reference Number 2:** TF100045J

[Click here](#) to track if UPS has received your shipment or visit [http://www.ups.com/WebTracking/track?loc=en\\_US](http://www.ups.com/WebTracking/track?loc=en_US) on the Internet.

**EXHIBIT 7**  
**IRS DOCUMENT 12336**

## Packing Requirements for Standard IRS Stuffers

### Standard IRS Stuffers

The standard IRS stuffer (8-1/2" x 3-2/3") shall be packed in bundles:

- With all the inserts facing the same way;
- With corrugated cardboard on the top and bottom (the open sides will permit the user to determine the direction of the stuffers when preparing for use in the automated equipment); Cardboard must be the same size as stuffers to prevent curling on edges.

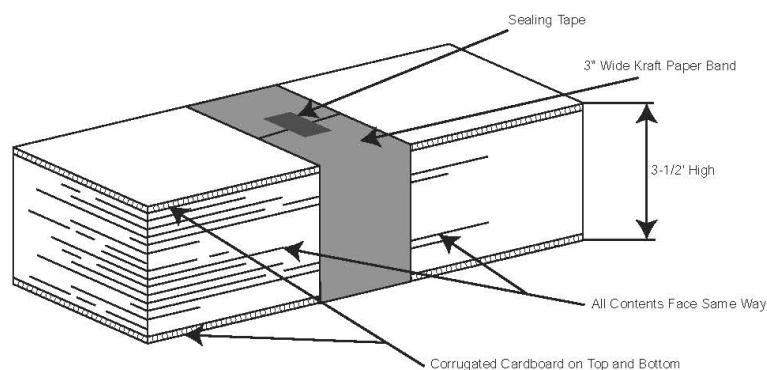
Specifications for corrugated cardboard: Corrugated mailing board, 900 x 1145mm (35" x 45"), plus or minus 3mm (1/8"), double faced, kraft or chip; Bursting strength, average, not less than 420 kPa (60lb/in<sup>2</sup>); Thickness of corrugating medium, average, 0.3mm (0.009"); Nominal thickness of finished board, 3mm (1/8"); Cut corrugated cardboard with "rib" long to better enforce packaging.

- With bundles compressed to prevent curling or shifting after banding.
- No higher than three and one-half inches (3-1/2") tall (after being compressed for banding).
- Banded in the center of the stack with plain kraft paper (non-adhesive) three inches (3") wide.
- With kraft band secured with some type of adhesive or tape that does not come in contact with the stuffers in any way.
- Packed securely in cartons to avoid shifting.
- With all units banded in consistent multiples of 25 (ex: 25, 50, 100 etc.).

To facilitate carton packing, three (3) to five (5) individually banded bundles may be wrapped together with a one (1) layer band of three inch (3") plain kraft paper, secured in the same way as the individual bundles.

#### NOTES:

- Do NOT use shrink wrap, plastic wrap, or enclose the stuffer bundles in any way.
- Stuffers with more than 1 fold MUST barrel (or letter) fold, title out (*unless otherwise specified*), to final size.
- Do NOT use these specifications for *multi-page stuffers that ship to IRS Correspondence Production Sites (CPS)*.
- The vendor/contractor is responsible for assuring stuffers are not received bent or with curled edges.
- Incorrectly packaged or damaged stuffers may be un-useable in IRS automated equipment, which may result in rejection upon delivery and replacement at vendor/contractor expense.
- See IRS Publication 4803 (cat no. 60526N) for additional packaging and shipping requirements.



**EXHIBIT 8**  
**GPO FORM 3674**

**Dear *U.S. Government Information Customer,***

Thank you for your order.

If this package does not contain your complete order, we will send you the additional items you requested as soon as they are available. **No further action on your part is necessary.**

Additionally, because of changes in production schedules, volumes of titles sold as a set may be released out of numerical sequence.

We appreciate your business and welcome your patience in receiving your complete order.

SUPERINTENDENT OF DOCUMENTS

GPO Form 3674  
(12/97R)