

BIDS SHALL BE PUBLICLY OPENED AT 11:00 A.M., PREVAILING WASHINGTON, D.C. TIME, ON OCTOBER 25, 2004.

IF YOU HAVE ANY QUESTIONS CONCERNING THESE SPECIFICATIONS CALL (202) 512-2044 AND ASK FOR FRANK YATOR (Team #10). NO COLLECT CALLS.

Rebid SPECIFICATIONS - U.S. Government Printing Office (GPO), Washington, D.C.

GPO CONTRACT TERMS: Any contract which results from this Invitation for Bid will be subject to GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 6-01)) and Quality Assurance Through Attributes Program for Printing and Binding (GPO Publication 310.1, effective May 1979 (Rev8-02)).

CAUTION: The forms printed under this contract are coded and they must not be mixed with forms printed under any other contract.

SPECIFICATIONS FOR CONTRACT PRINTING OF THE CODED FORMS  
FOR *CENTRAL* AREA DIRECT SHIPMENTS FOR TAX YEAR 2004

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**SCOPE:** These specifications cover the printing and binding of 7 two-page forms and one folded form. There are 2 versions of each form, and 1 folded form, for a total of 15 different printings, with a total estimated quantity of 16,630,000. Like versions and code of each form are to be packed 3,000 forms per carton with Document 7425 and labeled with an IRS carton label. An electronic address file will be provided for shipping by freight, small package carrier, or domestic mail.

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

**CHANGES IN QUANTITY:** The Government, for the FINAL QUANTITY, may submit increases or decreases of up to 25% in the total quantity for each item shown in Exhibit 1 until the date specified in the schedule. These quantity adjustments may be made via e-mail/FTP and will be the FINAL quantity. These adjustments will not change the scheduled turnover dates. Billing adjustments for scheduled quantity changes (+ or -) will be at the contractor's quoted "ADDITIONAL RATE". (See Offers Section) If no changes have been received by the scheduled date for final quantity adjustments, the bid quantities will stand as the FINAL contract quantity.

**NOTE:** Must be full Final Quantity to all consignees. **No** shortages will be allowed. However, the Government reserves the right to accept or reject overages (See Section 1.6).

**SUBCONTRACTS:** The provisions of the article entitled "Subcontracts," GPO Pub 310.2 is amended to permit subcontracting of label printing. NOTE: Prime contractor is responsible for monitoring and the quality of the work performed by subcontractors.

#### Section 1 - SCHEDULE

| <u>Date</u>         | <u>Event</u>   |
|---------------------|--|
| 10-25-2004          | Bid opening.   |
| 10-27-2004          | Award of contract (Purchase Order Number By Telephone).                        |
| 11-03-2004          | Contractor to provide Production and Quality Plans to GPO via traceable means. |
| 11-02-2004          | Test electronic address file to contractor. (Section 4.2.1)                    |
| 10-28 to 11-12-2004 | Preproduction Conference at contractor's plant. (Section 1.2)                  |
| 11-09-2004          | Contractor to send via overnight delivery to IRS 25 sample address labels.     |
| 11-12-2004          | Final electronic address file via FTP/email to contractor (final quantity).    |
| 11-12-2004          | Electronic media via e-mail/disk to contractor for forms                       |
| 11-26-2004          | IRS to Provide BL's to contractor for shipments over 750 lbs.                  |
| 12-03-2004          | (On or before) Start ship date.  |
| 12-17-2004          | Ship complete date.  |

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

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

**1.1 A preaward plant survey** may be conducted by Government Printing Office and Internal Revenue Service personnel to determine if the prospective contractor (and the subcontractors) have adequate facilities and expertise to accomplish the requirements of these specifications.

**1.2 A preproduction conference** will be held at the contractor's plant as indicated in the schedule. The purpose of the conference will be to discuss and review all aspects of the contractor's internal and external operations required to complete this contract. Prior to this conference the contractor will submit 2 copies each of detailed written Production and Quality plans. The plans shall be submitted, by the date in the schedule, to the Contracting Officer, U.S. Government Printing Office, Team 10, STOP: CSAB, Room A843, Attention: IRS Control Desk, North Capitol & H St. NW, Washington, D.C. 20401. The proposed Quality plan is subject to Government approval. The contractor will conduct this preproduction conference during which the production plan will be discussed and the previously approved Quality plan will be reviewed in depth. Items to be included in the Production Plan are: 1) processing and sorting electronic address files, as well as the security of the address files, 2) scheduled start-up dates for all phases of production, 3) how coordination/ communication will flow from one production phase to another, 4) who will be responsible for each phase, 5) how will subcontractors be involved and kept informed, 6) specific production dates of all subcontractors, 7) how the product will be staged and/or shipped, and 8) any other special requirements which are specific to this contract. Items to be included in the Quality Systems Plan are covered in the Quality Systems Section. Attending this meeting will be representatives from the Internal Revenue Service and there MAY be representatives from the Government Printing Office. To establish coordination of all required operations, a representative of all subcontractors involved should also be present as well as representatives from each involved production area for the primary contractor.

**1.3 QUALITY SYSTEMS AUDIT:** In connection with the preproduction conference, should the Government elect, a quality systems audit would be conducted. Following the conference, IRS/GPO may conduct an in-depth audit of all contractor quality control methods, quality systems and quality plans in a formal walk-through review of the previously approved written plan. This audit would require the contractor to plan, in advance, all quality related functions which would be required to complete the contract. Should subcontractors be involved, a complete audit of their quality systems may also be performed. This procedure will be mandatory for all contractors doing IRS Tax Package work for the first time.

**Failure to maintain the quality systems in accordance with the contractor's plan approved by the Government, may result in the Government's termination of the contract for default.**

**1.4 INSPECTION NOTIFICATION:** Seventy-two (72) hours prior to press, pamphlet binding, addressing and mailing operations the contractor must e-mail to [terry.a.costa@irs.gov](mailto:terry.a.costa@irs.gov) and [Christopher.P.Rodriguez@irs.gov](mailto:Christopher.P.Rodriguez@irs.gov) IRS Form 9558 (Fillable PDF to be e-mailed directly to the contractor) with the following information: 1) Jacket and Requisition Numbers; 2) Name of company; 3) Location and address of inspection site; 4) Name and phone number of contact person; and 5) Date and time of inspection. Whether IRS elects to be present for the inspection, or waive the inspection, you will be notified at least 24 hours prior to the time for inspection. **If the press inspection is waived, the contractor is required to send 5 press sheet samples overnight to Chris Rodriguez, 1111 Constitution Ave., NW, Room 6230, Washington, DC 20224.** If IRS fails to respond, proceed as you would have, had there not been an inspection. Attendance at, or waiver of, the inspection does not affect any other provisions of the contract. Do not hold up production unless specifically authorized by the GPO.

**1.5 DAILY PRODUCTION REPORT:** The contractor must provide daily production information required to complete Report Form 9659. (See exhibit 7). The coordinator will transmit this report every workday to IRS National Office via Internet. In the absence of the coordinator, the contractor must transmit the report to [Christopher.P.Rodriguez@irs.gov](mailto:Christopher.P.Rodriguez@irs.gov). **THE GOVERNMENT WILL KEEP ALL PRODUCTION DATA, etc., IN STRICT CONFIDENCE.**

**1.6 EXCESS AFTER PACKING AND TURN OVER:** Contractor is to notify the GPO IRS Desk at 202-512-2044 if there are any overs after complete distribution. The government may elect to dispose of, or accept, all or a portion of the overs. If the government elects to accept overs they must be packed in cartons, labeled with an IRS carton label (See Exhibit 2), and placed on pallets that conform to Federal Specs NN-P-71C, and any amendments thereto except for dimensions (as shown under Exhibit 3) and single center stringer. Full entry must be on the 40" width. Strict adherence to these dimensions is necessary to accommodate storage requirements of IRS distribution centers. Pallet height is not to exceed 55", including pallet. Forms of the same items ( A, B, C, D, E, F, G, and H) must be packed separately, 3,000 per carton. **DO NOT PACK Document 7425** (See Exhibit 4) with the overs. Unaccepted overs must be disposed of at the direction of the Government.

**1.7 ELECTRONIC DISTRIBUTION/SHIPPING REPORT (Form 2040):** The contractor must update the Electronic Form 2040 (see exhibit 10). The contractor must complete and e-mail Form 2040 to the IRS each day the products ship. **Any delay or missed input could result in delay of payment.** The contractor is responsible for the verification and correctness of information supplied back to IRS. If any information is missing or incorrect, please contact Chris Rodriguez on 202-622-3374.

**1.8 POSTAGE STATEMENTS/IRS POSTAL FORMS:** The contractor is required to complete and submit via email Form 13456 to the IRS within three days of the barrel stamp date on the postage statement. For your convenience, Form 13456 is provided as a fillable PDF file. The IRS will complete the top portion of the form prior to emailing the form to the contractor. The contractor is responsible for capturing five data elements from every postage statement (i.e. USPS Form 3602, 3602-R, 3600). The contractor is responsible for the accuracy of the information returned to the IRS. If there is any information missing or incorrect, please contact Chris Rodriguez at 202-622-3374. (See Exhibit 9 page 4 of 4).

The contractor *must* update the Electronic Form 13456 and submit via email to IRS at [postage@publish.no.irs.gov](mailto:postage@publish.no.irs.gov) and also email to [Christopher.p.rodriguez@irs.gov](mailto:Christopher.p.rodriguez@irs.gov) within three (3) workdays of the barrel stamp date on the postage statement. **Any delay or missing input could result in delay of payment.**

**All Postage Statements (i.e. USPS Form 3602, 3602-R, 3600) 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. (See Exhibit 9 page 1 of 4).**

**Faxing USPS Postage Statements:** In addition to emailing a completed Form 13456, the contractor is also required to FAX all associated postage statement forms to the IRS. The contractor is required to FAX only postage statement forms (i.e. USPS Form 3602, 3602-R, 3600) that have received a barrel stamp from the postal service to 1-267-295-7877 (not a toll free number). The first page of every FAX sent to the IRS must be a fully completed IRS Form 13456-A. The number of pages faxed may not exceed 32 pages in any single FAX transmission. The form must contain entries in the following fields:

Date, Name of IRS publishing analyst, IRS requisition number, GPO jacket number, GPO Contractor number, Name of contractor, Contact person at contractor, Telephone number of contact person, FAX number of contact person, Number of pages faxed (*cannot exceed 32 pages including cover sheet*). (See Exhibit 12).

Upon completion of mailing requirements in the contract, the contractor must send via overnight and traceable means, one complete set of all barrel stamped postage statement forms to: IRS, Attn: Chris Rodriguez, Room 6242, (202) 622-3374, 1111 Constitution Ave., NW, Washington, DC 20224.

## **SECTION 2 – MATERIALS**

**2.1 FURNISHED BY GOVERNMENT:** 1) Electronic text for items (A) thru (H)\*, 2) electronic copy for Document 7425 and IRS carton labels; 3) Electronic media for address file; 4) Government Bills of Lading; 5) Forms 2040 (Distribution/Shipping List , 13456 (IRS Publishing Postage Report); 6) 13456-A (Fax Cover Sheet for IRS USPS Postage Statements) in a PDF fillable file format provided via e-mail; 7) Postage and fees paid mailing indicia.

\*Note: Electronic transfer will be via e-mail or File Transfer Protocol (FTP) or Windows formatted 1.44 Megabyte floppy disk, Zip Disk or CD RW disk in Portal Document Format (PDF) generated from Adobe Acrobat 5.0 or later (We will supply a color composite PDF file, if requested, and all fonts will be embedded in the files at the PDF level). **Do not unembed fonts!** This may result in a loss of data. The PDFs are backward compatible to Adobe Acrobat 4.0. Prior to image processing the contractor is responsible for checking files to insure that such features as bleeds, register marks, and correct file output selection have been provided for, so as to correctly output for printing. The contractor must supply necessary trapping. High-resolution image processors must be used if generating films.

**2.1.1 DISPOSITION OF FURNISHED MATERIALS:** Copy may be disposed of at contractor's discretion 30 days after completion of final shipments.

**2.2 FURNISHED BY CONTRACTOR:** All other materials and operations necessary to fulfill the contract requirements, including telephone, facsimile transmission capability, personal computer, internet access and the following:

For completing Forms 2040, 13456, and 13456-A, the contractor is required to have Internet access provided through an Internet Service Provider (ISP), an e-mail account and a web browser equivalent to Internet Explorer 6.0 or Netscape 4.0. In addition, the contractor is required to have Adobe Acrobat 5.05 (or higher) software (not Adobe Reader). The contractor must furnish an e-mail address for the IRS to e-mail the form mentioned above.

**2.2.1 JCP STANDARDS:** The specifications of all papers furnished must be in accordance with those listed herein or listed for the corresponding JCP Code numbers in the "Government Paper Specification Standards No. 11" dated February 1999

- 2.2.2 White Offset Book Paper, basis weight: 50 lbs. (per 500 sheets, 25 x 38"), equal to JCP Code A60 or A70.
- 2.2.3 White, Yellow, and Pink Writing Paper, basis weight: 18 or 20 lbs. (per 500 sheets, 17 x 22"), equal to JCP Code D10.
- 2.2.4 White or Natural Shade Newsprint Paper, basis weight 25 – 32lbs. (per 500 sheets, 24 x 36"), equal to JCP Code A10.
- 2.2.5 White Latex Impregnated label, basis weight: 60-70 lbs. (per 500 sheets, 25 x 38").

### **SECTION 3 – FORMS SPECIFICATIONS**

| 3.1 | <u>Item Number</u> | <u>Item Name</u> |
|-----|--------------------|------------------|
|     | (A)                | F 1040           |
|     | (B)                | F 1040 A         |
|     | (C)                | F 1040 EZ        |
|     | (D)                | F 1040 A&B       |
|     | (E)                | F 1040 A SCH. 1  |
|     | (F)                | F 1040 A SCH. 2  |
|     | (G)                | F 1040 EIC       |
|     | (H)                | I 1040 A SCH 2   |

### **3.2 QUANTITY**

|          | (P)         |          |          | (L)       |          |          |            |
|----------|-------------|----------|----------|-----------|----------|----------|------------|
|          | Post Office | Cat. No. | Req. No. | Libraries | Cat. No. | Req. No. | Total      |
| Item (A) | 2,928,000   | (12599G) | 04-00900 | 1,878,000 | (12600W) | 04-00901 | 4,806,000  |
| Item (B) | 2,502,000   | (12602S) | 04-00903 | 1,455,000 | (12601H) | 03-00904 | 3,957,000  |
| Item (C) | 2,538,000   | (12616G) | 04-00906 | 1,470,000 | (12617R) | 03-00907 | 4,008,000  |
| Item (D) | 1,443,000   | (12613Z) | 04-00909 | 885,000   | (12614K) | 03-00910 | 2,328,000  |
| Item (E) | 897,000     | (12606K) | 04-00912 | 309,000   | (12607V) | 03-00913 | 1,206,000  |
| Item (F) | 858,000     | (12609R) | 04-00915 | 282,000   | (12610S) | 03-00916 | 1,140,000  |
| Item (G) | 1,107,000   | (20834G) | 04-00918 | 513,000   | (14637D) | 03-00919 | 1,620,000  |
| Item (H) | 209,000     | (30139Y) | 04-00980 | 134,000   | (30139Y) | 03-00980 | 343,000    |
| Total    | 12,273,000  | (20834G) | 04-00918 | 6,792,000 | (14637D) | 03-00919 | 16,630,000 |

### **3.3 FORMAT:**

- 3.3.1 **Item (A)** prints face and back, in **Black and PMS 3005(Blue)**, on white offset book or white writing paper (contractor's option). The blue printing is a screened background equal to 10% tone of 110 line screen (may be simulated).
- 3.3.2 **Items (B), (E), and (F)** print face and back, in **Black and PMS 185(Red)**, on white offset book or white writing paper (contractor's option). The red printing is a screened background equal to 15% tone of 110 line screen (may be simulated).
- 3.3.3 **Item (C)** prints face and back on white offset book or white writing paper (contractor's option). **Face prints Black and PMS 338(Green). Back prints in black ink only.** The green printing is a 15% tone of 110 line screen (may be simulated).

**3.3.3.1 Registration:** Registration must be  $\pm .02$ " both horizontally and vertically, between the Black and Green/Red ink colors.

3.3.4 **Items (D) and (G)** print face and back in **Black ink only** on white offset book or white writing paper (contractor's option).

3.3.5 **Item H** is a 4-page product that prints head to head in **Black ink only** on newsprint, white offset book, or white writing paper (contractor's option).

**3.4 TRIM SIZE:** Items (A) thru (G) trim four sides to 8 x 10-7/8 to 11". Item H folds from 16 x 11" to 8 x 10-7/8 to 11", title out, trim three sides.

**3.5 DOCUMENT 7425:** Prints face only in **black ink** on **YELLOW** writing paper. Shoot furnished electronic copy. Trim Size – 8-1/2 x 5-1/2"; Margins -- adequate gripper; Center image in the finished trim size; Trim four sides; Insert one (1) copy in each carton (see Section 4.1 for placement). See exhibit 4.

**3.6 IRS CARTON LABEL (Form 6153):** Contractor must reproduce as necessary on Blue Writing paper. (See Section 4.4.3.)

**3.7 GPO IMPRINT:** Contractor must set a GPO imprint line and insert on each item contractor prints, in accordance with Contract Terms, GPO Publication 310.2 (page 9).

**3.8 PROOFS:** Submit proofs to U.S. Government Printing Office, Room A843, Team 10, 27 G STREET NW, WASHINGTON, D.C. 20401, Attn: Frank Yator, (202) 512-2044. The container and accompanying documentation must be marked "Attention: IRS Federal Tax Forms Program PROOFS" and must include the GPO Jacket Number. Submit 2 set(s) of composite Dylux, or similar proofs for each item (A, B, C, D, E, F, G, and H) with margins indicated for all single and two-color pages. In addition to indicating margins, proofs submitted for two-color pages must show color breaks. Proofs must be submitted as soon as the contractor deems necessary in order to comply with the contract schedule. Proofs will be withheld 5 workdays after receipt until they are made available for pickup by the contractor. Contractor is not authorized to print prior to his receipt of an approval or conditional approval. Do not return electronic media with proofs.

**SECTION 4 - DISTRIBUTION:** (FOB Contractor's City) Government Bills of Lading will be furnished as necessary.

**NOTE:** If the contractor is having a problem with commercial carriers call IRS, Traffic and Transportation Unit, Bill Bracken, 972-308-1932.

#### 4.1 SHIPMENTS

4.1.1 **MOTOR FREIGHT SHIPMENTS** (17 cartons or more per destination) Bills of Lading will be provided: Ship approximately 2,580 cartons to 67 destinations on 73 pallets/skids. These shipments combine a mixture of items on each pallet/skid for each destination.

4.1.2 **SMALL PACKAGE CARRIER (SPC) SHIPMENTS** (16 cartons or less per destination) IRS will set up an account for all small package carrier shipments: Ship approximately 1,977 cartons to 177 destinations. These shipments combine a mixture of items for each destination.

4.1.3 **PARCEL POST MAILING:** *Post office addresses must ship via USPS, because the post office will not accept SPC shipments from commercial carriers. Mail approximately 1,798 cartons to 123 destinations. These shipments combine a mixture of items for each destination.*

**NOTE:** The contractor must submit a copy of the SPC log book used for this contract to: IRS, Room 6242, Attention Chris Rodriguez, W:CAR:MP:P:W:T, 1111 Constitution Ave., Washington, DC 20224

4.1.4 **PACKING:** Pack separately, by item and code, 3,000 per carton, in 2 stacks, with a chipboard across the top of the 2 stacks.

**Contractor to Furnish All Cartons and Jiffy Bags:** Cartons must be corrugated or solid fiber shipping containers, 1380 kPa (200 psi) minimum bursting strength. Bottom flaps may be glued, stapled, or sealed with polyester tape 2 to 3" width, minimum 12 kNm (65 lbs./inch) transverse tensile strength). If stapled, cartons must be stapled before packing and without damage to pamphlets. Cartons are to be sealed at top with 2 to 3" paper or polyester tape (not reinforced). Contractor will determine exact dimensions of carton in accordance with trim size of pamphlets he will produce. Cartons used for bulk

shipments require a Pink carton label. Shrink-wrap packaging is **NOT** allowed. **Cartons are to be packed full. No partial cartons allowed.**

**4.2 PALLETS: Pallets are only required for shipments to IRS Distribution Centers.** Pallets must be type III and must conform with Federal Specifications NN-P-71C, and any amendments thereto except for dimensions (as shown under Exhibit 3) and single center stringer. Full entry **MUST** be on the 40" width. Strict adherence to these dimensions is necessary to accommodate storage requirements of IRS distribution centers. Receipt of incorrect pallets may result in a charge for each incorrect pallet, which will be assessed against the contractor. This charge will cover additional costs incurred by IRS to repalletize the shipment onto correct pallets. Cartons shall be stacked on pallets with a maximum height of 55", including pallet. Do **NOT** use metal strapping or pallet caps for securing material on pallets. There must be no more than one partial pallet per destination.

Cartons shall be stacked on pallets using a reverse layer pattern, 9 cartons per layer. (See Exhibit 3). Cartons must be fastened securely to the pallet in a manner that will prevent movement during transit but permit ready removal, without damage to the cartons, at destinations.

**4.3 GOVERNMENT BILLS OF Lading (GBLs)/ SMALL PACKAGE CARRIER (SPC) ACCOUNT/UNITEDSTATES POSTAL SERVICE (USPS):** Government Bills of Lading will be furnished for all bulk shipments over 750 pounds. An IRS SPC account will be established for the contractor for shipments weighing between ONE pound and 749 pounds. All shipments weighing less than one pound, addressed to a Post Office, or being shipped to a post office box must be shipped Parcel Post via USPS.

**NOTE:** If a problem arises with the SPC and the problem isn't satisfactorily resolved within one day, contact Chris Rodriguez the Internal Revenue Service at (202) 622-3374.

#### **4.4 LABELS**

4.4.1 Address Labels: In addition to the carton labels, the contractor must create all necessary address labels. IRS will supply electronic media via FTP/e-mail for imaging address labels, produced in ASCII-flat file format by the date stated in the schedule. Contractor will have to manipulate text into a maximum of 8 lines per address. The furnished address file is raw unedited mail label record data and will have to be formatted at the contractor's expense. (See Exhibit 11). The raw data has been passed through finalist software.

4.4.2 Motor freight shipments require five address labels per pallet/skid. The address labels must be affixed to all 4 sides of the stretch wrap and to the top of each loaded pallet/skid.

4.4.3 SPC shipments require one address label per carton. The address labels must be affixed to the top of each and every carton.

**NOTE: If an address contains a street and post office box, the post office box MUST NOT appear on the address label.**

Labels must be imaged in black with a minimum 12 point (height not character per inch) sans serif typeface on 60 70lbs. White Latex Impregnated label stock.

Test electronic distribution file: **IRS will provide a test electronic media file via FTP/e-mail for imaging address labels, produced in ASII (flat file) format. The information on the test file is being provided so that the contractor can program the information for placement in the applicable fields. The results of the programming (including 25 sample labels) must be shared with IRS within 5-workdays after receipt. All debugging (if required) and programming must be completed within 5-workdays prior to the receipt of the final electronic address file (see schedule).**

4.4.4 Return Address: IRS, 2402 East Empire, Bloomington, IL 61799, Official Business, Penalty For Private Use, \$300

4.4.5 IRS Carton Label (Form 6153): In addition to the address label, a carton label must be SECURELY applied to one end of each carton. Copy will be supplied and it must be reproduced at 100% and printed on Pink paper. This label is to identify the contents of the carton. (See Exhibit 2)

**NOTE:** In the event that carton labels are not securely affixed to the cartons and/or contain incorrect information they will be considered mislabeled. Also, if the cartons are crushing, collapsing, and/or bursting, and it is determined that the cause

is due to the cartons not being packed solid, or some other reason within the contractor's control, the contractor will be charged \$2.00 per carton for relabeling, repacking, and/or repalletizing.

**4.5 DOCUMENT 7425** (Use for all cartons listed in Section 4.1): Place one copy inside each carton, on top of the printed material.

**4.6 IRS RESIDENT COORDINATOR:** One or more IRS representatives may be stationed at the contractor's and/or subcontractor's facility to provide project coordination in the receipt of cartridges, verification and organization of the address cartridges and labels, monitoring of the printing, binding, quality control sample selection and inspection, and monitoring of the labeling, packing, and staging of the tax packages. These coordinators do not have contractual authority and cannot make changes in the specifications or contract terms but are to bring any and all defects they see to the attention of the company Quality Control Officer. These coordinators will have full and unrestricted access to all production areas where IRS work is being produced. **The contractor will furnish office space to include a desk, telephone, personal computer with internet access to send and receive e-mail. Personal computer must be loaded with Adobe Acrobat 5.0 or higher software, Microsoft Word and Microsoft Excel 97 for submitting reports. Access to a fax machine will also be required for the coordinators.** This space will be in an enclosed, secure area adjacent to the binding/ mailing operations. (Long distance charges will be reimbursed by the Government). The coordinators are to receive a sample copy for every 3,000 run.

**NOTE:** If the contractor is having a problem with small package carrier (UPS) and the problem isn't satisfactorily resolved within one day, contact Chris Rodriguez of the Internal Revenue Service at 202-622-3374.

## **SECTION 5 – QUALITY SYSTEMS**

5.1 Quality Systems: The prime contractor shall initiate, prior to start-up and maintain throughout the life of this contract, Quality Systems to assure conformance to all requirements of this contract. The Quality Systems should be documented in a Quality Systems Plan. The plan should also address what actions will be initiated when defects are detected.

5.1.1 The Quality Systems shall assure the quality of components from subcontractors and subsidiary plants. This element includes assuring that components from different sources will be compatible BEFORE the start of production.

5.1.2 The Quality Systems shall include procedures for assuring that all variable data are accurately and completely printed and that all addressed items are mailed. These procedures shall explicitly describe the methods to be used to assure that no records are missed or duplicated when an interruption of variable printing occurs (e.g., due to equipment malfunction).

5.2 Quality Systems Official: The prime contractor shall designate an official who shall monitor and coordinate the quality system. This official shall serve as the Government's single point of contact on quality matters during the life of the contract. The name of the official shall be provided in the plan along with title, position, and telephone number.

5.3 Records of tests, inspections, and critical process controls shall be time stamped and maintained on file. The records must be made available to the GPO and/or IRS inspector until the expiration of the warranty period of this contract. Copies of the forms used to record the inspections and test results shall be submitted with the plan.

5.3.1 All quality control samples must be produced at no additional cost to the Government.

5.4 Inspection by the Government: The right of the Government to make general or specialized tests and inspections **DOES NOT RELIEVE THE CONTRACTOR OF ANY RESPONSIBILITY.**

5.4.1 Performance of all elements and functions of the Quality Systems shall not relieve the contractor of responsibility for meeting all requirements in this contract.

5.5 Quality Systems Plan: The prime contractor shall submit, in duplicate, written outline plans of the Quality Systems and copies of the forms by the date in the schedule in Section 1. The plans shall be submitted to the Contracting Officer, U.S. Government Printing Office, Stop PPP, Room C-817, Attention: IRS Control Desk, 27 G Street NW, Washington, D.C. 20401. The proposed Quality Systems Plans are subject to Government approval.

5.6 QUALITY ASSURANCE LEVELS AND STANDARDS: The following levels and standards, per GPO Publication 310.1, shall apply to these specifications:

## Product Quality Levels:

- (a) Printing Attributes -- Level III
- (b) Finishing Attributes -- 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       | O.K. Press Sheets         |
| P-9. Solid and Screen Tint Color Match | O.K. Press Sheets         |

Special Instructions: In the event that inspection of the press sheets is waived by the Government, the following listed alternate standards (in order of precedence) shall become the Specified Standards.

- P-7. Furnished electronic copy.
- P-9. Government furnished material, color match for Pantone Matching System,

6.7 Compliance: To monitor compliance with IRS tax work production specifications, one or more quality assurance inspections of the tax packages may be conducted by Government Printing Office and/or Internal Revenue Service personnel.

**SECTION 7. PRODUCTION SAMPLES:**

NOTE: The copies included in A and B are to be considered sample copies and will not be included in the quantity ordered and may not be included in the quantity billed. Shipping of these samples are to be at the contractors expense, and must be sent by a traceable means.

A. **QUALITY ASSURANCE RANDOM COPIES** - The contractor **MUST** submit 3,000 quality assurance copies (200 each of Items (A) thru (G) for both versions, plus item (H)) from the entire run at the completion of production, to test for compliance against specifications. The contractor must divide their entire order into equal sublots and select 1 copy from a different general area of each subplot. The contractor will be required to execute the "Certificate of Selection of Random Copies", furnished by GPO, certifying that copies were selected as directed.

These randomly selected copies must be packed separately and identified by a special Government-furnished Pink label, affixed to each affected container. Additional labels, if needed, are to be reproduced on Pink stock. The container and its contents shall be recorded separately on all shipping documents and sent to **U.S. Government Printing Office, Printing Procurement, Stop: PPSQ, Room A-843, Quality Assurance Section, Washington, DC 20401.**

Submit a copy of the SPECIFICATIONS and the signed Government-furnished "Certificate of Selection of Random Copies", along with the Quality Assurance Random Copies.

B. **IRS SAMPLES:** Send via traceable means 10 copies each of Items (A) thru (H) within 3 workdays after press startup to the following address.

Internal Revenue Service  
 Room 6242  
 Attention: Chris Rodriguez – SE:W:CAR:MP:P:W:T  
 1111 Constitution Avenue, N.W.  
 Washington, D.C. 20224

Section 7 – OFFERS (BIDS): Offers must include the cost of all materials and operations for the total quantity ordered in accordance with these specifications.

**BILLING ADJUSTMENTS DUE TO SCHEDULED QUANTITY CHANGES (+ or -) AND THE SUBTRACTION OF UNDELIVERABLES WILL BE AT THE CONTRACTOR'S "ADDITIONAL RATE".** Prices for these "ADDITIONAL RATES" must be based on a continuing run and must be exclusive of all preliminary charges, and will not be a factor in determining award. Bidder **MUST** submit a price for each line item under "Additional Rate" Section. If an entry of NC (No Charge) is entered it shall be held the bidder intends to furnish those individual items at no charge to the Government. NA (Not Applicable) should be entered if a line item will not be used.

Transportation charges are **NOT** a factor in determining award.

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

8.1 Printing, trimming, and packing Item (A) 4,806,000 copies; Item (B) 3,957,000 copies; Item (C) 4,008,000 copies; Item (D) 2,328,000 copies; Item (E) 1,206,000 copies; Item (F) 1,140,000 copies; Item (G) 1,620,000 copies; (H) 343,000 copies; 6,355 copies of Document 7425; and labeling, packing, storing, staging, & turnover.

.....\$ \_\_\_\_\_

The bidder must state the cost for Imaging address labels included in the total bid price above

(per 1,000).....\$ \_\_\_\_\_

8.2 Prices for additional quantities

"ADDITIONAL RATE"

8.2.1 Printing and trimming Item (A), (2 page 2 color).....per 1,000..\$ \_\_\_\_\_

8.2.2 Printing and trimming Item (B), (2 page 2 color).....per 1,000..\$ \_\_\_\_\_

8.2.3 Printing and trimming Item (C), (2 page 2 color).....per 1,000..\$ \_\_\_\_\_

8.2.4 Printing and trimming Item (D), (2 page 1 color).....per 1,000..\$ \_\_\_\_\_

8.2.5 Printing and trimming Item (E), (2 page 2 color).....per 1,000..\$ \_\_\_\_\_

8.2.6 Printing and trimming Item (F), (2 page 2 color).....per 1,000..\$ \_\_\_\_\_

8.2.7 Printing and trimming Item (G), (2 page 1 color).....per 1,000..\$ \_\_\_\_\_

8.2.8 Printing and trimming Item (H), (4 page 1 color).....per 1,000..\$ \_\_\_\_\_

8.2.9 Palletizing on Postal Pallets..(Include loading and wrapping).....per pallet..\$ \_\_\_\_\_

8.2.10 Labeling, packing, storing, and turnover of FULL carton quantities to fulfill any additional packing plans that exceed what is listed in Section 4.1 or for excess quantities as described in Section 1.6. (Do not include printing costs).

A. Forms (packed 3,000 per carton).....per carton..\$ \_\_\_\_\_

B. Palletizing on IRS Pallets..(Include loading and wrapping).....per pallet....\$ \_\_\_\_\_

8.2.11 Printing media Adobe's PDF.

Adobe's PDF. Color composite. (Vendor will have to separate.)

8.2.12 Guaranteed maximum weight of each packing plan (to .0001 pound): \_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_

8.4 Location of shipping point/staging area:

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_.

8.5 Name of Contact person: \_\_\_\_\_ Phone Number: \_\_\_\_\_ FAX Number: \_\_\_\_\_

Email address (required) \_\_\_\_\_.

FTP address (required) \_\_\_\_\_

\_\_\_\_\_  
Name of Firm

\_\_\_\_\_  
Signature of Bidder

***8.6 At the same time invoices are submitted to GPO for payment, contractor must submit a duplicate copy to IRS, Room 6242, Attn: Chris Rodriguez, W:CAR:MP:P:W:T, 1111 Constitution Ave. NW, Washington, DC 20224.***

Bidder must fill out and sign Page 11 of these specifications and return it with the bid.

SUBMIT WRITTEN BIDS TO: U.S. Government Printing Office, Bid Section (PPSB), 36 H Street NW, Room C-161, Washington, DC 20404.

FACSIMILE BIDS are permitted. Submit facsimile bids to FAX No. 202-512-1782, one bid per facsimile. Refer to Solicitation Provisions in GPO Contract Terms (GPO Pub. 310.2), Page 1, Paragraph 6.

*Note: With each bid submitted, whether written or facsimile, bidder must provide a duplicate copy.*