

RESTRICTION ON LOCATION OF PRODUCTION FACILITIES: All production facilities used in the manufacture of the product(s) ordered under this contract must be located within the **CENTRAL AREA**. See map herein

Specifications by FHY
Page 1 of 10
Reviewed by IRS

Jacket 303-504
IRS Req.4-00504
Catalog No. 10311G

BIDS SHALL BE PUBLICLY OPENED AT 11:00 A.M., PREVAILING WASHINGTON, D.C. TIME ON OCTOBER 29, 2004.

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

U.S. Government Printing Office (GPO) Specifications, 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 (Rev. 8-02)).

SPECIFICATIONS FOR CONTRACT PRINTING AND BINDING OF PUBLICATION 17 FOR TAX YEAR 2004

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SCOPE: These specifications cover printing and binding of 1,173,190 copies of a 324 page publication with separate wraparound cover. Some copies will require packing into one-piece mailing containers, and some packing into shipping bags or cartons in various quantities for distribution by Package Services Parcel Post mailing, small package carrier, or freight. Some quantities will require distribution on a weekly basis.

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

OVERVIEW: Publication 17 is a key component of the Internal Revenue Service's, Individual Taxpayer Information Publications (ITIPs) program, which gets underway throughout the country the week after Thanksgiving. The success of the IRS training program depends upon the shipping of this publication by the dates specified. Failure to ship material on schedule can cause the Government excess costs for premium transportation and/or back order processing. All or a portion of the costs which are attributable to failure to ship on schedule can be assessed as actual damages.

CHANGES IN QUANTITY: The Government, for the FINAL QUANTITY, may submit increases or decreases of up to 25% of the quantities for each volume, until the date specified in the schedule. These quantity adjustments may be made by telephone and will be the FINAL quantity. 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. Any further adjustments due to extenuating circumstances will be negotiated with the contractor.

Must be full Final Quantity to all consignees. No shortages or overruns will be allowed.

Section 1 - SCHEDULE

<u>Date</u>	<u>Event</u>
10-29-04	Bid Opening
11-03-04	Notification of Award (Purchase Order Number by phone)
Negotiated	Pre-production meeting at contractor's plant
11-09-04	Contractor to receive PDF file for publication.
11-12-04	Contractor to receive 1st VITA electronic distribution files, POD files, and final quantity.
11-19-04	2nd electronic VITA distribution file to contractor
11-26-04	Complete distribution of POD and 1st VITA electronic distribution file quantities
11-29-04	Complete shipping the bulk quantities to IRS CENTRAL Area Dist. Center
12-03-04	Complete distribution of 2nd VITA electronic distribution file quantities
12-03-04	3rd electronic VITA distribution file to contractor
12-10-04	4th electronic VITA distribution file to contractor and BPOL files.
12-10-04	Complete distribution of 3rd VITA electronic distribution file quantities
12-17-04	Complete distribution of 4th VITA electronic distribution file quantities
12-23-04	Complete shipping the remainder of bulk shipments
12-27-04	Complete distribution of BPOL distribution

Daily Contractor provide report of shipping with electronic files **Form 2040**

Daily Contractor provide report of completed shipments via small package carrier and Packages mailed from the United States Postal Service (USPS) with **Barrel Stamp Date**

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 the purpose of this contract, in the event the Government is late with copy, the Government will only allow a day-for-day schedule extension. The Government will not allow grace days or entertain any requests for additional time beyond day-for-day. Actions should take place not later than the dates specified below.

1.1 A PREAWARD PLANT SURVEY may be conducted by Government Printing Office and Internal Revenue Service personnel to determine if the prospective contractors (and the subcontractors) have adequate facilities and expertise to accomplish the requirements of these specifications.

1.2 A PREPRODUCTION CONFERENCE may 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. The contractor will conduct this preproduction conference and items to be discussed are:

- 1) Processing and sorting master file magnetic cartridges, as well as the security of the cartridges and taxpayer information
- 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
- 8) Any other special requirements which are specific to this contract.

Attending this meeting will be representatives from the Internal Revenue Service and there MAY be representatives from the Government Printing Office and USPS Headquarters Office Personnel. 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. It is also required that the contractor have the local Postal Service representative in attendance.

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: 72 hours prior to press, book binding, addressing and mailing operations, the contractor must email to terry.a.costa@irs.gov and david.a.clark@irs.gov. Form 9558 (Fillable PDF to be furnished to the contractor, See Exhibit 2) 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 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 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 David A. Clark at 202-622-8083.

The contractor **must** update the Electronic Form 13456 and submit via email to IRS at postage@publish.no.irs.gov and also email to David.A.Clark@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.

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:

- 1) Date
- 2) Name of IRS publishing analyst
- 3) IRS requisition number
- 4) GPO jacket number
- 5) GPO Contractor number
- 6) Name of contractor
- 7) Contact person at contractor
- 8) Telephone number of contact person
- 9) FAX number of contact person
- 10) Number of pages faxed (*cannot exceed 32 pages including cover sheet*).
- 11) **See Exhibits 3 and 4.**

Upon completion of mailing, the contractor must send via overnight and traceable means, one complete set of all barrel stamped postage statement forms to:

IRS

Attention: David A. Clark

(202) 622-8083

Room 6242

SE:W:CAR:MP:P:W:T

1111 Constitution Ave.

Washington, DC 20224

Section 2 - MATERIALS

2.1 FURNISHED BY THE GOVERNMENT:

- 1) CD in Portable Document Format generated from Adobe Acrobat 5.0, compatible with Acrobat 4.0, with b/w lasers for text and cover. All images in the PDF file will be hi-resolution and all will be embedded (**DO NOT UNEMBED FONTS! This may result in loss of data**) Prior to image processing, the contractor is responsible for checking files contained on the furnished electronic files/media to insure that correct file output selection has been provided for, so as to correctly output for printing. Output must be generated on high resolution image processors.
- 2) Camera copy of IRS label;
- 3) Government Bill's of Lading;
- 4) Form 13456, IRS Publishing – Postage Report, in a fillable PDF file format provided via email and one copy of IRS Form 13456-A, IRS Publishing Postage Statement – FAX Cover Sheet, in a fillable PDF file format; and
- 5) Form 2040 in a PDF fillable Adobe Acrobat 5.0 file format provided via e-mail;

6) USPS Form 3615, Mailing Permit Application and Customer Profile;

2.1.1 **DISPOSITION OF FURNISHED MATERIALS:** All materials supplied by the IRS must be returned by a traceable means at contractor's expense, to: Internal Revenue Service, 1111 Constitution Avenue, NW, Washington, D.C. 20224, Attn: David A. Clark, Room 6242, SE:W:CAR:MP:P:W:T.

2.2 **Furnished by the Contractor:** All other materials and operations necessary to fulfill the contract requirements, including telephone and facsimile transmission capability, and the following:

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. The contractor is also required to have Adobe Acrobat 6.0 Standard (or higher) software (not Adobe Reader). **The contractor must furnish an email address for the IRS to email the forms 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/Natural Shade Newsprint (MUST be a light shade) Newsprint, basis weight: 25 to 32 lbs per 500 sheets, 24 x 36", equal to JCP Code A10**

All text paper used in each copy must be of a uniform shade.

2.2.3 **White Vellum Finish Cover** basis weight: 50 lbs per 500 sheets, 20 x 26", must equal JCP Code L20.

All cover paper must have the grain parallel to the spine.

2.3 Electronic files for POD distribution and POL distribution and record layouts. Files were created on an IBM platform. Files created are in ASCII text format, ZIP code sorted. Contractor will have to manipulate text into a maximum of 8 lines per address for distribution. A first sort by transportation mode is suggested. Files will be emailed or sent via FTP to contractor. Any files received in unusable condition will be replaced by IRS on an expedited basis. It is the contractor's responsibility to report such occurrences to David A. Clark at 202-622-8083 and the IRS resident Coordinator as soon as discovered.

SECTION 3 - BOOK SPECIFICATIONS:

3.1 **Number of Pages:** 324 Pages plus wrap around cover.

3.2 **Quantity:** 1,173,190 Copies.

3.3 **Trim Size:** Text and cover trim 3 sides to 8-3/8 x 10-7/8".

3.4 **Format:**

3.4.1 **Text:** All text pages print on White/Natural Shade Newsprint (MUST be a light shade) Newsprint, basis weight: 25 to 32 lbs per 500 sheets, 24 x 36". All text paper used in each copy must be of a uniform shade.

3.4.2 **Cover:** Covers print on 50 White Vellum Finish Cover stock

3.5 **Ink:**

3.5.1 **Text:** Black.

3.5.2 **Covers:** Covers 1 thru 4 print in Pantone 300 Blue only.

3.6 **Margins:**

3.6.1 **Text:** Head 3/8", Outside 3/8". NOTE: Camera copy for text is to be shot at 100%

3.6.2 **Covers:** 1/2" head, center left and right.

3.7 Contractor must set and insert a GPO imprint line, per page 9 of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 6-01).

3.8 **Binding:** Perfect-bind text with wraparound cover.

3.9 **Proofs:** Submit two sets of composite Dylux or similar proofs for each package with margins indicated as soon as the contractor deems necessary in order to comply with the contract schedule. Dylux proofs shall consist of complete signatures with all illustrations in proper position (not pasted up), and all images imposed in correct location, exposed face and back, folded and trimmed to the finish size of the product. At the contractor's option digital proofs created using the same Raster Image Processor (RIP) that will be used to produce the product. Proofs shall be collated in page sequence with all elements in proper position (not pasted up), imaged face and back, and trimmed to the finished size of the product. Proofs will be withheld 5 workdays from receipt in the GPO until they are made available for pickup by the contractor. The contractor is not authorized to print prior to his receipt of an approval or conditional approval. Do not return the electronic media with the proofs

Submit proofs directly to: US Government Printing Office, STOP: CSAB, Room A843, 27 G Street NW, Washington, DC 20224. The container and accompanying documentation must be marked "Attention: Frank Yator (Team #10), BOOK PROOFS" and must include the GPO Jacket Number.

Section 4 - MAILING/SHIPPING/PACKING:

4.1 **ELECTRONIC DISTRIBUTION/SHIPPING VERIFICATION (Form 2040):** Contractor is required to complete and e-mail Form 2040 to the IRS when shipping begins. Form 2040 is in a PDF fillable Adobe Acrobat 5.0 file format. The majority of the information will be included in the report from the IRS to the contractor but the contractor is responsible for the verification and correctness of information supplied back to IRS. If there is any information missing or incorrect, please contact David A. Clark on (202) 622-8083. (See Exhibit 5)

The contractor **must** update the Electronic Form 2040 and transmit via e-mail to IRS each day shipping occurs. **Any delay or missed input could result in delay of payment.**

4.2 **Small Package Carrier Shipments (SPC):** The contractor will be required to ship via traceable means," by IRS small package carrier. **The IRS will provide an IRS small package account number and tracing labels. Contractor must notify the IRS Logistics Management Unit at 202-622-7350, at least 5 workdays prior to the first scheduled ship date, to ensure a carrier account number has been established and/or is valid.** If there is any uncertainty concerning the instructions for small package carrier shipments, the contractor must call IRS prior to the first ship date for clarification. One portion of the carrier tracing label will be required to be affixed to the left of the address label of each package. The shipper receipt portion of the tracing label must contain a complete street address. **Shipments destined outside the Continental United States must be made via the SPC second day air service. Addresses with P.O. Boxes and US Post Offices cannot ship by small package carrier; they must ship via U.S.P.S., Packing Services Parcel Post.**

Air Shipments: The contractor must contact the designated air freight carrier to coordinate all air shipments and ensure that pallets are accepted and that the maximum pallet weight is within that specific carrier's allowable weight limit. This must be done for each air ship destination. This will alert them to any restrictions the designated airport may have, especially if it is a small airport with limited floor-weight capacity. Over 500 lbs, use air bills provided. Under 500 lbs, use UPS Air Express – Next or Second Day delivery.

Multiple Truckload Shipments: Whenever possible full truckloads should be utilized (e.g., use a full truckload and a partial truckload rather than two partial truckloads). The contractor will be provided multiple GBL's for shipments to an individual destination exceeding a truckload. Only one bill of lading should be released for each truckload. Any extra GBL's should be returned to the IRS, NOT to the GPO

4.2.1 Contractors are required to use a two-part manifest shipping report 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) consignee name; 2) complete consignee address; 3) zone; 4) weight; and 5) the matching shipper receipt portion of the traceable label. The original copy of the report should accompany the shipment. **Once shipping is complete, a copy of the completed manifest shipping report must be submitted, at contractor's expense by traceable means, to:**

IRS

Attention: David A. Clark (202) 622-8083

Room 6242

SE:W:CAR:MP:P:W:T
1111 Constitution Ave.
Washington, DC 20224.

4.2.2 If multiple small package carriers are to be used, an account number will be assigned for each carrier. Contractors are required to ship using the IRS designated carrier(s) and the assigned account number(s) or be responsible for any additional shipping costs.

NOTE: The contractor's must notify the small package carrier of the amount to be picked up in order for the carrier to provide adequate equipment for the pick up.

4.3 Motor Freight Shipments (identified by the word "Freight" on the distribution lists): Government Bills of Lading will be furnished.

4.4 Packing: Full carton quantities pack 30 Books per carton in 2 stacks. Place full size corrugated boards on top, bottom, and vertically between stacks.

4.5 Cartons: All books for IRS bulk shipments must be packed in cartons. Cartons must be corrugated or solid fiber shipping containers, 200 psi minimum bursting strength. Bottom flaps may be glued, stapled, or sealed with polyester tape 2 to 3" width, minimum 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). Approximate carton size is 17-1/2 x 11-1/2 x 9". **Contractor must determine exact dimensions of carton in accordance with final trim size of books.** Cartons used for bulk shipments require a carton label. **ALL CARTONS MUST BE PACKED SOLID.**

4.6 Carton Labels:

4.6.1 An IRS carton label must be applied to one end of each carton for all freight shipments.

CAUTION: 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.

4.7 Pallets: Contractor must furnish all pallets necessary.

4.7.1 IRS Pallets (required for motor freight 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 (See Exhibit 6) 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.

4.7.2 Pallet Wrapping: Loaded pallets must be machine wrapped with shrinkable or stretchable plastic strong enough to retain the integrity of the pallet during transportation and handling.

Do NOT use metal strapping or pallet caps for securing material on pallets. There must be no more than one partial pallet per destination.

4.7.3 Pallet Height: Maximum height of 139.5 cm (55"), including pallet, must be maintained. Do Not Double Stack Loaded Pallets.

4.8 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, and packing 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, and access to a nearby fax machine 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). Desk and telephone access are also required for a postal clerk during the turnover of packages to the Postal Service.

NOTE: If the contractor is having a problem with the motor freight or small package carrier shipments and it cannot be resolved by the coordinator, the contractor must contact David A. Clark at 202-622-8083.

4.9 LABELING AND MARKING (packing and/ or container label): Reproduce shipping container label from furnished repro, at 100% on white paper, fill in appropriate blanks and attach to one end of every shipping container. Correct labeling of shipping cartons, in strict accordance with the requirements of these specifications, is essential to the identification, distribution and warehousing activities of the ordering agency. For POD and POL distributions, the contractor must produce address labels with up to 8 lines of consignee address, using the furnished file and affix one per container label. The air shipped consignees will have "AIR SHIP" designated in the "TRANS MODE" field of the record layout, small package carrier shipments will have "UPS/RPS" designated, freight shipments will have "MOTOR" designated, and mailed shipments will have "POST" designated. If not entered on the carton label copy furnished by the IRS, the following items must be filled in by the contractor in a 12 Point Bold typeface: Carton # ___ of ___ (small package carrier shipments only); From (Contractor's Name and Address); To* (Consignee, complete address must appear on carton label); Carton Quantity (Number of copies in each carton); and GPO Jacket Number (and Program Number and Print Order Number, if applicable). These Carton Labels will be e-mailed directly to the contractor from the printing specialist.

Section 5 - Quality Assurance

5.1 Quality Assurance Levels and Standards: The following levels and standards shall apply to these specifications:

Product Quality Levels:

- (a) Printing Attributes -- Level III.
- (b) Finishing Attributes -- Level III.

Inspection Levels (from ANSI/ASQC 21.4):

- (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 press sheets is waived by the Government, the following listed alternate standards (in order of precedence) shall become the Specified Standards:

- P-7. Government furnished electronic files
- P-9. Pantone Matching System.

5.2 QUALITY ASSURANCE RANDOM COPIES: The contractor MUST submit 200 quality assurance random copies at the completion of production to test for compliance against specifications. The contractor must divide the entire order into equal sub-lots and select one copy from a different general area of each sub-lot. The contractor will be required to execute "Certificate of Selection of Random Copies", furnished by GPO, certifying that copies were selected as directed. The random copies constitute a part of the total quantity ordered, and no additional charge will be allowed.

These randomly selected copies must be packed separately and identified by a special 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 at contractor's expense, by traceable means, to: U.S. Government Printing Office, Printing Procurement, Stop: PPSQ, Room A-843, Quality Assurance Section, Washington, DC 20401.

A copy of the SPECIFICATIONS and the signed Government-furnished "Certificate of Selection of Random Copies" must be included with the Quality Assurance Random Copies.

SECTION 6 - DISTRIBUTION SCHEDULE.

The contractor must ship in the following sequence:

1. VITA distribution, continuing as per contract schedule
2. POD electronic distribution quantities (as listed on the electronic file).
3. Area distribution center quantities.

4. Remainder of F.O.B. Contractor's city shipments
5. BPOL electronic distribution quantities (as listed on electronic file).

Ship F.O.B. Destination:

Ship 20 sample copies to:

U.S. Government Printing Office
Attn: IRS Control Desk
732 North Capitol Street,
Stop: PPP, Room C-817
Washington, DC 20401.

Ship 30 sample copies and furnished material to

IRS
Attention: David A. Clark (202) 622-8083
Room 6242
SE:W:CAR:MP:P:W:T
1111 Constitution Ave.
Washington, DC 20224.

The remaining consignments ship F.O.B. Contractor's city (see Exhibit 1):

Ship 595,110 copies to 5 destinations by designated small package carrier or furnished Government Bills of Lading (see Exhibit 1A (destinations marked with an asterisk)).

VITA Distribution:

Ship approximately 151,970 to various destinations nationwide in quantities ranging from 1 to 2,000 copies.

POD distribution:

Ship approximately 105,900 copies to 153 destinations in full carton quantities (See Exhibit 1B).

BPOL distribution:

Ship/mail approximately 320,010 copies to 1,015 destinations in full carton quantities (See Exhibit 1C).

Note: POD/BPOL final quantities may vary from the quantities shown in the contract. When this occurs, distribute POD/BPOL quantities to addresses as furnished on the disks/electronic files.

Section 7 - OFFERS:

Offers must include the cost of all materials and operations for the total quantity ordered in accordance with these specifications. In addition, a price must be submitted for each additional 1,000 copies. The price for additional quantities must be based on a continuing run, exclusive of all basic or preliminary charges and will not be a factor for determination of award.

Transportation charges for bulk shipments are a factor in determining award.

Contractor **MUST** indicate in his bid the **WEIGHT** of the paper he will furnish for each part of the set. This information is needed to evaluate freight and/or mail costs for award purposes. If this information is not indicated in the bid, the bid will be evaluated using the **MAXIMUM** specified paper weight.

Contractor must give the location (post office city and state) from which any required mailing will be made and the location (city and state) of the plant(s) from which this product will be shipped. NOTE: Unless a different shipping point(s) is indicated by the bidder on GPO Form 910, the city and state shown as the bidder's address thereon will be used for determination of transportation charges. If shipment is not made from evaluation point contractor will be responsible for any additional shipping costs incurred. Contractor is responsible for all deliveries in own ICC commercial zone per GPO Pub 310.2 page 8 paragraph 6.

Bids received based on shipping the specified f.o.b. contractor city consignments via f.o.b. destinations will be considered non-responsive.

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

FACSIMILE BIDS are permitted.

Submit TWO copies of each facsimile bid to FAX number 202-512-1782, one bid per facsimile.

Refer to Solicitation Provisions in GPO Contract Terms (GPO Publication 3 10.2), Page 1, Paragraph 6.

