

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.

SPECIFICATIONS

U.S. Government Printing Office (GPO)
Washington, DC

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)).

PRODUCT: 100 page self-covered publication, paste on fold or saddle-wire stitch.

TITLE: Individual Retirement Arrangements.

CATALOG NUMBER: 15160X

ITEM: Pub. 590 (2004)

QUANTITY: 600,410 copies, plus or minus none.

CHANGES IN QUANTITY: The Government, for the FINAL QUANTITY, may submit increases or decreases of up to 25% in the total quantity stated above. This quantity adjustment may be made in writing or by telephone and will be the FINAL quantity. Billing adjustments for scheduled quantity changes (+ or -) will be at the contractor's quoted "ADDITIONAL RATE". If no changes have been received by November 19, 2004, the bid quantities will stand as the FINAL contract quantity. Any further adjustments, due to extenuating circumstances, will be negotiated with the contractor.

Unscheduled material such as delivery lists, receipts or instructions, 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. The Government will attempt to meet the schedules as stated in these specifications. 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.

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. 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, and placed on pallets that conform to Federal Specs NN-P-71C,

Statistical Determination of Actual Quantities Shipped: The Government has developed a Statistical Sampling Program for determining quantities received by IRS destinations. Two basic methods will be available, the hand counting method and the machine counting method. The contractor agrees that the Government may choose either or both methods for quantity verification. Where shortages occur the contractor will have to make up the shortages (if time permits) or be subject to corrective action.

TRIM SIZE: 8-3/8 to 8-1/2 x 10-7/8 to 11", bind on long dimension.

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. 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 for IRS and GPO carton labels;
- 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 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.
- 4) Form 2040 in a PDF fillable Adobe Acrobat 5.0 file format provided via e-mail.
- 5) One copy of Form 13456, IRS Publishing – Postage Report, in a fillable PDF file format provided via e-mail and one copy of IRS Form 13456-A, IRS Publishing Postage Statement – Fax Cover Sheet, in a fillable PDF file format.
- 6) Advance distribution list.

Identification markings such as register marks, ring folios, rubber stamped jacket numbers, commercial identification marks of any kind, etc., except GPO imprint, form number, and revision date, carried on copy or film, 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 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).

REPRODUCIBLES: The contractor must make all reproducibles required. Reproduce electronic media same size. Reproducibles made by the contractor may be destroyed 90 days after completion of delivery.

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 contractors 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.

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. 11 dated February 1999.

White/Natural Shade Newsprint, basis weight: 25 to 32 lbs. per 500 sheets, 24 x 36", equal to JCP Code A10.

PRESSWORK: Print head-to-head in black ink. There may be up to 3 halftones/flat tones. 133 line screen

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 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.

Format: Pages 1-100, with no blank pages.

MARGINS: Head 1/2"; center image left to right on each page.

BINDING: At contractor's option, paste on fold or saddle-wire stitch in two places on the long dimension and trim three sides 8-3/8 to 8-1/2 x 10-7/8 to 11".

PACKING: No internal wrapping or tying. Place full size corrugated boards on top, bottom, and vertically between stacks. Pack 70 copies per shipping container, in 2 stacks. Pack solid in corrugated or solid fiber shipping containers, bursting strength: 200 p.s.i., minimum. The cartons, if stapled, may only be stapled on the bottom and/or side, in accordance with GPO Contract Terms (310.2), and the label must be applied to coincide with this construction, that is, no staples are to be on the top.

Pallets are required.

Pallets for IRS consignments: Pallets must be type III and must conform with Federal Specifications NN-P-71C, and any amendments thereto except for dimensions and single center stringer (must not be double stringer). Pallets are 48" in length and 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 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 – After award contractor will be provided with diagram showing exact construction of pallets.

Palletizing: Cartons shall be stacked on pallets using a reverse layer pattern, 9 cartons per layer, with a maximum height of 55", including pallet. 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 destination. Neither metal strapping nor pallet caps are to be used. There must be no more than one partial pallet per destination.

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).

*At the contractor's option, the consignee address may be eliminated from the carton labels on all full and secure pallet loads. If this option is exercised, then in addition to the cartons being labeled, pallets require labels containing the full shipping address on all four sides of the load on the pallet.

MISLABELING/QUANTITY/LOOSE PACKING--PRICE REDUCTION

1. In addition to other inspection procedures detailed elsewhere in these specifications, each receiving office will inspect shipments for label accuracy, carton quantity, and loose packing. In the event one or more mislabeled cartons are discovered, each carton which must be opened and inspected and/or relabeled will reduce the contract price by \$2.00. In the event it is determined by the receiving office (either through the accompanying bills of lading for freight shipments or through association with other cartons received) that the contents of one or more cartons is wrong, thus resulting in a shortage of the item, the contractor will be charged the \$2.00 per carton inspection/relabeling fee mentioned above and will be required to make up the shortage for each affected office. In the event that 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 repacking and repalletizing.

2. "Mislabeling" means any error on the carton label which incorrectly states or identifies the title of the form; the form identification number; or the quantity of forms actually contained in the carton.

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

Product Quality Levels:

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

Inspection Levels (from ANSI/ASQC Z1.4):

- (a) Non-destructive Tests -- General Inspection Level I.
- (b) Destructive Tests -- Special Inspection Level S-2.

Specified Standards: The specified standards for the attributes requiring them shall be:

	<u>Attribute</u>	<u>Specified Standard</u>
P-7.	Type Quality and Uniformity	Electronic media
P-8.	Halftone Match (Single and Double Impression)	Electronic media

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.

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*).

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, Attn: David A. Clark, Room 6242, (202) 622-8083, 1111 Constitution Ave., NW, Washington, DC 20224

DISTRIBUTION: Ship f.o.b. contractor's city and f.o.b. destination as indicated.

All addresses with a PO Box must ship/mail via U.S. Postal Service.

GPO Distribution: Ship f.o.b. destination.

Ship 3 copies marked "Depository Copies - A Item 0964-B" to the U.S. Government Printing Office, Depository Receiving Section, 44 H Street, NW Loading Dock, Wash., DC 20401.

Ship 15 copies marked "File Copies" to the Library of Congress, Madison Building, Anglo-American Acquisition Division, Government Documents Section, C Street (between 1st & 2nd), SE, Washington, DC 20540.

IRS Distribution: Ship f.o.b. contractor's city.

Ship 152 ADVANCE COPIES to 6 addresses in the Washington DC area; copies range from 2-100 in accordance with distribution list to be furnished.

POD distribution: Ship/mail 129,010 copies to approx. 403 nationwide destinations in full carton quantities by method indicated on furnished files as follows: Mailed – 36 cartons to 9 destinations; Freight – 165 cartons to 1 destination with 3 pallets required; SPC – 1642 cartons to 393 destinations.

POL distribution: Ship/mail 86,590 copies to 475 nationwide destinations in full carton quantities by method indicated on furnished files as follows: Mailed – 250 cartons to 78 destinations; SPC – 987 cartons to 397 destinations.

Ship 140 copies to Ogden IRS Center, Warehouse & Dist. MS 1431 C-7, Clearfield Federal Depot, Bldg. C-7, Clearfield, UT 84016.

Ship 1,050 copies to Austin IRS Center, Warehouse & Dist. Stop 1475, 2021 East Woodward St., Austin, TX 78741.

Ship 70 copies to Kansas City IRS Center, S/R&W MS. 1424 Bldg. 22, Annex 3, 15618 West 99th St., Lenexa, KS 66219.

Ship 140 copies to IRS/FLORENCE SUBOFFICE STP623 CUMMINS/MULLINS/BELL, 7940 Kentucky Dr., Florence, KY 41042.

Ship 630 copies to Memphis IRS Center, Stop 9425, 5333 Getwell Rd., Memphis, TN 38118.

Ship 910 copies to Atlanta IRS Center, ATSC Offsite Warehouse, 2650 Button Gwinnett Drive, Doraville, GA 30340.

Ship 70 copies to Brookhaven IRS Center, Warehouse Stop 227, 1040 Waverly Avenue, Holtsville, NY 11742.

Ship 350 copies to Andover IRS Center, Warehouse #377, 377 Ballardvale Street, Wilmington, MA 01887.

Ship 280 copies to Philadelphia IRS Center, Warehouse, 11631 Carolina Road, Philadelphia, PA 19154.

Ship 38,220 copies to IRS WADC, 3041 Sunrise Blvd., Rancho Cordova, CA 95742.

Ship 268,310 copies to IRS CADC, 2402 East Empire, Bloomington, IL 61799.

Ship 74,270 copies to IRS EADC, 4300 Carolina Avenue, Richmond, VA 23222-1414.

Ship 30 sample copies and furnished material to IRS, Attn: David A. Clark, Room 6242, SE:W:CAR:MP:P:W:T, 1111 Constitution Ave., Washington, DC 20224.

Government bills of lading (GBL's) will be furnished for all freight or air express shipments to deliver outside the contractor's ICC Commercial Zone, weighing more than 750 lbs. The GBL's will have designated carriers which the contractor MUST use. The contractor must give the designated carrier a minimum of two workdays notice for pick-up. The contractor does not have the authority to change a designated carrier without IRS authorization and will be responsible for any additional shipping costs in the event of an unauthorized change. The contractor must report any carrier-related problems to the IRS immediately. Telephone area code 202-622-7350, between the hours of 8:30 am -- 3:30 pm prevailing Eastern Time, on Federal workdays. If the carrier refuses the shipment, the contractor must provide the following information: contractor's name, location, date and time of shipment refusal, carrier name, name of carrier contact, GBL number, requisition number, and a brief description of the problem. If necessary the IRS may authorize the use of another carrier. All unused GBL's should be returned to the IRS, NOT the GPO.

The contractor is responsible for ensuring that the proper weight and pieces are shown on the GBL that the date of receipt of shipment is accurately entered by the carrier's agent, and the proper paperwork is issued to the carrier. Public Vouchers, submitted by the contractor for payment of printing, must be accompanied by a signed copy of the GBL. All memorandum copies of the GBL must be legible to be acceptable as proof of shipment. The contractor will not incur or pay any freight charges when using GBL's as the carrier will bill IRS directly.

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 GBLs for shipments to an individual destination exceeding a truckload. Only one bill of lading should be released for each truckload. Any extra GBLs should be returned to the IRS, NOT to the GPO.

Small Parcel Shipments: When the contractor is required to ship via small package carrier (SPC), the IRS will provide an IRS small package carrier account number. Contractors must notify the IRS at 202-622-7350, at least three Federal workdays, prior to the scheduled ship date, if a carrier account number has not been issued. If multiple small package carriers are to be used, an account will be assigned for each carrier. Contractors are required to ship using the

designated carrier(s) and IRS account number(s) or be responsible for any additional shipping costs. If the U.S. Postal Service is used, camera copy for postage and fees paid labels will be furnished.

For IRS shipments the contractor must FAX pertinent shipping information to IRS. See under "SCHEDULE".

SCHEDULE: Purchase order number by telephone on or before November 9, 2004.

Furnished address files for POD and BPOL distribution will be received by November 22, 2004.

Furnished electronic media will be received by contractor by November 22, 2004.

Note: The Government will attempt to meet the schedules stated in these specifications. However, late Congressional tax legislation, etc., may cause a delay in Government furnished material. In such event, the schedule will be adjusted in accordance with contract terms.

Ship per the following schedule. If no shipping priority is received ship furthest destination first closest destination last.

Ship complete on or before December 29, 2004.

ELECTRONIC DAILY SHIPPING VERIFICATION: Contractor is required to complete and e-mail Form 2040 daily 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) 622-8084.

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

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.

Toll Free WATS lines to the GPO are available to successful bidders to report information regarding compliance with schedule requirements under "SCHEDULE". The toll free number is 1-800-424-9470 or 9471 and for calls originating in the Washington, DC area, (202) 512-0516 or 0517. Personnel answering these calls will be unable to respond to questions of a technical nature. These calls cannot be transferred to other telephones in GPO.

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 JCP NUMBER and the WEIGHT of the paper; and the FINISHED SIZE of the product he will furnish. 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 and trim size.

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's city consignments via f.o.b. destination will be considered nonresponsive.

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

FACSIMILE BIDS ARE PERMITTED. Submit facsimile bids to FAX number 202-512-1782, one bid per facsimile. Refer to Solicitation Provisions in GPO Contract Terms (GPO Publication 310.2), Page 1, Para. 6.

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