

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

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

BID 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)).

All of the requirements of these specifications apply equally to all items unless otherwise indicated.

SCOPE: These specifications cover printing and binding of 658,500 copies of five (5) separate self-covered pamphlets (packages) as follows Item (A) – Package 990-1, 135,600 copies of a 116 page pamphlet; Item (B) -- Package 990-2, 358,100 copies of a 160 page pamphlet; Item (C) -- Package 990-3, 39,100 copies of a 120 page pamphlet; Item (D) -- Package 990-PF, 109,100 copies of a 144 page pamphlet; Item (E) -- Package 990-POL 16,600 copies of a 96 page pamphlet. For each separate package there will be a manufacturing and printing of envelopes (to be inserted into the Pamphlets) NCOA processing; computer imaging / addressing labels, palletizing, packing, storing, assembling by ZIP Code (staging), and turn over for mailing of packages, and pack only of some packages for bulk shipments. Phases 1, 2 and 3 will require co-mailing/ commingled, palletized packages and carrier route sorting and manifesting of mail.

CHANGES IN QUANTITY: The Government, for the FINAL QUANTITY, may submit increases or decreases of up to 25% of the pamphlet quantities. These quantity adjustments may be made by telephone, and will be the final quantity *prior to deducting the NCOA undeliverables*. These adjustments will not change the scheduled turnover to USPS dates. Billing adjustments for scheduled quantity changes (+ or -) *and for subtraction of undeliverables*, will be at the contractor's quoted "ADDITIONAL RATE" (see Offers Section). If no changes have been received by January 14, 2005, the bid quantities will stand as the final contract quantity.

- Exhibit 1 - Estimated Quantities
- Exhibit 2A - Edge Glued Envelope (Front)
- Exhibit 2B - Edge Glued Envelope (Back)
- Exhibit 3 - Diagonal Seam Envelope.
- Exhibit 4 - (Form 9659) Daily Production Report
- Exhibit 5 - Record Layout
- Exhibit 6 - Postal Form 3602-R
- Exhibit 7A - Form 13456 - IRS Publishing Postage Report
- Exhibit 7B - Form 13456A - Fax Cover Sheet for IRS USPS Postage Statement
- Exhibit 8 - Sample NCOA undeliverable summary report
- Exhibit 9 - Form 2040 Electronic Daily Shipping Report
- Exhibit 10 - Privacy Requirements
- Exhibit 11 - Peel-off Label
- Exhibit 12 - Pallets
- Exhibit 13 - Carton Label

NOTE: Due to the numerous exhibit pages in this specification, the exhibits will not be put on the Internet. A complete copy of the specifications may be obtained from the bid room by request. Telephone 202-512-0526.

SCHEDULE:

10-29-04 Bid opens
11-12-04 Award of contract (Purchase Order Number by Phone)
12-15-04 Test tapes to contractor
01-07-05 Electronic copy for envelope received by contractor
01-12-05 Envelope proofs due to IRS
01-12-05 Electronic copy for packages and envelope received by contractor
01-14-05 Phase 1 address cartridges to contractor, approx. 65% of mailing
01-24-05 Complete release of Phase 1 mailing to USPS
01-31-05 Return Address cartridges to IRS and submit IRS Publishing Postage Report (Form 13456)
01-31-05 Complete bulk shipments
05-16-05 Phase 2 address cartridges to contractor approx. 26% of mailing
05-25-05 Complete release of Phase 2 mailing to USPS
06-01-05 Return address cartridges to IRS and Submit IRS Publishing Postage Report (Form 13456)
09-12-05 Phase 3 address cartridges to contractor balance of mailing
09-23-05 Complete release of Phase 3 mailing to USPS
09-29-05 Return address cartridges to IRS and submit IRS Publishing Postage Report (Form 13456)

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.

PRODUCTS:

Item (A) -- Package 990-1, Catalog No. 50002C, Title: Returns for Organizations Exempt From Income Tax Under Section 501(c) (3) and (4).

Item (B) -- Package 990-2, Catalog No. 50003N, Title: Returns for Organizations Exempt From Income Tax.

Item (C) -- Package 990-3, Catalog No. 50004Y, Title: Returns for Organizations Exempt From Income Tax Under Section (4)

Item (D) -- Package 990-PF, Catalog No.47192P, Title: Returns for Organizations Exempt From Income Tax

Item (E) -- Package 990-POL, Catalog No. 32127A, Title: Returns for Organizations Exempt from Income Tax Under Section 527.

TRIM SIZE: Pamphlets - 8-1/2 x 10-7/8 to 11", bind on 11" dimension.
Envelope - 5-3/4 x 9" plus flap - See envelope construction.

GOVERNMENT TO FURNISH:

One set of electronic files of text (contractor must set a GPO imprint line and insert per GPO Pub. 310.2, page 6, para. 8) and IRS carton label (label image is approx. 7-11/16 x 4-1/2").

Note: Electronic transfer will be via e-mail in Portable Document Format (PDF) generated from Adobe Acrobat 5.0 or later. All fonts will be embedded in the files at the PDF level. Contractor must have Adobe Acrobat 5.0 to open the files. Prior to image processing the contractor is responsible for checking files to insure such features as bleeds, register marks, and correct file output selection have been provided for, so as correctly output for printing. The contractor must supply necessary trapping. High-resolution image processors must be used if generating film.

Electronic copy for the envelope.

Cartridges for approximately 653,800 mailing labels. See Exhibit 11. Label specifications on Page 5.

One copy of IRS Form 2040 Electronic Distribution List. See Exhibit 9

One copy of IRS Form 13456, IRS Publishing Postage Report, in a fillable PDF file format provided via email from the IRS Publishing Analyst; and one copy of IRS Form 13456-A, IRS USPS Postage Statement, – FAX Cover Sheet, FORM 9558 in a fillable PDF File Format.

USPS Form 3615 “Mailing Permit Application and Customer Profile.”

GPO Form 712.

One reproduction proof, Form 905 with labeling and marking specifications for GPO copies.

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.

Print contractor is required to have Internet access, provided through their Internet Service Provider (ISP) with email and web browser equivalent to Internet Explorer 6.0 or Netscape 4.0. The contractor is also required to have Adobe Acrobat 5.0 (or more recent) software (not Adobe Reader).

The contractor **must** update the Daily Production Report and fax (202 622-4139) to IRS each day product ships.

The contractor is required to electronically 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). The contractor is responsible for the accuracy of the information returned to the IRS. If there is any information missing or incorrect, please contact Ron Hazell at (202) 622-8157. **The contractor will email this form to Postage@publish.no.irs.gov.**

The contractor **must** update Form 13456 electronically and submit via email to IRS within three business days of the barrel stamp date on the postage statement. **Any delay or missing input could result in delay of payment.**

In addition to submitting 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. This form is faxed to the IRS, it is not emailed.

The form must contain entries in the following fields:

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

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

PROOFS: Contractor must submit 3 sets(s) of Dylux, or similar proofs of envelope. Contractor is not authorized to print prior to his receipt of an approval or conditional approval. Do not return copy with proofs. Proofs will be withheld 3 workdays from receipt in IRS, until they are made available for pickup by the contractor.

Submit proofs to: IRS, 1111 Constitution Ave., Room 6242, SE:W:CAR:MP:P:B:T, C/O Ron Hazell, Washington, DC 20224. The container and accompanying documentation must be marked “Attention: Ron Hazell, ENVELOPE PROOFS” and must include the GPO Jacket Number.

INSPECTION NOTIFICATION: 72 hours prior to press, pamphlet binding, addressing + mailing operations the contractor must e-mail ron.c.hazell@irs.gov + terry.a.costa@irs.gov. E-mail Form 9558 PDF of form to be furnished with following information: 1) Jacket + Requisition Numbers; 2) Name of company; 3) location + address of inspection site; 4) name + phone number of contact person; 5) date + 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 over night to Terry Costa 1111 Constitution Ave., NW, Washington, DC 20224 Room 6230.** If IRS fails to respond, proceed as you have, had there not been an inspection. Attendance at, or wavier of, the inspection does not affect any other provisions of the contract. Do not hold up production unless specifically authorized by the GPO.

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.

Pamphlet*: White or Natural Shade Newsprint, basis weight, 25-32 lbs. per 500 sheets, 24 x 36", equal to JCP Code A10. White Offset Book, basis weight: 50 lbs. per 500 sheets, 25 x 38", equal to JCP Code A60, **or:** White Writing, basis weight: 20 lbs. per 500 sheets, 17 x 22", equal to JCP Code D10.

***NOTE:** All forms in pamphlets are to print on JCP A60, or D10. All other pages may print on either Newsprint, White Writing or White Offset, as listed in page layout to be supplied with electronic media after contract is awarded.

These are the break-outs for the 990 packages showing the number of pages within each item that print on the two separate stocks:

<u>Item</u>	<u>Newsprint Pages</u>	<u>Forms Pages</u>	<u>Total Pages</u>
990-1	60	56	116
990-2	96	64	160
990-3	72	48	120
990-PF	80	64	144
990-POL	48	48	96

Return Envelope: White Wove, basis weight: 24 lbs. per 500 sheets, 17 x 22" 95 percent bleached chemical pulp; unbleached and/or groundwood not to exceed 5 percent; bursting strength must not be less than 24 lb/in²; average opacity not less than 89 percent (no individual opacity measurement less than 87 percent); containing a minimum of 50 percent waste paper.

Subcontractor: If envelopes are produced by a subcontractor, production must be completed in sufficient time and available for quality assurance inspections. This schedule is to facilitate timely replacements necessitated by failure to meet contract specifications.

PRESSWORK: Print pamphlets head to head in black ink. There are no halftones/flat tones.

FORMAT: Item (A): Pages 1 thru 116 including blanks;
 Item (B): Pages 1 thru 160 including blanks;
 Item (C): Pages 1 thru 120 including blanks;
 Item (D): Pages 1 thru 144 including blanks;
 Item (E): Pages 1 thru 96 including blanks.

Envelope: Prints one side only (before construction) in black ink (ink must be carbon based).

MARGINS: Head 1/2", center sides of each page.

Form-to-Form Register: Form-to-Form register is the register of like forms within the finished product (not the press forms) and must be maintained within 1/16" maximum variation.

ENVELOPE CONSTRUCTION: Side seam or edge glued. See Exhibits 2A, 2B, 3A, and 3B for construction. (Sample furnished)

BINDING: Perforate Tax form pages vertically the entire 10-7/8 to 11" dimension on the bind. Perforations must permit easy and clean separation of pages. At contractor's option, any other pages, except the outside four pages, may be perforated.

Saddle-wire stitch in two places on the 10-7/8 x 11" left side. Trim three sides. Envelopes will be inserted across (around) the bind of the pamphlets during the inserting and stitching operations. When the envelopes are folded, the fold must not intersect any of the Bar Codes. Stitches must not hit the envelope.

BULK PACKING: No internal wrapping or tying. Place full size corrugated boards on top, bottom and vertically between stack. Pack (Item (A) + (C) – 60 copies, Items (B) + (D) –50 copies, Item (E) –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 this construction, that is, no staples are to be on the top.

During the presort and mail preparation phase, the contractor must prepare the packages for mailing, palletizing, and distribution by combining, as feasible, the five packages utilizing the most efficient and cost effective measures possible.

BULK SHIPPING: Electronic Shipping Report (Form 2040) The contractor must update Form 2040, Electronic Daily Shipping Report (see page 12). The contractor is required to complete and e-mail Form 2040 daily to the IRS when shipping begins. The contractor is responsible for the verification and correctness of information supplied back to IRS. If any information is missing or incorrect, please contact Ron Hazell at 202-622-8157.

GUARANTEED MAXIMUM WEIGHT OF TAX PACKAGES: Contractor must submit, with their bid, the guaranteed maximum weight of the products he proposes to furnish based on the dimension and paper options elected. The weight of the package must be calculated to one ten-thousandth of a pound (.0001 lb.). (See Offers considered as elements in the “lowest cost to the Government” award process. If the delivered packages exceed the guaranteed maximum weight, the contract price shall be reduced by an amount equal to the difference between the mail costs computed for evaluation purposes based on offeror’s guaranteed maximum weights and the mail costs that should have been used for evaluation purposes based on correct weight data.

Pack 4,700 copies for small package carrier/ bulk shipments f.o.b. destination (2040 Distribution List).

Pallets are required.

Pallets for IRS consignments: Pallets must be type III and must conform with Federal Specifications NN-P-71C, and any amendments there to 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 55" 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 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. (See Exhibit 12.)

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.

Label Specifications:

Addressing: Contractor will be responsible for producing address labels (white paper with addressing in black using a sans serif typeface). A core record layout will be supplied with the cartridges. See Exhibit 5.

Label construction: There will be a die cut integrated peel-off label with an adhesive strip to cover the back of the label and backing sheet with a release coating to cover the adhesive. This label is to be used to address the pamphlet and to be used to address the Taxpayer’s tax form. No imaging is required on the packages that are bulk shipped.

Peel-off label printing: The Government will furnish label camera copy for three (3) capital Letters “ I, R, and S”. The Letters “I, R, and S” print in black ink in 3 lines on each 4-3/8 x 1" peel –off label, each line consists of one letter, and print in the last print position, centered top to bottom. At contractor’s option the letters may be imaged along with the addressing, using the same type size (12 point) and style as that used for the imaging. See Exhibit 11.

Furnished Cartridges: IRS will furnish the contractor with address cartridges, sorted by zip code. The raw data contained on these cartridges has been passed through Finalist Software (equivalent to Code 1 of Group One Software) for hygiene and standardization. Contractor is responsible for taking the IRS raw data file and passing the file against the National Change of Address (NCOA) file using standard matching logic. Nixies are not to be mailed. Contractor must provide all applicable NCOA reports, Send NCOA reports to IRS, Room 6230-06, Attn: Ron Hazell, SE:W:CAR:MP:P:B:T, Room 6242, 1111 Constitution Avenue, NW, Washington DC 20224 by an overnight delivery service, at contractor’s expense.

Undeliverables: Certain nixies should not be mailed.

- **NCOA nixes**, which consist of, **G-flag/closed post office boxes, K-flag/no forwarding address , P-Flag/Primary address not found on DSF and F-Flag/ foreign mail**, will be taken out of the mailing.
- **True nixies**, which consist of a move type code (**R, S, T**) and one other nixie option code should not be mailed. The exceptions to the above would be when the move type code is accompanied by a single nixie code G, K, Q, U, in which case the IRS master file address should be used.
- **False nixies**, which have a move type code (**R, S, T**) plus 2 or more other nixie option codes should be mailed to the IRS master file address.

Contractor must pass the entire file against a Coding Accuracy Support System (CASS) certified software address hygiene program. Contractor’s software must also be Presort Accuracy Validation and Evaluation (PAVE) certified. Contractor must reformat the furnished data cartridges to address a label, with a size of (4 x 1"), and print at the rate of eight (8) lines per inch. The contractor will also be required to take the information from the furnished cartridges and format it to create a 12 digit Delivery Point Bar Code.

Unusable Cartridges: Cartridges received in unusable condition, out of ZIP code sequence, or missing cartridges, will be replaced by IRS on an expedited basis. If the contractor has not reported any discrepancy to the Government, within five (5) workdays after receipt of cartridges, it will be taken that none exists. The contractor may notify IRS Martinsburg Computer Center (MCC) directly only if there is a physical problem with the cartridges or a cartridge shipment. Call MCC Production Control Help Desk (304) 264-7501 and provide the following: Job Run File ID; Batch Cycle Group; Cartridge Number; and a brief explanation of the problem. The GPO jacket number WILL appear on the shipping transmittal label which will always be in the last box of cartridges, if more than 1 box.

Carrier Route Presort: Contractor is responsible for assigning a portion of the mail file in an approved Carrier Route format (carrying carrier route endorsement and number).

Contractor must utilize a commercially prepared software package, which will achieve carrier route assignments to 76% of the tax package addresses.

Cartridge Security/ Security Letter: The contractor must guarantee that they, and any subcontractor’s, will not reproduce, or allow reproduction of, the cartridges furnished by IRS, nor use or allow any person to use the cartridges or labels themselves for any other purpose than mailing the tax packages. The contractor must FAX on company letterhead (reference the GPO jacket number), to IRS @ 202-622-6629, Attn: Ron Hazell, a detailed report of the inventory and tracking system and the security measures to be taken to secure the IRS cartridges and any information output from them, throughout the period the contractor and/ or subcontractor’s have possession of taxpayer information. (See IRS Pub. 1075 “Tax Information Security Guidelines for Federal, State, and Local Agencies.” A copy may be obtained either from the Internet by entering HTTP://WWW.IRS.GOV then click on forms and pubs, or from IRS by calling 1-800-829-3676). (See Privacy Requirements Exhibit 10)

ZIP code Sequence: Cartridges will be sequenced by ZIP Code. The first address bearing each new five-digit ZIP code, each new carrier route and/ or new pamphlet must have a change indicator that will appear in the last line of the addressing (the addressing will contain from 3 to 6 lines of data).

Sack /Pallet Code: Addressing will include a number/ code that coincides with the pallet placards, furnished from the contractor's software.

ZIP Code Count Listing: Contractor's software must provide 3-digit, 5-digit, and carrier route ZIP Code count listing cartridges for the contractor's use during the addressing operation. A copy of the listing must be provided to IRS.

Spoiled Labels and Pamphlets: Contractor will replace all labels and/ or pamphlets spoiled during the labeling /addresses and mailing operations. These tax packages can go with the residual mail but must be accounted for with the IRS mail coordinator and/ or mail listing.

Postage Summary Report + shipping notification (The reports must be submitted by the date/s in the schedule, otherwise there will be a delay in payment processing): Contractor is required to submit postage summary reports, for each phase showing the number of pieces + cost of Carrier Route, 3/5 digit, + basic broken out by Service Center + the grand total. The reports are to be submitted after the mail tapes are prepared following NCOA processing. Contractor must also submit shipping notification on the final day of shipping. E-mail the reports + notifications to ron.c.hazell@irs.gov. + terry.a.costa@irs.gov.

LABELING AND MARKING (package and/or container label): Reproduce shipping container label from furnished repro, fill in appropriate blanks and attach to shipping containers. 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. (See Exhibit 13.)

If not entered on the carton label copy furnished by the IRS, the following items must be filled in by the contractor in a 20 Point Bold typeface: Carton # ___ of ___ (small package carrier shipments only); From (Contractor's Name and Address); To (Consignee, office codes within an 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).

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.

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.

The Quality System should 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).

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 of the contract. The name of the official shall be provided in the plan along with title, position and telephone number.

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.
- (c) Exceptions: Trim size and margins, of the finished product, and detached size of forms, must be within a tolerance of $\pm 1/16$ " and the register from form to form must be within $1/16$ ". Any deviation will be considered a major defect.
- (d)

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	Furnished electronic media.

The copies in (A), (B), and (C) below are considered sample copies and can not be deducted from the quantity ordered and are to be shipped at the contractor's expense.

(A) QUALITY ASSURANCE RANDOM COPIES: The contractor MUST submit 200 quality assurance random copies for each item, at the completion of production, to test for compliance against specifications. The contractor must divide the entire order into equal sublots and select one copy from a different general area of each subplot. 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.

(B) IRS Samples: Ship 62 copies of each item to: Internal Revenue Service, 1111 Constitution Ave, NW, Washington, DC 20224, Four internal deliveries required as follows:

Copies of each item marked for:

- 2 CC:F&M:LIB:, Room 4324
- 10 SE:CAR:MP:P:B:T, Room 6240
- 50 SE:W:CAR:MP:FP:F, Room 6422

(C) GPO Samples: Ship 18 copies of each item to two destinations as follows:

Ship 15 copies of each item 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.

Ship 3 copies of each item marked "Depository Copies--A, Item 0964-E" to the U.S. Government Printing Office, Depository Receiving Section, 44 H Street, NW Loading Dock, Washington, D C 20401. Any cartons containing "Depository Copies", that are mailed to the GPO's Depository Receiving Section must be clearly marked to indicate the total number of cartons in the mailing. For example: 1 of 3; 2 of 3; 3 of 3.

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

Ship 4,700 copies to 3 IRS distribution centers in accordance with Exhibit 1 and 1A.

Mail approximately 5800 copies D.O. 66, D.O. 96, D.O. 97, D.O.98 and D.O. 99 mail packages (See Exhibit 1 and 1B).

Mail approximately 648,000 copies individually as self-mailers by creating label from cartridge to self-cover Page 1 of the pamphlets and using Standard Mail mailing indicia on self-cover Page 1. See "SCHEDULE" for mailing phases.

All copies mailed must conform to the appropriate regulations in the U.S. Postal Service manuals for "Domestic Mail" or "International Mail" as applicable.

IRS Quantities: Within 24 hours after the release of each truck shipment and the completion of small package carrier shipments and/or mailing, the contractor will FAX to the Government, on 202-622-4139, the following information:

- 1) Name & phone number of person calling and Company Name;
- 2) GPO Jacket Number and IRS Form Number; and
- 3) Tracking Number.

Daily Production Report. The contractor will provide daily addressing production information required to complete Report Form 9659 (See Exhibit 15). The coordinator will transmit this report every work day to IRS National Office via internet. In the absence of the coordinator, the contractor must transmit this report to IRS to Ron.C.Hazell@irs.gov. All production data, etc., will be kept in strict confidence by the Government.

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.

Mail costs will be used as a factor in the basis of award. Bidder must state in the bid, location (city and state) of the plant(s) from which this product will be mailed.

Printing and binding 658,500 total pamphlets with envelopes: labeling/addressing, sorting, staging, turnover for mailing of 653,800 pamphlets; and packing 4,700 pamphlets for bulk/small package carries shipments.

.....\$ _____

Prices for additional quantities.

(A price MUST be submitted for each line)

Printing & binding pamphlets (Item A - 116 pages).....per 1,000.....\$ _____

Printing & binding pamphlets (Item B - 160 pages).....per 1,000.....\$ _____

Printing & binding pamphlets (Item C - 120 pages).....per 1,000.....\$ _____

Printing & binding pamphlets (Items D -144 pages).....per 1,000.....\$ _____

Printing & binding pamphlets (Items E - 96 pages).....per 1,000.....\$ _____

Labeling/ Addressing of pamphlets.....per 1,000.....\$ _____

Sorting, staging, and turnover of mail.....per 1,000.....\$ _____

Packing pamphlets for bulk/small package carrier shipments.....per 1,000.....\$ _____

Estimated weight*

Guaranteed maximum weight of package to (.0001 pound):	Item A -- _____	.485
	Item B -- _____	.641
	Item C -- _____	.497
	Item D -- _____	.589
	Item E -- _____	.406

If the offeror fails to state a guaranteed maximum weight for the packages as requested, the Government will use the estimated weights per package as listed above, for bid evaluation: and the Contractor agrees this will be the basis for any reduction in contract price as provided on Page 5.

Name, address, and phone number of subcontractors, if any, and what they will perform on this contract.

Location of Staging Area: City _____ State _____

Point of entry for mail packages (Standard Mail):

City _____, State _____, ZIP Code _____

Bidder must fill out, sign or initial as indicated, 3 copies of this page of these specifications and return them attached to GPO Bid Form 910.

Name of Firm

Signature of Bidder

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 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.

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 No. 202-512-1782, one bid per facsimile.** Refer to Solicitation Provisions in GPO Contract Terms (GPO Publication 310.2), Page 1, Paragraph 6.