

U.S. GOVERNMENT PRINTING OFFICE

Columbus, Ohio

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

IRS Field Office Envelopes

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

Internal Revenue Service

Single Award

TERM OF CONTRACT: The term of this contract is for 1 year (base year period of October 1, 2008 through September 30, 2009) and 4 option year periods (October 1, 2009 through September 30, 2010; October 1, 2010 through September 30, 2011; October 1, 2011 through September 30, 2012; and October 1, 2012 through September 30, 2013). Special attention is directed to the following provision and clauses in Section 1 of this contract: "Option to Extend the Contract Term" and "Economic Price Adjustment".

BID OPENING: Bids shall be publicly opened at 2:00 p.m., prevailing Columbus, Ohio, time, on
September 26, 2008.

MAIL BID TO: U.S. Government Printing Office, 1335 Dublin Road, Suite 112-B, Columbus, Ohio 43215-7034. Envelope must be marked with program number and bid date opening.

BIDS MUST BE RECEIVED BY ABOVE DATE AND TIME, LATE QUOTES WILL NOT BE CONSIDERED.

BIDDERS PLEASE NOTE: Significant revisions have been made. Bidders are cautioned to familiarize themselves with all provisions of this contract before bidding. NOTE: Added on-line ordering and payment.

Abstract is available on GPO Web Site at <http://winapps.access.gpo.gov/ppd/abstracts/columbus/default.asp>.

BEFORE AWARD: ANY QUESTIONS CONCERNING THESE SPECIFICATIONS CALL
Linda Price at 614-488-4616, extension 22.

AFTER AWARD: REFER ALL QUESTIONS TO YOUR CONTRACT ADMINISTRATOR
Ted Mack, 612-488-4616, extension 21.

NO COLLECT CALLS

SECTION 1. – GENERAL TERMS AND CONDITIONS

GPO CONTRACT TERMS: Any contract which results from this Invitation for Bid will be subject to GPO Contract Terms (GPO Pub. 310.2, effective December 1, 1987 (Rev. 6-01)) and Quality Assurance Through Attributes Program for Printing and Binding (GPO Pub. 310.1, effective May 1979 (Rev. 8-02)).

GPO PUB. 310.2 IS AVAILABLE ON GPO WEB SITE AT
<http://www.gpo.gov/printforms/index.html>

GPO PUB. 310.1 IS AVAILABLE ON GPO WEB SITE AT
<http://www.gpo.gov/printforms/index.html>

REGULATIONS GOVERNING PROCUREMENT

The U.S. Government Printing Office (GPO) is an office in the legislative branch of the United States Government. Accordingly, the Federal Acquisition Regulation is inapplicable to this, and all GPO procurements. However, the text of certain provisions of the Federal Acquisition Regulation as contained in the Code of Federal Regulations (CFR), are referenced in this solicitation. The offeror should note that only those provisions of the Federal Acquisition Regulation which are specifically incorporated by reference into this solicitation, are applicable.

FACSIMILE BIDS: The solicitation provision in GPO Contract Terms (Pub. 310.2) permitting facsimile bids means a bid that has been transmitted to and has been received by a commercial enterprise via facsimile and subsequently delivered to the Government. Facsimile bids transmitted to GPO offices will not be considered.

SUBCONTRACTING: The predominant production function may be either the manufacture of the envelopes or the printing of the envelopes. Bidder who must subcontract both operations will be declared non-responsible.

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

Product Quality Levels:

- (a) Printing (page related) Attributes -- Level IV.
- (b) Finishing (item related) Attributes -- Level IV.

Inspection Levels (from ANSI/ASQCZ1.4):

- (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	Envelope Specification Sheet/Manuscript Copy
P-9. Solid and Screen Tint Color Match	Pantone Matching System

OPTION TO EXTEND THE CONTRACT TERM: The Government may extend the term of this contract by written notice to the contractor not later than 30 days before the contract expires. If the Government exercises an option, the extended contract shall be considered to include this clause. The duration of this contract, including the exercise of any options under this clause, shall not exceed September 30, 2013.

Notwithstanding the above paragraph, at the request of the Government, the term of any contract resulting from this solicitation may be further extended for such period of time as may be mutually agreeable to the GPO and the contractor.

ECONOMIC PRICE ADJUSTMENT: The prices set forth in this contract shall be adjusted in accordance with the provisions of this clause, provided that, in no event will prices be revised to exceed the maximum permissible under any law existing as of the date of the contract or as may be hereafter promulgated.

PRICE ADJUSTMENT PERIOD: For the purpose of this clause, the program years shall comply with the Contract Term clause. There shall be no price adjustment for orders placed during the first program year of this contract.

PRICE ADJUSTMENT: The prices shall be adjusted on the basis of the "Consumer Price Index For All Urban Consumers – Commodities Less Food, Seasonally Adjusted," published monthly in the CPI Detailed Report by the Department of Labor, Bureau of Labor Statistics, in the following manner:

- (1) The contract price of orders placed during the adjusted period (excluding reimbursable postage or transportation costs) shall be adjusted by the percentage increase or decrease in the average, seasonally adjusted Consumer Price Index For All Urban Consumers – Commodities Less Food (seasonally adjusted) as follows: An index shall be calculated by averaging the 12 seasonally adjusted months ending 3 months prior to the expiration of the first period of this contract. This average is then compared with the average index for the 12-month period ending 3 months prior to the beginning of the contract, called the base index. The percentage increase or decrease by comparing these two indexes shall be applied to the contractor's invoices for orders placed during the price adjustment period.
- (2) The Government will notify the contractor in writing of the percentage increase or decrease to be applied to any invoices to be submitted for orders subject to price adjustment in accordance with this clause. Such percentage will be determined from the published index as set forth above. The contractor shall apply the percentage increase or decrease against the total price of the invoice less reimbursable postage or transportation costs. Any applicable discounts will be calculated on the basis of the invoice price as adjusted.

If the Government exercises an option, the extended contract shall be considered to include this economic price adjustment clause.

ASSIGNMENT OF PURCHASE AND ENVELOPE ORDERS: A GPO purchase order will be issued to the contractor to cover work performed. The purchase order will be supplemented by an individual "Envelope Order Form 9880" for each job placed with the contractor. The Envelope Order Form, when issued, will indicate the quantity to be produced and any other information pertinent to the particular order.

CONTRACTOR'S QUALITY CONTROL PROCEDURES: The contractor shall, prior to start-up, put into effect within his own organization, and maintain throughout the life of this contract, an independent quality assurance organization. This unit shall be of sufficient size, and expertise, to monitor, perform or have performed, the process controls, inspections, and tests necessary to assure that the production and delivery of envelopes meets these specifications and Government requirements. The contractor shall be required to correct each defect or error found during the inspection of work either in process or completed.

The contractor shall submit in writing to the Contracting Officer within 5 workdays after notification that they are the low bidder, the details of their Quality Control Program. **THE PROPOSED PROGRAM IS SUBJECT TO GOVERNMENT APPROVAL.** This program shall, at a minimum, address the following:

- (1) Where and by whom daily process controls and inspections will be performed. Contractor shall state the number of people and the assignments that shall be permanently assigned to this program.
- (2) Appointment of an official who shall be responsible for the operation of the quality control system/department and for investigating and ascertaining the causes of defects/deficiencies found in envelopes shipped, as reported by IRS.
- (3) How and when daily inspections and tests or reviews will be held to check for:
 - Correct addressing
 - Acceptable printing
 - Size, squareness, and parallelism measurements.
- (4) Actions that will be taken when defects/deficiencies are detected.

Failure to maintain the Quality Control Program in accordance with the plan submitted and approved by the Government may result in the Government's termination of the contract for default.

PREAWARD SURVEY: In order to determine the responsibility of the prime contractor or any subcontractor, the Government reserves the right to conduct an on-site preaward survey at the contractor's/subcontractor's facility or to require other evidence of technical, production, managerial, financial, and similar abilities to perform, prior to the award of a contract.

POSTAWARD CONFERENCE: The total requirements of the job as indicated in these specifications will be reviewed by Government representatives with the contractor's representatives at the Government Printing Office, 1335 Dublin Road, Suite 112-B, Columbus, Ohio immediately after award.

ORDERING: Items to be furnished under the contract shall be ordered by the issuance of IRS Form 9880, Envelope Order Form (see attachments 14 and 15) by the Government. Orders may be issued under the contract from October 1, 2008 through September 30, 2009 (plus options). All envelope orders issued hereunder are subject to the terms and conditions of the contract. The contract shall control in the event of conflict with any print order. An order shall be "issued" for purposes of the contract, when it is either deposited in the U.S. Postal Service mail or otherwise furnished to the contractor in conformance with the schedule.

NOTE: Attachment No. 14, IRS Form 9880, Envelope Order Form, is for representation only, final version will be provided to the contractor after award.

Upon receipt of each IRS Form 9880, the contractor must ensure that approval signatures are present for the use of the Government Purchase Cards (2 different signatures in boxes 13 & 16), and if appropriate (Envelopes E-25BR and E-25CR) must also have a local Mail Coordinator's signature (box 9). Contractor is to accept only the official, current revision of the IRS Form 9880. Any other versions must be faxed to the attention of the IRS Envelope Program Specialist at 859-669-3147, and returned to the requestor for resubmission. Incomplete orders average approximately 75 per month. Final version of the form (Rev. 10-2008) will be supplied to the contractor after award.

ONLINE ORDERING: The contractor must provide a web-based on-line ordering system site that permits IRS employees to order envelopes. Ninety-five percent (95%) of orders for envelopes must be electronically processed from start to finish. No data re-entry. No re-keying.

In addition to the web-based system, the contractor must be able to process orders via the IRS Paper Form 9880 (attachments 14 and 15). Both systems must provide methods of order tracking by date, IRS employee, or envelope (attachments 1 through 13).

The contractor is required to provide the following on-line application with the ability to make enhancements as necessary to accommodate changes in IRS procedures, content, or other changes required by the Government during the contract term.

The contractor is required to comply with the following:

- Contractor must meet Payment Card Industry (PCI) standards and must be certified for PCI operations.
- Contractor must encrypt all credit numbers using Federal Information Processing Standard (FIPS) compliant encryption (Triple DES or AES encryption) when credit card numbers are stored or when credit card numbers are transmitted over a computer network.
- No credit card number shall ever be transmitted over a computer network without FIPS compliant encryption protection.
- No credit card number shall ever be stored in a database without FIPS compliant encryption protection. GPO and IRS must be notified if the contractor ever detects a breach of the contractor's system in which credit card numbers are believed to have been copied or compromised.

The website must be in full operation within 30 days of award of the contract. The first 30 days of the contract orders will be submitted via facsimile, see "Facsimile Equipment" on page 6 of these specifications.

The website will contain screen information that mirrors the IRS Form 9880, see attachments 14 and 15. The following screen information is required on the website:

NOTE: The term "user" refers to IRS employees that will be placing orders on the website.

SCREEN 1

Users will be prompted for a user i.d. (format to be established at postaward conference) and password. New users will be prompted to enter their name, e-mail, phone number, fax number, manager's name, and manager's e-mail. This information will be auto-populated for returning users after entry of user i.d. and password. The user will be able to overwrite the auto-populated information. The website will ask for confirmation of change to populated fields.

NOTE: If the user's password is forgotten, there will be a system in place to have it reset and emailed to the IRS employee.

SCREEN 2

Order boxes, similar to IRS Form 9880's boxes 23 (a) through (f), for each envelope will be required. Each envelope will have an order number box (to be filled in during Screen 8 below), a quantity box with a drop down menu with quantities from 500 to 25,000 in increments of 500, a price per 1,000 envelopes, the total dollar value (calculated by multiplying appropriate quantity by price per 1,000 envelopes), and a grand total (calculated by adding all total dollar values).

Screen will auto-populate with last order information. The user will be able to overwrite the auto-populated information. The website will ask for confirmation of change to populated fields.

SCREEN 3

Order boxes, similar to IRS Form 9880's boxes 5, 7 (E-25BR and/or E-25CR envelopes), 7 (a) (E-25BR envelopes), 7 (b) (E-25 CR envelopes), 8 (E-25BR and/or E-25CR envelopes), and 9 will be required. Box 9 of IRS Form 9880 is for the Mail Coordinator Signature. The website will require an entry of the mail coordinator's e-mail address in place of the signature.

IRS employee will enter 2 to 6 lines of information for each "Copy Change Area" (see attachments 1 through 13). The screen will show a mock up of what a finished envelope will look like with addresses positioned appropriately.

NOTE: Upon receipt of on-line order, the contractor must match these addresses with a master list of addresses provided by IRS and report any discrepancies to the IRS administrator or his designee within 24 hours of receipt of order by contractor.

SCREEN 4

An expandable drop down box for each envelope number ordered on Screen 2 will be required. System will generate an enlarged mock up envelope giving the IRS employee the option to approve or edit prior to submission.

A printer friendly button will allow the user to print out each mock up envelope.

SCREEN 5

An order box, similar to IRS Form 9880's box 6 will be required. User will enter shipping information, attention name, and phone number.

SCREEN 6

An order summary will be provided showing all the data input to this point and the estimated delivery date in accordance with the contract, see "Schedule". The user will be given the option to cancel or finalize order.

SCREEN 7

The user will choose either "Credit Card Payment" or "Publishing Funded Payment".

The "Credit Card Payment" screen will require order boxes similar to IRS Form 9880's boxes 11, 12, 13, 14, and 15. The "Publishing Funded Payment" will require order boxes similar to IRS Form 9880's boxes 17, 18, 19, 20, and 21.

SCREEN 8

The system will generate a completed and print friendly IRS Form 9880 including individual contractor order numbers for each envelope ordered, similar to IRS Form 9880 box 23b. IRS employee is given the option of revising envelopes within 24 hours. IRS administrator will be given this ability also.

The screen must contain a simple text box (max 256 characters) for special comments. The simple text box and comments will print in addition to the IRS Form 9880.

ORDER AUTHORIZATION

The user's manager must approve all orders. The mail coordinator must approve all orders for the E-25BR and E-25CR. The IRS administrator must approve all orders requiring a different address than listed on the master list of addresses provided by IRS. The IRS administrator must also approve all orders requiring Publishing Funded Payments (screen 7).

The website must be able to receive e-mail responses from the manager, the mail coordinator, and the IRS administrator that will approve or disapprove order and record the date the e-mail response is received. The schedule will begin upon receipt of all approvals.

The website will make a first attempt at order approval. If appropriate responses are not received after one work day (excluding Federal holidays), the website will make a second attempt at order approval. If appropriate responses are not received after one work day (excluding Federal holidays) of second attempt, the website will make a third attempt at order approval. If appropriate responses are not received after one work day (excluding Federal holidays) of third attempt, website will generate an e-mail to the user rejecting the order due to failure to authorize order.

The contractor will maintain a database of existing users. The IRS official will need to have access to the database and be able to query on the order via order number, name or order number. The information from previous orders should be stored in the database so when the IRS employee re-orders it will come up and they can make changes or leave as is to reduce the amount of time required to reorder.

FACSIMILE EQUIPMENT: Due to the number of IRS offices that will be utilizing this contract, and, as some orders placed will have to be faxed, the contractor will be required to have a minimum of two facsimile machines in operation. No single machine may be down more than one hour per day for maintenance or repair. Faxed orders may be placed between the hours of 8:00 a.m. Eastern Standard Time through 5:00 p.m. Pacific Standard Time.

NOTE: The first 30 days of the contract, all orders will be placed via facsimile.

SECURITY: The contractor shall take all necessary precautions to insure against mishandling and misuse of credit card information provided by the IRS. The minimum precautions must include that the facsimile machines are located in a secure location and have limited accessibility or that the contractor maintain encrypted facsimile machines.

FINANCIAL REQUIREMENTS: The contractor shall provide real-time updates and online database access to all invoices and account activity by agency and specific user including the date and cost of each transaction. Each user shall be assigned a username and password to access their account information, and account activity and should be able to create ad hoc reports that can be exported into Excel or PDF. Master access shall also be designated to supervisors who can oversee the account activity of several users within a department or agency.

The contractor will be paid for only those services actually performed.

The contractor's online price shall include a 7 percent surcharge for GPO.

Anticipate 95% of the orders will be ordered via on-line website with payment made directly to contractor using Government Credit Card. Anticipate 5% of the orders will be ordered via facsimile with payment made by traditional billing methods.

CREDIT CARD ORDERS: The contractor shall have the capability to accept credit card payment at the customer's option and to validate the payment method prior to delivery of the product. The contractor will indemnify and hold the GPO and the U.S. Government harmless and the contractor assumes full liability and responsibility for the loss, misuse, or fraudulent (by contractor or its employees or agents) use of any and all credit card information obtained from GPO-designated customers relating to this agreement.

The contractor shall handle all billing questions, invoice disputes and issues related to each agency order in progress or closed out.

The contractor shall provide Proof of Delivery receipts via fax or through the website.

The contractor will provide a check to GPO consisting of the 7 percent surcharge from credit card transactions by the fifteenth of each month (consisting of the previous month's activity). In addition, a monthly account detail of shipments supporting the monthly surcharge check is due to the GPO by the fifth of each month. This report should include: agency name, last 4 digits of credit card number, order number, contractor invoice number, date of purchase, description of purchase (product), dollar amount of product, delivery address, and date of shipment.

TRADITIONAL PAYMENT ORDERS: On a weekly basis, the contractor will complete and transmit a billing dataset to GPO. This dataset, referred to as a "user report", contains records of IRS Envelope Order Forms completed and shipped since the last user report was transmitted. Elements of partially completed order may not be included in the user report.

The user report must include the following data: IRS Billing Address Code (BAC), envelope number, contractor order number, IRS requisition number, IRS order date, quantity and date shipped for each item on the order, and shipping zone number. As completed orders are being recorded in the user reports, system-generated reports for control purposes are available at any time.

For each envelope order in a transmitted user report, the contractor must submit supporting envelope order forms, proof of shipment, and standard company invoice. The documentation should be sent by overnight mail so as to arrive at: Comptroller, STOP FMCE, Office of Financial Management, U.S. Government Printing Office, Washington, D.C. 20401 within 24 hours of the arrival of the user report.

The GPO will pay this total bill, less applicable prompt payment discount, via Electronic Funds Transfer within 30 days of receipt.

The contractor must submit a copy of the Envelope Order Form (upon receipt of order), contractor's invoice and all mailing and/or delivery receipts (at time of invoicing) via e-mail to infocolumbus@gpo.gov or fax to 614-488-4577. One complete sample (at time of invoicing) may be required to be mailed to: US GPO; Columbus RPPO; ATTN: Program/Print Order Numbers; 1335 Dublin Road, Suite 112-B; Columbus, OH 43215.

DATABASE & REPORTING REQUIREMENTS: The successful contractor shall provide the necessary support in working with GPO functions and create a database to assist in the administration of this procurement vehicle.

The Contractor shall accurately report the dollar value, in U.S. dollars, of all sales under this contract weekly. The contractor shall submit weekly production reports to the GPO detailing the program activities completed by the contractor for each week. The contractor shall submit reports for additional timeframes as may be required by GPO. The reports must be in Microsoft Excel spreadsheet format or a format approved by the Contracting Officer and includes the following information itemized by each individual customer. The Contractor shall maintain a consistent accounting method of sales reporting, based on the Contractor's established commercial accounting practice.

- (1) Number of orders placed by agency.
- (2) Quantity and dollar value of each order.
- (3) Number of orders placed online.
- (4) Number of orders placed via facsimile
- (5) Number of quality complaints; pending and resolved.
- (6) Totals for all items (1) through (5).

EXAMINATION OF RECORDS: The Contractor agrees that the Contracting Officer or any duly authorized representative shall have access to and the right to examine any books, documents, papers and records of the Contractor involving transactions related to this contract for sales, credit cards, billing, contract compliance, etc. This authority shall expire 3 years after final payment. The basic contract and each option shall be treated as separate contracts for purposes of applying this clause.

The contractor will allow GPO or its designee access to records/files to verify/audit customer transactions/records received by the contractor via the website. The contractor will allow GPO or its designee access to contractor shipping records related to orders received and processed under this contract. Contractor to provide GPO personnel or their designee, on an as-needed basis, access to the contractor's annual sales statements.

TECHNICAL SUPPORT REQUIREMENTS: Contractor must have in-house technical support personnel available to resolve computer and printer hardware and software configuration problems.

REQUIREMENTS: This is a requirements contract for the items and for the period specified herein. Shipment/delivery of items or performance of work shall be made only as authorized by orders issued in accordance with the clause entitled "Ordering". The quantities of items specified herein are estimates only, and are not purchased hereby. Except as may be otherwise provided in this contract, if the Government's requirements for the items set forth herein do not result in orders in the amounts or quantities described as "estimated", it shall not constitute the basis for an equitable price adjustment under this contract.

Except as otherwise provided in this contract, the Government shall order from the contractor all the items set forth which are required to be purchased by the Government activity identified on page 1.

The Government shall not be required to purchase from the contractor, requirements in excess of the limit on total orders under this contract, if any.

Orders issued during the effective period of this contract and not completed within that time shall be completed by the contractor within the time specified in the order, and the rights and obligations of the contractor and the Government respecting those orders shall be governed by the terms of this contract to the same extent as if completed during the effective period of this contract.

If shipment/delivery of any quantity of an item covered by the contract is required by reason of urgency prior to the earliest date that shipment/delivery may be specified under this contract, and if the contractor will not accept an order providing for the accelerated shipment/delivery, the Government may procure this requirement from another source.

The Government may issue orders which provide for shipment/delivery to or performance at multiple destinations. Subject to any limitations elsewhere in this contract, the contractor shall furnish to the Government all items set forth herein which are called for by Envelope Order Forms issued in accordance with the "Ordering" clause of this contract.

DELIVERY/SHIPPING STATUS INFORMATION: The contractor is to use the GPO furnished form to report the delivery/shipment status on each order. The form is to be reproduced as needed by the contractor. This information **MUST** be furnished to GPO - Columbus, RPPO on each order. The information as contained on this form is to be faxed or called to the Columbus RPPO.

Fax Number (614) 488-9618
Telephone Number (614) 488-4616, extension 24

NO COLLECT CALLS

SECTION 2. – SPECIFICATIONS

SCOPE: These specifications cover the production of envelopes requiring such operations as composition, reproducibles, printing, construction, packing, and distribution.

TITLE: IRS Field Office Envelopes

NUMBER/FREQUENCY OF ORDERS: Based on prior year usage it is anticipated that approximately 1 to 40 Envelope Order Forms (average 12) per day for approximately 1 to 110 items (average 31) per day will be ordered, from up to approximately 2,000 IRS locations nationwide. Some days may not have any Envelope Order Forms issued.

QUANTITY: It is impossible, due to the volume of orders placed and numerous order points, to state with any degree of accuracy the exact quantities that will be ordered on this contract, therefore the estimated yearly quantities indicated below could vary significantly.

Orders will range from 500 to 25,000 envelopes per order. Orders may be placed for multiple types of envelopes, however, no less than 500 nor more than 25,000 envelopes may be ordered in any particular type.

Envelope Number	Revision Date	Specification Sheet	Revision Date	Envelope Size	Estimated Annual Quantity
E-19	10-2006	12847-A	10-2006	8-7/8 x 3-7/8"	400,000 to 700,000
E-20	10-2006	12847-B	10-2006	12-1/4 x 9-1/4"	1,000,000 to 2,500,000
E-25BR	8-1996	12847-C	10-2002	8-7/8 x 3-7/8"	600,000 to 900,000
E-25CR	5-2001	12847-D	10-2002	8-7/8 x 3-7/8"	1,000,000 to 2,500,000
E-44	8-1996	12847-E	10-2002	12-1/2 x 9-1/2"	2,000,000 to 3,000,000
E-44B	10-2004	12847-F	10-2004	9 x 12"	500,000 to 800,000
E-47	8-1996	12847-G	10-2002	15 x 10"	300,000 to 600,000
E-125L	10-1994	12847-K	10-2002	9-1/2 x 4-1/8"	2,000,000 to 4,000,000
E-125R	10-1994	12847-L	10-2002	9-1/2 x 4-1/8"	200,000 to 500,000
E-130	10-1994	12847-M	10-2002	9-1/2 x 4-1/8"	1,000,000 to 3,500,000
E-142B	10-2006	12847-O	10-2006	9-1/2 x 6-1/8"	100,000 to 400,000
E-178	9-2003	12847-R	9-2003	9-3/4 x 4-3/8"	20,000 to 50,000
E-200A	1-2007	12847-U	1-2007	9-1/2 x 6"	900,000 to 1,500,000

Anticipate the following for percentage of orders placed containing quantities as listed:

- 500 to 1,000 envelopes = 50%
- Over 1,000 to 2,000 envelopes = 25%
- Over 2,000 to 5,000 envelopes = 21%
- Over 5,000 to 25,000 envelopes = 4%

NO QUANTITY VARIATION ALLOWED.

INVENTORY ON HAND: During the first 9 months of the contract period, the Government will not be liable for more than 35% of the lower amount of the estimated yearly totals.

During months 10 and 11 of the contract period, the quantities must not be replenished at a level of more than 20% of the lower amount of the estimated yearly totals. Once the quantity falls below 20% during months 10 and 11 of the contract, the inventory must not exceed that amount.

During the last month, the contractor must contact GPO, and receive written authorization, to replenish the supply of envelopes in inventory.

Contractor is authorized to preprint inventory on hand with text matter that is common to all field offices. Individual field office data (e.g. name, address, barcode) must not be preprinted. Preprinting will be discussed at the post-award conference.

NOTE: Upon termination of this contract, the agency will issue IRS Form 9880, Envelope Order Forms for any inventory that was not used during the term of this contract (unless the current contractor is again the successful bidder). Reimbursement for these orders will be made at 75% of the contract schedule of prices. These envelopes must only be printed with text matter that is common to all field offices.

GOVERNMENT TO FURNISH: Composition instruction on IRS Forms 12847 series (Envelope Specification Sheet), Manuscript Copy on IRS Form 9880 (Envelope Order Form) for setting text matter on balance of envelopes. Envelope Specification Sheets provide additional printing specifications. See attachments 1 through 13.

Upon award, the contractor will be furnished up to the following quantities:

Envelope Number	Estimated Total Quantity	Estimated Total Price
E-19	140,000	\$3,814.65
E-20	300,000	\$12,930.75
E-25BR	120,000	\$4,018.50
E-25CR	150,000	\$5,023.13
E-44	500,000	\$28,556.25
E-44B	14,000	\$1,229.03
E-47	100,000	\$7,542.75
E-125L	362,500	\$12,593.25
E-125R	100,000	\$3,474.00
E-130	397,500	\$13,367.93
E-142B	60,000	\$3,525.30
E-178	10,000	\$587.55
E-200A	140,000	\$6,608.70
GRAND TOTAL		\$103,271.78

The contractor must make payment to the Government for the above furnished envelopes in the listed estimated amounts within 90 days of award. The exact details and amounts will be agreed upon during the postaward conference.

One reproduction proof of shipping label, IRS Form 6153 (Rev. 3-2006) Cat. No. 62724N with labeling and marking specifications. See attachment 17.

Identification markings such as register marks, ring folios, rubber stamped jacket numbers, commercial identification marks of any kind, etc., including GPO imprint, carried on copy or film, must not print on finished product.

The facsimiles of envelopes, attachments 1 through 13 are representative of the requirements which will be ordered under this contract, however addresses and barcoding will change with each order. Other items such as a mail indicia may be requested to be added as manuscript on individual orders. Envelope Specification Sheets may change during the term of the contract.

CONTRACTOR TO FURNISH: All materials and operations, other than those listed under "Government to Furnish", necessary to produce the products in accordance with these specifications.

COMPOSITION: Contractor will be required to typeset all line matter printing on envelopes, from Government furnished manuscript copy or Envelope Specification Sheet. Approximately 6 to 28 point Helvetica or Helvetica Bold (or equal) will be required.

NOTE: Contractor must produce and position individual bar codes to match the destination address on the envelope as required by Postal regulations, and/or to achieve Postal discounts.

REPRODUCIBLES: The contractor must make all reproducibles required. The contractor is responsible for determining what type reproducibles will be used but must maintain the quality level specified in the contract. No separate charges will be allowed for the various types of reproducibles that may be used.

Further, the contractor is responsible for outputting all images contained on furnished material, regardless of the production process, at the highest effective resolution possible. The contractor is responsible for determining the appropriate output resolution to achieve optimal results for such design elements as blends, gradients, halftones, type and other images. This determination should be made using factors such as stock, imaging device (or press) being used, and other factors unique to the contractors production environment.

PROOFS: None required, however, the contractor will be responsible for performing all necessary proofreading to insure that the final product is in conformity with the copy submitted, and USPS postal regulations.

NOTE: It is the intention of the IRS to perform routing of the online orders to certain employees for approval of the order and verification of the submitted address for adherence to IRS Addressing Guidelines. In the event of the electronic routing is unavailable, or paper order forms are submitted, the contractor may be required to manually forward the orders to said persons.

STOCK/PAPER: The specifications of all paper furnished must be in accordance with those listed herein. All stock/paper used in each copy must be of a uniform shade.

White Writing or Wove, grammage 90 g/m² (basis weight: 24 lbs. per 500 sheets, 17 x 22") (E-19, E-20, E-25BR, E-25CR, E-125L, E-125R, E-130, E-142B, E-178, E-200A).

White Writing or Wove, grammage 105 g/m² (basis weight: 28 lbs. per 500 sheets, 17 x 22") (E-44, E-44B, E-47).

PRINTING: Print face and back in black ink or black ink and one additional color. Printing shall be in accordance with the requirements for the style envelope ordered. Overprinting shall be as specified on the IRS Form 9880, Envelope Order Form.

NOTE: It is anticipated that the E-142B envelope will print in black and PMS 347 green and all other envelopes will print in black ink only.

All printing shall comply with all applicable U.S. Postal Service regulations. Envelope printing (e.g. print contrast ratio, postnet barcodes, etc.) must meet U.S. Postal Service Automation guidelines/requirements (refer to latest version of USPS Publication 25, Designing Business Letter Mail, and the Domestic Mail Manual).

NOTE: It is the responsibility of the contractor to keep up to date on all USPS regulations.

The envelope shall accept printing, ink writing and bar coding without feathering, blurring, smearing, or penetrating to the reverse side.

All envelopes require a security tint printed on the inside of the envelope in black ink. Contractor may use their own design, but must guarantee that the product will ensure complete opacity, and prevent show through of any material contained therein.

Match Pantone number as indicated on the print order/specification sheet.

MARGINS: Follow furnished Envelope Specification Sheets, for margins and proper placement of information for each type of envelope.

CONSTRUCTION OF ENVELOPES: Envelopes shall be diagonal or side seam construction rounded flap or pointed "V" flap or tapered "V" flap. Contractor's option which type seam or flap may be used unless the Envelope Specification Sheet indicates style of seam or flap required.

Envelopes shall be of sufficient throat depth and flap length so as to prevent the flap adhesive from contacting the envelope contents. The sealed seams shall not adhere to the inside of the envelope. Envelopes shall be free from cuts, folds, tears, machine marks, foreign matter, dirt, ink smears and adhesive stains.

FLAP ADHESIVE: All sealing flap adhesive shall be a water-activated type of such a consistency to prevent premature sealing of the flap and curling of the envelope after drying.

1. The flap adhesive shall be uniformly applied and have a minimum thickness of 0.015 mm (0.0006 inch). The flap shall be capable of being quickly and securely sealed using finger tips after moistening the adhesive. When opened 15 to 20 seconds after sealing, the flap shall pull fibers from the body of the envelope from not less than 75% of the adhesive area of the flap beyond the throat, up to a maximum width of one inch gum strip from the edge of the flap.
2. Size of flap: The minimum flap size shall be as follows:
 - (a) For envelopes equal to or less than 6 x 9-3/4" sealing flap must exceed the throat by at least 3/4" and not more than 1-1/2".
 - (b) For envelopes larger than 6 x 9-3/4" the sealing flap must exceed the throat by at least 1-1/2" and not more than 2-1/4".

SPLIT GUMMING: Split gumming is not permitted on any envelope. All adhesives shall be clean and free from offensive odors and ingredients that would discolor the paper.

WINDOWS: Windows for the E-44B, E-125L, E-125R, E-142B and E-178 envelopes, shall have rounded or slightly rounded corners, shall be the size and location specified on the Envelope Specification Sheets included in this contract, and shall comply with all applicable U.S. Postal Service regulations. The window shall be covered on the inside with a transparent polystyrene window material glued securely on all edges so as not to interfere with insertion of contents. The transparent polystyrene window material shall be free of conditions which would prevent the address from being distinctly legible.

PACKING: Envelope numbers may not be intermixed within a box or shipping container.

Envelope sizes up to and including 6 x 9-3/4": Pack in units of 500 envelopes, in close-fitting boxes. Envelopes shall be unbanded and sealing flap on open side shall be folded down. Pack five close fitting boxes into shipping container and close/seal in accordance with GPO Contract Terms. If an order is received for less than 2,500 envelopes (5 boxes), a suitably sized shipping container, with appropriate packing material placed in shipping container to prevent internal boxes from moving during shipment.

Envelope sizes larger than 6 x 9-3/4": Pack in units of 500 envelopes, in close-fitting shipping containers. Envelopes shall be unbanded and sealing flap on open side shall be folded down. The box shall be closed/sealed in accordance with GPO Contract Terms.

CARTON LABELING AND PALLET SPECIFICATIONS: See attachments 16 and 17. Strict adherence to this attachment is necessary to meet requirements of IRS storage facilities. Receipt of incorrect pallets may result in a charge assessed against the contractor for each incorrect pallet. This charge will cover costs incurred by the Government in re-palletizing the shipment onto correct pallets. Pallets shall be stacked with reverse layer pattern to insure acceptance and safe delivery by common carriers. If this is not possible due to irregular shape of cartons, pallets may be “chimney stacked”, but must include corner beads cut no higher than the top of the pallet, with sufficient stretch wrap as to provide a safe and secure pallet. Multiple types of envelopes may be palletized together for a single destination however, pallet must clearly indicate the pallet contains multiple types and list them on the pallet label.

CARTON SHIPPING INSTRUCTIONS, IRS FORM 6153: Reproduce shipping container label from furnished repro, fill in appropriate blanks (Carton Count, Contractor Name, Consignee's Address, Envelope Style Number, Revision Date, Carton Quantity, GPO Program Number, and Jacket Numbers), and attach to shipping containers. See attachment 16.

NOTE: Each order must contain a packing slip. See “CONTRACTOR RESPONSIBILITIES FOR ORDER PROCESSING” under “SCHEDULE”.

STAGING AREA: Envelope orders, consisting of various types, must be assembled and delivered, in accordance with the schedule to several hundred different destinations each month. PROSPECTIVE BIDDERS ARE ADVISED TO CAREFULLY CONSIDER THE NECESSARY SPACE REQUIRED TO STAGE THE ORDERS.

NOTE: All orders must deliver complete. No partial deliveries will be allowed.

DISTRIBUTION: Deliver f.o.b. destination by small package carrier by traceable means, or freight carrier for palletized shipments, up to approximately 2000 nationwide destinations including Alaska, Hawaii and Puerto Rico. Deliveries to many destinations will require inside delivery to specific room numbers. These room numbers will be indicated on the order form and contractor will be required to deliver to each of the rooms individually.

Anticipate the following:

- Zone 1: ME, VT, NH, MA, CT, RI, NY, PA, NJ: = 20% of the orders
- Zone 2: MD, DE, DC, NC, SC, GA, FL, MS, AL, LA: = 20% of the orders
- Zone 3: TN, KY, WV, OH, IN, IL, MI, WI, VA: = 18% of the orders
- Zone 4: MO, IA, MN, NE, ND, SD, KS, OK, AR, TX: = 17% of the orders
- Zone 5: NM, AZ, CO, UT, WY, MT, ID, NV, WA, OR, CA: = 24% of the orders
- Zone 6: AK, HI, PR: = 1% of the orders

REPORTS FROM CONTRACTOR: Contractor shall create and maintain a database on Microsoft Excel (version 2007 or 2003) at their plant that will generate the following monthly reports:

1. Orders Received for Month xx/xx: to include date, number of forms received, total envelope orders, number of line items on forms, and number of line items of 1,000 envelopes or less.
2. Shipping Report for Month xx/xx: to include envelope number, ship to office name, street address, city, state, quantity and date shipped.
3. Total Envelopes Shipped: by month (cumulative), in bar graph format, including previous year's data for comparison.
4. Monthly Averages/Totals: to include totals shipped by envelope number with averages.
5. Incomplete Orders: to include monthly total of Forms 9880 returned to requester for additional information to process order.

Reports are to be sent as an e-mail attachment on a monthly basis to: brian.l.anderson@irs.gov; jack.custis@irs.gov, lprice@gpo.gov, msommer@gpo.gov, and tmack@gpo.gov.

SCHEDULE: Adherence to this schedule must be maintained. Contractor must not start production of any job prior to receipt of the IRS Form 9880.

Orders will be placed by IRS offices nationwide, including Alaska, Hawaii and Puerto Rico, by ordering on-line or via facsimile. See attachments 14 and 15 for IRS Form 9880 requirements.

CONTRACTOR RESPONSIBILITIES FOR ORDER PROCESSING: Contractor must verify upon receipt of the form that approval signatures are present for use of credit card (2 different signatures) and, if appropriate, for the local mail coordinator. Contractor to accept only official versions of the IRS Form 9880 and any other versions must be brought to the attention of the IRS Envelope Program Specialist at 859-669-3123. See attachment 15 for additional information to be perfected on the IRS Form 9880.

Contractor must include a packing slip with each order shipped, and a photocopy of the IRS Form 9880. This form can be used as a packing slip by indicating an internal job or tracking number next to the line item on the form. If an IRS office has a question about an order they must be able to call the contractor and by providing the internal order number from the packing slip, obtain information about that line item.

Other contacts may be made by IRS offices to confirm receipt of faxed form, provide credit card information, or inquire about order status. Please note that any request by an IRS office to deviate from contract specifications must be reported immediately to the IRS Envelope Program Specialist at 859-669-3123. The IRS Envelope Program Specialist will direct the contractor to proceed with the order, or refer the contractor to the GPO Contracting Officer for additional approval.

The GPO Contracting Officer has the sole authority to make modifications to the contract which result in monetary changes. IRS approval to proceed does not relieve the contractor of the responsibility of obtaining a modification or waiver to secure additional charges on an order.

The following schedule begins the workday after receipt of faxed Envelope Order Form; the workday after receipt will be the first workday of the schedule.

ACCELERATED SCHEDULE: Approximately 3% to 5% of the orders placed on this Program will require an accelerated schedule. Complete production and shipping of envelopes must be made within 5 workdays after receipt of the Envelope Order Form.

NORMAL SCHEDULE: Complete production and shipping of envelopes must be made within 10 workday(s) after receipt of Envelope Order Form.

TRANSIT TIME (ACCELERATED AND NORMAL SCHEDULE): Transit time from scheduled shipping date to delivery at destination(s) must be no more than 6 workdays for all destinations within the continental United States and 15 workdays to Alaska, Hawaii, and Puerto Rico.

RECEIPT FOR DELIVERY: Contractor must furnish their own receipts for delivery. These receipts must include the GPO jacket, program and print order numbers, total quantity delivered, number of cartons and quantity per carton, date delivery made, and signature of the Government agent accepting delivery. The original copy of this receipt must accompany the contractor's voucher for payment.

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

RETURN OF GOVERNMENT FURNISHED PROPERTY: The contractor must deliver all material furnished by the Government along with any reproduces made by the contractor, together with one printed sample of the job, WITHIN 7 workdays after delivery/shipment to the address indicated on the order form.

These materials must be packaged, properly labeled and delivered separate from the entire job. The contractor must be able to produce a separate signed receipt for these materials at any time during the contract.

All expenses incidental to pickup/return of materials and furnishing sample copies must be borne by the contractor.

SECTION 3. – DETERMINATION OF AWARD

The Government will determine the lowest bid by applying the prices offered in the “Schedule of Prices” to the following units of production which are the estimated requirements to produce one year’s production under this contract. These units do not constitute, nor are they to be construed as, a guarantee of the volume of work which may be ordered under this contract for a like period of time.

The following item designations correspond to those listed in the “Schedule of Prices”.

- I. (a) 541
- (b) 1,933
- (c) 751
- (d) 1,317
- (e) 2,572
- (f) 672
- (g) 425
- (h) 3,705
- (i) 306
- (j) 2,800
- (k) 136
- (l) 29
- (m) 1,028

SECTION 4. – SCHEDULE OF PRICES

Bids offered are f.o.b. destination to approximately 2,000 nationwide addresses including Alaska, Hawaii and Puerto Rico.

Prices must be submitted for the entire term of the contract and bids qualified for a lesser period will not be considered.

Prices shall be all-inclusive, covering all materials and operations, for complete production in accordance with these specifications.

Bidder must make an entry in each of the spaces provided. Bids submitted with blank spaces, or with any obliteration, revision, or alteration of the order and manner of submitting bids, may be declared nonresponsive.

An entry of NC (No Charge) shall be entered if bidder intends to furnish individual items at no charge to the Government. Bids submitted with NB (No Bid) or blank spaces for an item may be declared nonresponsive.

Fractional parts of 1,000 will be prorated at the per 1,000 rate.

The Contracting Officer reserves the right to reject any offer that contains prices for individual items of production (whether or not such items are included in the Determination of Award) that are inconsistent or unrealistic in regard to other prices in the same offer or to GPO prices for the same operation if such action would be in the best interest of the Government.

I. COMPLETE PRODUCT: (PAPER, PRINTING, CONSTRUCTION, PACKING, SEALING, AND LABELING): Prices must be all-inclusive, as applicable, and must include the cost of all required materials and operations necessary for the complete production of the product listed in accordance with these specifications (including paper, printing, construction, shipping containers, all necessary pallets, packing materials, and labeling or marking).

- (a) E-19 (Rev. 10-2006) (8-7//8 x 3-7/8").....per 1,000 envelopes\$ _____
- (b) E-20 (Rev. 10-2006) (12-1/4" x 9-1/4")per 1,000 envelopes\$ _____
- (c) E-25BR (8-1996) (8-7/8 x 3-7/8")per 1,000 envelopes\$ _____
- (d) E-25CR (Rev. 5-2001) (8-7/8 x 3-7/8").....per 1,000 envelopes\$ _____
- (e) E-44 (Rev. 8-1996) (12-1/2 x 9-1/2")per 1,000 envelopes\$ _____
- (f) E-44B (Rev. 10-2004) (9 x 12")per 1,000 envelopes\$ _____
- (g) E-47 (Rev. 8-1996) (15 x 10")per 1,000 envelopes\$ _____
- (h) E-125L (Rev. 10-1994) (9-1/2 x 4-1/8").....per 1,000 envelopes\$ _____
- (i) E-125R (Rev. 10-1994) (9-1/2 x 4-1/8")per 1,000 envelopes\$ _____
- (j) E-130 (Rev. 10-1994) (9-1/2 x 4-1/8")per 1,000 envelopes\$ _____
- (k) E-142B (Rev. 10-2006) (9-1/2 x 6-1/8")per 1,000 envelopes\$ _____
- (l) E-178 (Rev. 9-2003) (9-3/4 x 4-3/8")per 1,000 envelopes\$ _____
- (m) E-200A (Rev. 1-2007) (9-1/2 x 6").....per 1,000 envelopes\$ _____

(Initials)

RETURN THIS PAGE TO RPPO COLUMBUS, OH

SCHEDULE OF PRICES

BIDDERS NAME AND SIGNATURE: Fill out and return all pages in "Section 4. - Schedule of Prices", initial or sign each in the space provided.

Fill out and return GPO Form 910. The schedule of prices will prevail in instances where prices are inadvertently entered on GPO Form 910.

GPO Form 910 is available on GPO web site at <http://www.gpo.gov/printforms/index.html>

Bidder _____

(City - State)

By _____
(Signature and title of person authorized to sign this bid)

(Person to be contacted) (Telephone Number) (Fax Number)

(Contractor Code Number)

RETURN THIS PAGE TO RPPO, COLUMBUS, OH

ATTACHMENT ONE

Envelope Specification Sheet		This sheet is for envelope specifications and composition, as well as manuscript for changeable print areas. Do not use as camera copy. Envelope must conform to USPS requirements.	
Envelope Number E-19	Copy change area A (return address) N/A	Copy change area B (mailing address) N/A	Indicia required N/A
Issue/Revision Date (Rev. 10-2006)	Program number 2551-S		
		Print order number	Sheet _____ of _____

Margins are 1" (25mm) top, center sides

Back Printing
Position bottom & right margins appropriately in lower right corner.

Envelope Specifications	
Construction Printed open side, high cut, diagonal or side seam, flap gummed and folded down. This envelope requires black opaquing design printed inside.	Text Specifications Front printing is 18 pt. Helvetica Bold (or equal). Back printing is 6 pt. Helvetica (or equal).
Size 8-7/8" x 3-7/8" (225mm x 98mm)	Stock White Writing or Wove 24#
Ink Black	Window None
Additional comments	

Form **12847-A** (Rev. 10-2006) Catalog Number 30834C

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ATTACHMENT TWO

Envelope Specification Sheet		This sheet is for envelope specifications and composition, as well as manuscript for changeable print areas. Do not use as camera copy. Envelope must conform to USPS requirements.	
Envelope Number E-20	Copy change area A (return address) N/A	Copy change area B (mailing address) N/A	Indicia required N/A
Issue/Revision Date (Rev. 10-2006)		Program number 2551-S	Sheet _____ of _____

Margins are 1" (25mm) top, center sides.

To be opened by addressee only

1/2" bar (12mm)

Prints 1/4" (6mm) along edge on both front and back.

Envelope Specifications

Construction
Printed open side, high cut, diagonal or side seam, flap gummed and folded down.
This envelope requires black opaquing design printed inside.

Text Specifications
Front printing is 28 pt. Helvetica Bold (or equal).
Back printing is 6 pt. Helvetica (or equal).

Size	12-1/4" x 9-1/4" (311mm x 235mm)	Stock	White Writing or Wove 24#
Ink	Black	Window	None

Additional comments

9-1/4" (235mm)

12-1/4" (311mm)

Back Printing
Position bottom & right margins appropriately in lower right corner.

Form **12847-B** (Rev. 10-2006) Catalog Number 30835N

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ATTACHMENT THREE

Envelope Specification Sheet

This sheet is for envelope specifications and composition, as well as manuscript for changeable print areas. Do not use as camera copy. Envelope must conform to USPS requirements.

Envelope Number E-25 BR Issue/Revision Date (8-1996)	Copy change area A (return address) Internal Revenue Service	Copy change area B (mailing address) INTERNAL REVENUE SERVICE	Indicia required N/A
Program number 2551-S		Sheet _____ of _____	

3/8" (10mm) top and left margins.

Back Printing
Position bottom & right margins appropriately in lower right corner.

E-25BR (8-1996)
Cat. No. 22383Q

Envelope Specifications

Construction
Printed open side, high cut, diagonal or side seam, flap gummed and folded down.
This envelope requires black opaquing design printed inside.

Text Specifications
All type is 10 pt. Helvetica (or equal) except as noted otherwise.
12 point Bold for "Internal Revenue Service" line in return or mailing address.
Return Address can be upper and lower case.
Addressee lines must be all caps with no punctuation (or as stated in current USPS Domestic Mail Manual).
Official Business (two line statement) is 9 pt.
Back printing is 6 pt.

Size	Stock
8-7/8" x 3-7/8" (225mm x 98mm)	White Writing or Wave 24#
Ink	Window
Black	None
Additional comments	

ATTACHMENT FOUR

Envelope Specification Sheet		Envelope Specifications	
Envelope Number E-25 CR Issue/Revision Date (Rev. 5-2001)	Copy change area A (return address) N/A	Copy change area B (mailing address) INTERNAL REVENUE SERVICE	Indicia required N/A
This sheet is for envelope specifications and composition, as well as manuscript for changeable print areas. Do not use as camera copy. Envelope must conform to USPS requirements.		Program number 2551-S	
		Sheet _____ of _____ Print order number _____	
Construction Printed open side, high cut, diagonal or side seam, flap gummed and folded down. This envelope requires black opaquing design printed inside.			
Text Specifications All type is 10 pt. Helvetica (or equal) except as noted otherwise. 12 point Bold for "Internal Revenue Service" line in mailing address. Addressee lines must be all caps with no punctuation (or as stated in current USPS Domestic Mail Manual). Back printing is 6 pt.			
Size 8-7/8" x 3-7/8" (225mm x 98mm)		Stock White Writing or Wove 24#	
Ink Black		Window None	
Additional comments			
Form 12847-D (Rev. 10-2002), Catalog Number 30837J		Department of the Treasury - Internal Revenue Service publish.no.irs.gov	

ATTACHMENT FIVE

Envelope Specification Sheet		This sheet is for envelope specifications and composition, as well as manuscript for changeable print areas. Do not use as camera copy. Envelope must conform to USPS requirements.	
Envelope Number E-44	Copy change area A (return address) Internal Revenue Service	Indicia required <input type="checkbox"/> None <input type="checkbox"/> G-48 First Class	Program number 2551-S
Issue/Revision Date (Rev. 8-1996)	3/8" (10mm) top and left margins.	Sheet _____ of _____	

Internal Revenue Service

Official Business
Penalty for Private Use, \$300

Copy change area B

12-1/2" (318mm)

9-1/2" (241mm)

Envelope Specifications	
Construction	Printed open side, high cut, diagonal or side seam, flap gummed and folded down. This envelope requires black opaquing design printed inside.
Text Specifications	All type is 10 pt. Helvetica (or equal) except as noted otherwise. 12 point Bold for "Internal Revenue Service" line in return or mailing address. Return Address can be upper and lower case. Addressee lines must be all caps with no punctuation (or as stated in current USPS Domestic Mail Manual). Official Business (two line statement) is 9 pt. Back printing is 6 pt.
Size	Stock White Writing or Wove 28#
Ink	Window None
Additional comments	

Back Printing

Position bottom & right margins appropriately in lower right corner.

E-44 (Rev. 8-1996)
Cat. No. 41025H

Form **12847-E** (Rev. 10-2002) Catalog Number 30838U

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ATTACHMENT SIX

Envelope Specification Sheet		This sheet is for envelope specifications and composition, as well as manuscript for changeable print areas. Do not use as camera copy. Envelope must conform to USPS requirements.	
Envelope Number E-44 B <small>Issue/Revision Date (Rev. 10-2004)</small>	Copy change area A (return address) Internal Revenue Service	Indicia required <input type="checkbox"/> None <input type="checkbox"/> G-48 First Class	Sheet Program number 2551-S Print order number _____ of _____
Copy change area B (mailing address) N/A			
<p>3/8" (10mm) top and left margins.</p> <p style="text-align: center;">PLACE FLAP ALONG THIS EDGE</p>			
Envelope Specifications			
Construction		Printed open side, high cut, diagonal or side seam, flap gummed and folded down. This envelope requires black opaquing design printed inside.	
Text Specifications		All type is 10 pt. Helvetica (or equal) except as noted otherwise. 12 point Bold for "Internal Revenue Service" line in return or mailing address. Return Address can be upper and lower case. Official Business (two line statement) is 9 pt. Back printing is 6 pt.	
Size	9" x 12" (229mm x 305mm)	Stock	White Writing or Wove 28#
Ink	Black	Window	5" x 2" (127mm x 51mm) Clear Polystyrene
		Additional comments	
<p>Back Printing Position bottom & right margins appropriately in lower right corner.</p> <p style="text-align: right;">E-44 B (Rev. 10-2004) Cat. No. 20470U</p>			
Form 12847-F (Rev. 10-2004) Catalog Number 30639F		publish.no.irs.gov	
Department of the Treasury - Internal Revenue Service			

ATTACHMENT SEVEN

Envelope Specification Sheet											
<p>Envelope Number E-47 Issue Date (Rev. 8-1996)</p>	<p>Copy change area A (return address) Internal Revenue Service</p>										
<p>This sheet is for envelope specifications and composition, as well as manuscript for changeable print areas. Do not use as camera copy. Envelope must conform to USPS requirements.</p>											
<p>Copy change area B (mailing address)</p> <p>Indicia required <input type="checkbox"/> None <input type="checkbox"/> G-48 First Class</p>	<p>Program number 2551-S</p> <p>Print order number _____ of _____ Sheet</p>										
<p>3/8" (10mm) top and left margins.</p>											
<p>Envelope Specifications</p> <p>Construction Printed open side, high cut, diagonal or side seam, flap gummed and folded down. This envelope requires black opaquing design printed inside.</p> <p>Text Specifications All type is 10 pt. Helvetica (or equal) except as noted otherwise. 12 point Bold for "Internal Revenue Service" line in return or mailing address. Return Address can be upper and lower case. Addressee lines must be all caps with no punctuation (or as stated in current USPS Domestic Mail Manual). Official Business (two line statement) is 9 pt. Back printing is 6 pt.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;">Size</td> <td>15" x 10" (381mm x 254mm)</td> </tr> <tr> <td>Stock</td> <td>White Writing or Wove 28#</td> </tr> <tr> <td>Ink</td> <td>Black</td> </tr> <tr> <td>Window</td> <td>None</td> </tr> <tr> <td colspan="2">Additional comments</td> </tr> </table>		Size	15" x 10" (381mm x 254mm)	Stock	White Writing or Wove 28#	Ink	Black	Window	None	Additional comments	
Size	15" x 10" (381mm x 254mm)										
Stock	White Writing or Wove 28#										
Ink	Black										
Window	None										
Additional comments											
<p>Back Printing Position bottom & right margins appropriately in lower right corner.</p> <p>E-47 (Rev. 8-1996) Cat. No. 41031T</p>											
<p>Form 12847-G (Rev. 10-2002) Catalog Number 30840G</p> <p style="text-align: right;">Department of the Treasury - Internal Revenue Service publish.no.irs.gov</p>											

ATTACHMENT EIGHT

<p>Envelope Specification Sheet</p> <p>Envelope Number E-125 L</p> <p>Issue/Revision Date (Rev. 10-1994)</p> <p>Copy change area A (return address) Internal Revenue Service</p>	<p>This sheet is for envelope specifications and composition, as well as manuscript for changeable print areas. Do not use as camera copy. Envelope must conform to USPS requirements.</p> <p>Copy change area B (mailing address) N/A</p> <p>Indicia required <input type="checkbox"/> None <input type="checkbox"/> G-48 First Class</p>	<p>Program number 2551-S</p> <p>Print order number _____ of _____ Sheet</p>
<p>3/8" (10mm) top and left margins.</p>		
<p>Internal Revenue Service</p> <p>Official Business Penalty for Private Use, \$300</p>		
<p>Back Printing</p> <p>Position bottom & right margins appropriately in lower right corner.</p>		
<p>Envelope Specifications</p> <p>Construction Printed open side, high cut, diagonal seam with tapered V flap, flap gummed and folded down. This envelope requires black opaquing design, printed inside.</p> <p>Text Specifications All type is 10 pt. Helvetica (or equal) except as noted otherwise. 12 point Bold for "Internal Revenue Service" line in return address. Return Address can be upper and lower case. Official Business (two line statement) is 9 pt. Back printing is 6 pt.</p> <p>Size 9-1/2 X 4-1/8" (241mm x 105mm)</p> <p>Stock White Writing or Wove 24#</p> <p>Ink Black</p> <p>Window 4-1/2" x 1-1/8" (114mm x 29mm) Clear Polystyrene</p> <p>Additional comments</p>		
<p>Department of the Treasury - Internal Revenue Service</p> <p>Form 12847 K (Rev. 10-2002), Catalog Number 30844Y publish.no.irs.gov</p>		

ATTACHMENT NINE

Envelope Specification Sheet	
<p>Envelope Number E-125 R</p> <p>Issue/Revision Date (Rev. 10-1994)</p>	<p>Copy change area A (return address) Internal Revenue Service</p> <p>Copy change area B (mailing address) N/A</p> <p>Indicia required <input type="checkbox"/> None <input type="checkbox"/> G-48 First Class</p>
<p>This sheet is for envelope specifications and composition, as well as manuscript for changeable print areas. Do not use as camera copy. Envelope must conform to USPS requirements.</p>	
<p>Program number 2551-S</p> <p>Print order number _____ of _____ Sheet</p>	
Envelope Specifications	
<p>Construction Printed open side, high cut, diagonal seam with tapered V flap, flap gummed and folded down. This envelope requires black opaquing design, printed inside.</p>	
<p>Text Specifications All type is 10 pt. Helvetica (or equal) except as noted otherwise. 12 point Bold for "Internal Revenue Service" line in return address. Return Address can be upper and lower case. Official Business (two line statement) is 9 pt. Back printing is 6 pt.</p>	
<p>Size 9-1/2" x 4-1/8" (241mm x 105mm)</p> <p>Stock White Writing or Wove 24#</p> <p>Ink Black</p> <p>Window 4-1/2" x 1-1/8" (114mm x 29mm) Clear Polystyrene</p> <p>Additional comments</p>	
<p>3/8" (10mm) top and left margins.</p>	
<p>Department of the Treasury - Internal Revenue Service publish.no.irs.gov Form 12847 L (Rev. 10-2002) Catalog Number 30845J</p>	

ATTACHMENT TEN

Envelope Specification Sheet <small>Copy change area A (return address)</small> Internal Revenue Service		<small>Indicia required</small> <input type="checkbox"/> None <input type="checkbox"/> G-48 First Class	
Envelope Number E-130 <small>Issue/Revision Date</small> (Rev. 10-1994)	Copy change area B (mailing address)	Program number 2551-S	Sheet of
<p>3/8" (10mm) top and left margins.</p>			
Envelope Specifications			
Construction Printed open side, high cut, diagonal seam with tapered V flap, flap gummed and folded down. This envelope requires black opaquing design printed inside.			
Text Specifications All type is 10 pt. Helvetica (or equal) except as noted otherwise. 12 point Bold for "Internal Revenue Service" line in return or mailing address. Return Address can be upper and lower case. Addressee lines must be all caps with no punctuation (or as stated in current USPS Domestic Mail Manual). Official Business (two line statement) is 9 pt. Back printing is 8 pt.			
Size 9-1/2 x 4 -1/8" <small>(241mm x 105mm)</small>		Stock White Writing or Wove 24#	
Ink Black		Window None	
Additional comments			

ATTACHMENT ELEVEN

Envelope Specification Sheet

This sheet is for envelope specifications and composition, as well as manuscript for changeable print areas. Do not use as camera copy. Envelope must meet USPS requirements.

Program number: **2551-S** Sheet _____ of _____

Print order number: **N/A**

Copy change area A (return address): **N/A**

Copy change area B (mailing address): **N/A**

Indicia required: _____

Envelope Specifications

Envelopes
Printed open side, high cut, diagonal or side seam, flap gummed and folded down.

This envelope requires black opaquing design printed inside.

Text Specifications
All type is 10 pt. Helvetica (or equal) except as noted otherwise.
12 point Bold for "Internal Revenue Service" line in return address.
Return Address can be upper and lower case.
Official Business (two line statement) is 9 pt.
Set words CERTIFIED MAIL in 16 point Helvetica and reverse print, centering left and right, and top and bottom of box as shown.
Back printing is 6 pt.

Envelope Number: **E-142 B**

Issue/Revision Date: **(Rev. 10-2006)**

Copy change area A (return address): **N/A**

Copy change area B (mailing address): **N/A**

Indicia required: _____

Print 3-3/4 x 2 1/8" (95mm x 54mm) box in PMS 347 Green ink. Set words CERTIFIED MAIL in 16 point Helvetica and reverse print, centering left and right, on top of box as shown below. Box prints 1/8" (3mm) onto flap. Window size is 3-1/2 x 1-1/2" (89mm x 38mm).

3/8" (10mm) top and left margins.

Back Printing
Position bottom & right margins appropriately in lower right corner.

E-142 B (Rev. 10-2006)
Cat. No. 27026Q

Stock: White Writing or Wove 24#

Ink: Black & PMS 347 Green

Window: Top 3 1/2" x 1-1/2" (89mm x 38mm), Bottom 4-1/2" x 1-5/8" (114mm x 41mm)

Additional comments: _____

Size: 9-1/2 x 6 1/8" (241mm x 156mm)

Back printing is 6 pt.

Form **12847-O** (Rev. 10-2006) Catalog Number 30848Q

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Department of the Treasury - Internal Rev.

ATTACHMENT TWELVE

Envelope Specification Sheet		This sheet is for envelope specifications and composition, as well as manuscript for changeable print areas. Do not use as camera copy. Envelope must conform to USPS requirements.	
Envelope Number E 178	Copy change area A (return address) N/A	Indicia required <input type="checkbox"/> None <input type="checkbox"/> G-48 First Class <input type="checkbox"/> G-48 Presorted First Class	Sheet Program number 2551-S Print order number _____ of _____
Issue/Revision Date (Rev. 9-2003)	N/A		

Envelope Specifications

Construction
Printed open side, high cut, diagonal or side seam, with tapered 2-3/16" V flap (not to exceed 2-1/4"), flap gummed and folded down.
This envelope requires black opaquing design printed inside.
Material covering window is 1.5 mil clear polystyrene.

Text Specifications
Font is Helvetica (or equal).
Official Business (two line statement) is 9 pt.
Back printing is 6 pt.

Size
9-3/4" x 4-3/8"
(248mm x 111mm)

Stock
White Writing or Wove 24#

Ink
Black

Window
Multi-Dimensional (see diagram)
1.5 mil thickness

Additional comments

Back Printing
Position bottom & right margins appropriately in lower right corner.

Form 12847-R (Rev. 9-2003) Catalog Number 30651N	publish.no.irs.gov
Department of the Treasury - Internal Revenue Service	

ATTACHMENT THIRTEEN

Envelope Specification Sheet		This sheet is for envelope specifications and composition, as well as manuscript for changeable print areas. Do not use as camera copy. Envelope must conform to USPS requirements.	
Envelope Number E-200 A	Copy change area A (return address) Internal Revenue Service	Indicia required <input type="checkbox"/> None <input type="checkbox"/> G-48 First Class	Sheet Program number 2551-S Print order number _____ of _____
Issue/Revision Date (Rev. 1-2007)		Copy change area B (mailing address)	
<p>3/8" (10mm) top and left margins.</p>			
Envelope Specifications			
Construction Printed open side, high cut, side seam, square flap, flap gummed and folded down. This envelope requires black opaquing design printed inside.			
Text Specifications All type is 10 pt. Helvetica (or equal) except as noted otherwise. 12 point Bold for "Internal Revenue Service" line in return or mailing address. Return Address can be upper and lower case. Addressee lines must be all caps with no punctuation (or as stated in current USPS Domestic Mail Manual). Official Business (two line statement) is 9 pt. Back printing is 6 pt.			
Size	9 1/2" x 6" (241mm x 152mm)	Stock	White Writing or Wove 24#
Ink	Black	Window	None
Additional comments			
Form 12847-U (Rev. 1-2007) Catalog Number 3085-4U		publish.no.irs.gov	
Department of the Treasury - Internal Revenue Service			

ATTACHMENT FOURTEEN

FY 2009 Envelope Order		See Document 9589 , FY 2008 Envelope Ordering Information, for instructions. ATTENTION: This form must be typed, handwritten forms will be rejected by the contractor.		
1. IRS office contact		2. Phone number	3. Fax number	4. Date of fax
5. Return address to be printed on envelope Internal Revenue Service		7. Mailing address to be printed on E-25 BR and/or E-25 CR If you are requesting E-25 BR and E-25 CR on the same order form, with the same base address, enter the Zip + 4 for the E-25 BR in box 7a and the Zip + 4 for E-25 CR in box 7b. If you are requesting more than one address, you will have to complete a separate Form 9880 for each address. Internal Revenue Service Enter the Zip + 4 in the appropriate box below.		
6. Shipping address		Phone number		
Attn: Internal Revenue Service		7a. E-25 BR Zip + 4	7b. E-25 CR Zip + 4	8. BR Mail permit no.
		9. Mail coordinator signature		10. Date
(Boxes 17-22) Publishing Office Use Only				
11. Purchase card number		12. Exp. date	17. Requisition number	18. Jacket number
13. Signature of purchase card holder		14. Phone number	19. Billing address code	20. Print order number
15. Accounting reference		21. Accounting code		
16. Approving official		22. Authorized signature		
23a. Envelope no.	b. Contractor order no. (completed by contractor)	c. Quantity ordered	d. Price per 1000 envelopes	e. Total dollar amount
E-19		0	\$	\$0.00
E-20		0	\$	\$0.00
E-25 BR		0	\$	\$0.00
E-25 CR		0	\$	\$0.00
E-44		0	\$	\$0.00
E-44 B		0	\$	\$0.00
E-47		0	\$	\$0.00
E-125 L		0	\$	\$0.00
E-125 R		0	\$	\$0.00
E-130		0	\$	\$0.00
E-142 B		0	\$	\$0.00
E-178		0	\$	\$0.00
E-200 A		0	\$	\$0.00
24. Envelopes received by		25. Date received	f. Total Cost	\$0.00

ATTACHMENT FIFTEEN

NOTE: This information refers to Attachment 15, IRS Form 9880, Envelope Order Form.

Upon receipt of each IRS Form 9880, the contractor must ensure that approval signatures are present for the use of the Government Purchase Cards (2 different signatures in boxes 13 & 16), and if appropriate (Envelopes E-25BR and E-25CR) must also have a local Mail Coordinator's signature (box 9). Contractor is to accept only the official, current revision of the IRS Form 9880. Any other versions must be faxed to the attention of the IRS Envelope Program Specialist at 859-669-3147, and returned to the requester for resubmission. Incomplete orders average approximately 75 per month.

Final version of the form (Rev. 10-2008) will be supplied to the contractor after award.

The contractor must be aware that incomplete forms may be received from the IRS offices. The contractor is expected to make every effort to clarify information on the form before proceeding, and ensure that all boxes have the proper information to produce and ship the order. The following items are examples of the information to be obtained:

- Box 4 must be the date the fax is received by the contractor. This date begins the computation for the scheduled delivery date.
- Box 5 will usually print as "Internal Revenue Service"; however some offices will request "Department of the Treasury". If office symbols are included in the address, the contractor must check them against a listing provided by the IRS, rejecting the order if it doesn't match. Other information such as Mail Stop Numbers, Attention line, office names, etc., the contractor must make sure it is placed on the proper line of the address. The contractor must check the zip code provided for several aspects; if a PO Box is used, the contractor must make sure there is a Zip + 4, that it is not a business reply Zip + 4, etc. Two additional listings will be provided by the IRS for address verification.
- If a PO Box is provided in Box 6 it is the responsibility of the contractor to request a street address delivery.
- Boxes 7-10 concerns orders for E-25BRs and E-25CRs. If either item is ordered there must be a Mail Coordinator signature in Box 9. Ensure correct Zip + 4s are provided for business or courtesy reply.
- Boxes 11-16 will be filled in for credit card information and approvals. (Note: for security reasons, some offices may call in their account number instead of writing it on the form.) Boxes 13 and 16 must have proper signatures. An electronic signature is not acceptable.
- Boxes 17-22 are for IRS Publishing use only, and are used in lieu of boxes 11-16. Orders using these boxes will only be placed by the IRS Envelope Program Specialist or designee. Further details will be provided when the first such order is placed.
- Boxes 23-25 will be completed by the ordering office, with the exception of box 23b. The contractor must fill in the corresponding order tracking number for each line item requested.

CAUTION: Every effort is made by the IRS to provide contract information to its offices nationwide. However, the Government has no direct control over contacts made by the offices. The Contractor should expect additional calls not related to this contract. Resource materials will be provided by the IRS to redirect these calls to the appropriate source. Callers can also be referred to the IRS Envelope Program Specialist at 859-669-3123.

ATTACHMENT SIXTEEN

Read Prior to Producing or Labeling Cartons

Labels MUST be generated from the PDF file provided. Handwritten updates are not allowed on any label. If these instructions are not followed, the Contractor will be held responsible for all re-labeling charges.

Section I – Prior to Producing Label

- 1) **Contact the IRS for a new carton label** if any of the following fields are blank when the label is received:
(a) Catalog number, (b) Revision, (c) Requisition number, (d) Product number, or (e) Product title.
- 2) **Fields for Contractor to Update Electronically:** (a) Carton # of # (see number Section I, 3 below); (b) From address; (c) To address (see exception under Section II, 2, Cartons via Small Package Carrier (SPC) below); and (d) Carton quantity (if carton quantity is blank, it must be updated with the correct packing quantity).
- 3) **Automated Carton # of # fields:** To print the correct number of labels for each address with sequential carton numbers, input the total number of cartons in second # field and press "Print Labels" button. **Warning: Once the print button is pressed, printing cannot be canceled. Be sure all information is correct prior to printing.**
- 4) **Printing:** Labels must be produced same-size in black ink on white paper.
- 5) **Proof:** An electronic proof of the label may be required if indicated on the contract or print order.

Section II – Labeling for Shipment

- 1) **Cartons:** All cartons must have IRS shipping label affixed to one end of the carton only (never on top, long-side, or bottom).
- 2) **Cartons via Small Package Carrier (SPC):** Affix SPC label to top of carton on edge nearest to IRS label. If shipping via SPC to the IRS National Distribution Center, leave the "To (Consignee)" address field blank.
- 3) **Small SPC packages/boxes/envelopes via SPC:** Affix IRS label to front of package and SPC label to the back. This includes advance distributions and IRS samples.

cut here cut here

Phaser 7300DX - Room 6231 **Print Labels** **SAVE AS** **RESET**

Carton Shipping Label

Department of the Treasury Internal Revenue Service		Publishing analyst	Phone number	Carton #	of # 1
GPO Jacket number		Print order number	Program number		
From (Contractor name and address)			To (Consignee)		
Catalog number	Revision (YYYY-MM-DD)				
Product number (Form, Document, Publication, etc)			Product title		
Carton quantity	Requisition number (YY-nnnn)				

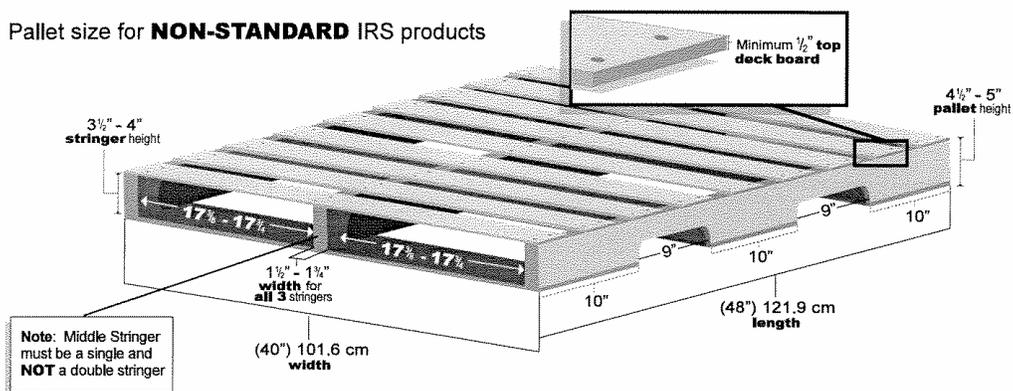
Form **6153** (Rev. 3-2006) Catalog Number 62724N Department of Treasury - Internal Revenue Service
Phaser 7300DX - Room 6231 **Print Labels** **SAVE AS** **RESET**

ATTACHMENT SEVENTEEN

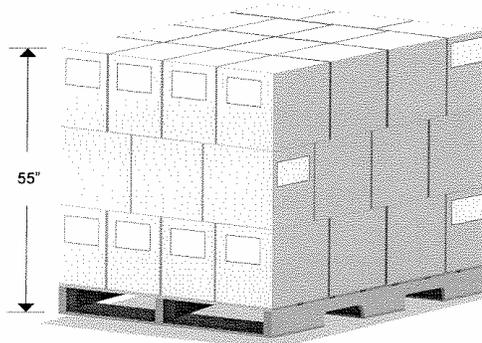
IRS Pallet Specifications

NOTE: The pallet in this specification is the standard pallet size that MUST be used when palletizing non-standard IRS products. Palletization for cartons of non-Standard (non-letter size) IRS products should be based on a configuration that minimizes space between cartons and brings the end of each carton as close to the edge of the pallet as possible – without extending beyond the size of the pallet – always keeping in mind the stability of the required pallet size. Labels should be placed on all the cartons in the same location; with as many labels visible from the outer edge of the pallet as is possible. Direct any pallet inquiries to the appropriate IRS Printing Specialist prior to job completion.

Pallet size for **NON-STANDARD** IRS products



For non-standard IRS products the maximum full pallet (pallet + cartons) height **MUST NOT** exceed 55".



ALL LABELS should be placed on the cartons in the same location; with as many labels visible from the outer edge of the pallet as possible

