

U.S. GOVERNMENT PRINTING OFFICE
San Francisco, CA

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS
For the Procurement of

Perfect-Bound Book

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

BID OPENING: Bids shall be publicly opened at 11:00 am, prevailing San Francisco time, on December 1, 2008.

Bids on this contract may submitted directly to the GPO via facsimile machine. See Page 4.

For information of a technical nature call Ms. Scot Cox at (707) 748-1970. (No collect calls.)

SPECIAL ATTENTION IS DIRECTED TO THE FOLLOWING ITEMS:

Bids submitted to be based upon f.o.b. contractor's city and f.o.b. destination. All shipments must ship via traceable means.

Successful contractor MUST have the ability to load Excel Spreadsheet data for shipping addresses into database of their choice, create template for printing data, and output to pressure sensitive labels.

Successful contractor MUST sign a Non-Disclosure Agreement. Submit a signed copy of the Non-Disclosure Agreement with your bid.

Submit email address to receive facsimile transmissions directly from IRS after award on GPO Form 910.

Shipping manifests: Contractor will be required to provide tracking numbers for all shipments to ebony Jenies at ebony.t.jenies@irs.gov to verify transit. Verification(s) must be received by IRS at time of shipment.

To submit a bid, the contractor must execute and return in duplicate the GPO Form 910, including a quotation for each additional 1,000 copies manufactured, exclusive of all basic or preliminary costs.

SECTION 1. - GENERAL TERMS AND CONDITIONS

GPO CONTRACT TERMS AND QUALITY ASSURANCE THROUGH ATTRIBUTES: Any contract which results from this Invitation for Bid will be subject to the applicable provisions, clauses, and supplemental specifications of GPO Contract Terms (Pub. 310.2), effective December 1, 1987 (Rev. 9-88) and Quality Assurance Through Attributes Program (GPO Pub. 310.1), effective May 1979 (Rev. 12-92). In case of conflict between these specifications and GPO Contract Terms and/or Quality Assurance Through Attributes Program, these specifications will govern.

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

Product Quality Levels:

- (a) Printing Attributes - Quality Level 3
- (b) Finishing Attributes - Quality Level 3

Inspection Levels from ANSI/ASQC Z1.4 (MIL-STD 105):

- (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	Ok Proofs/Electronic Media
P-8. Halftone Match (Single and Double Impression)	Ok Proofs/Electronic Media
P-9. Solid and Screen Tint Color Match	Ok Proofs/Electronic Media
P-10. Process Color Match	Ok Proofs/PMS 7485C/Black

RECOVERED MATERIALS PROGRAM: The Government Printing Office is promoting the use of a recovered materials content to the maximum possible extent provided all specification requirements are met. Offerors are encouraged to supply paper and paper products that contain recovered materials even in the absence of a specific solicitation provision or contract clause requiring such materials.

MAINTENANCE OF RECORDS ON RECOVERED MATERIALS IN PAPER PRODUCTS: The contractor shall maintain manufacturer/mill accounting and record summaries on the fiber weight content used as feedstock, for purposes of Government audit, that will verify: (a) the contractor's certification of the minimum percentage of recovered materials used in performance of the contract; (b) the paper and paper products are in compliance with the specification requirements, and; (c) the paper is manufactured in accordance with the Environmental Protection Agency (EPA) Paper Products Recovered Materials Advisory Notice (61 FR 26897, May 29, 1996), whether the products are manufactured by the contractor or another paper mill. The contractor, if not the manufacturer, shall obtain this information from the paper manufacturer. The contractor shall maintain, and make available to the

Government, these documents for one year after the expiration of the contract. Nothing in this clause shall excuse the contractor from furnishing the specified paper.

DEFINITION OF RECOVERED MATERIALS IN PAPER PRODUCTS:

Waste Paper (when used in high grade bleached printing and writing papers) means any of the following "recovered materials":

(1) Postconsumer materials such as paper:

(a) Paper, paperboard, and fibrous wastes from retail stores, office buildings, homes, and so forth, after they have passed through their end usage as a consumer item, including: Used corrugated boxes, old newspapers; old magazines; mixed waste paper; tabulating cards, and used cordage; and

(b) All paper, paperboard, and fibrous waste that enter and are collected from municipal solid waste; and

(2) Manufacturing, forest residues, and other wastes such as:

(a) Dry paper and paperboard waste generated after completion of the papermaking process (that is, those manufacturing operations up to and including the cutting and trimming of the paper machine reel into smaller rolls or rough sheets) including envelope cuttings, bindery trimmings, and other paper and paperboard waste, resulting from printing, cutting, forming, and other converting operations; bag, box, and carton manufacturing wastes; and butt rolls, mill wrappers, and rejected unused stock; and

(b) Finished paper and paperboard from obsolete inventories of paper and paperboard manufacturers, merchants, wholesalers, dealers, printers, converters, or others.

(3) "Mill broke" is specifically excluded from the definition of waste paper. Mill broke means any paper waste generated in a paper mill prior to completion of the papermaking process.

Postconsumer Recovered Materials means (1) Paper, paperboard, and fibrous wastes from retail stores, office buildings, homes, and so forth, after they have passed through their end usage as a consumer item including: Used corrugated boxes, old newspapers, old magazines, mixed waste paper, tabulating cards, and used cordage, and (2) All paper, paperboard, and fibrous wastes that enter and are collected from municipal solid waste.

SUBMISSION OF OFFERS AND EVALUATION: The offer shall be based upon supplying paper that meets or exceeds the minimum percentage of waste paper and/or the minimum percentage of postconsumer recovered materials required by this solicitation. By submission of an offer, offerors are certifying that the paper to be supplied contains at least the minimum percentage(s) specified. This certification concerns a matter within the jurisdiction of an agency of the United States, and the making of a false, fictitious, or fraudulent certification may render the maker subject to prosecution under Title 18, United States Code, Section 1001. The Government reserves the right to require proof of such certification prior to first delivery and thereafter as may be otherwise provided for under the provisions of the contract.

FACSIMILE BIDS: Facsimile bids are permitted.

- (a) Definition. "Facsimile bid," as used in this solicitation, means, a bid, modification of a bid, or withdrawal of a bid that is transmitted to and received by the Government via electronic equipment that communicates and reproduces both printed and handwritten material.
- (b) Bidders must submit facsimile bids as responses to this solicitation. These responses must arrive at the place and the time specified in the solicitation.
- (c) Facsimile bids that fail to furnish required representations or information or that rejects any of the terms, conditions, and provisions of the solicitation will be excluded from consideration.
- (d) Facsimile bids must contain the required signatures.
- (e) The Government reserves the right to make award solely on the facsimile bid. However, bidders agree to promptly submit the complete original signed bid.
- (f) Submit facsimile bid to (707) 748-1980 or (707) 748-1981, one bid per facsimile.
- (g) If the bidder chooses to transmit a facsimile bid, the Government will not be responsible for any failure attributable to the transmission or receipt of the facsimile bid including, but not limited to, the following:
 - (1) Receipt or garbled or incomplete bid.
 - (2) Availability or condition of the receiving facsimile equipment.
 - (3) Incompatibility between the sending and receiving equipment.
 - (4) Delay in transmission or receipt of bid.
 - (5) Failure of the bidder to properly identify the bid.
 - (6) Illegibility of bid.
 - (7) Security of bid data.

SECTION 2. - SPECIFICATIONS

TITLE: Document 6209

QUANTITY: 71,759 copies

NUMBER OF PAGES: 560 Pages plus Covers

TRIM SIZE: 8-1/2 x 11"

GOVERNMENT TO FURNISH:

- 1.) Printing Media will be provided to contractor in Portal Document Format (PDF), generated from Adobe Acrobat 8.0 or later (backward compatible to Adobe Acrobat 5.0), as a composite file (with all fonts embedded at the PDF level. DO NOT UNEMBED FONTS! This may result in a loss of data), electronically transferred to contractor's designated e-mail address (compiled file size may influence delivery method);
- 2.) IRS Form 6153, Carton Label (3 separate versions);
- 3.) 4 MS Excel Spreadsheets, for IMDDS distribution;
- 4.) IMDDS-ERC Shipping Label;
- 5.) IRS Form 2040, Electronic Distribution List, and the following:
- 6.) IRS Form 12194, Mailroom: Please Open – Contains IMDDS Internal Distribution;
- 7.) Postal Reporting Instructions
- 8.) IRS Form 13456, IRS Publishing Postage Report
- 9.) IRS Form 13456-A, FAX Cover Sheet for IRS USPS Postage Statements
- 10.) Four Excel Files (on same disc) for shipping files.

EXHIBIT 1 – Non-Disclosure

EXHIBIT 2 – Document 12215 (IMDDS Labeling, Packing, and Shipping Instructions)

EXHIBIT 3 – Document 12321 (Pallet Specifications)

EXHIBIT 4 – Inner Label Distribution Summary

1 previously printed book to be used as construction guide only.

2-page specification sheet.

Labeling, Packaging, & Shipping Instructions (3-pages).

Non-Disclosure Agreement (4-pages).

If film negatives are produced: Film negatives produced by the contractor must be used to print the order, and are to be returned to the ordering agency under separate cover via traceable means to the appropriately noted address cited under "Distribution".

If Computer-to-Plate means and methods are used: Upon completion of the order, the contractor must furnish final production native application files (digital deliverables) with the furnished material. The digital deliverables must be an exact representation of the final printed product and shall be returned on a CD-R disc, labeled with the: Production Date, Product Title, GPO Jacket No, ordering agency's Requisition No. and contractor's name. With the exception of Adobe Acrobat Portable Document Format (PDF) files, the contractor may not return PostScript files or any proprietary file formats different than those supplied as digital deliverables without expressed permission by the Government.

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.

Prior to image processing, the contractor shall be responsible for reviewing files on the furnished digital medium to insure that such features as bleeds, register marks and file output settings have been provided to correctly generate the required output media. These prepress responsibilities, as well as the provision of necessary trapping, are to be provided at no additional cost to the Government.

Contractor is required to have Internet access, provided through their Internet Service Provider (ISP) with email and a web browser equivalent to Internet Explorer 6.0 or Netscape 4.0.

NOTE: Any use of public address or web-based mail servers (ex: MSN, Hotmail, yahoo and Gmail) are not acceptable.

Contractor must have the ability to load Excel spreadsheet data into database of their choice, create template for printing data, and output to pressure sensitive labels.

NOTE: Instructions on layout of labels will be provided (See EXHIBIT 2)

Contractor is required to output from furnished disc at minimum 2400 dpi resolution, 133-line screen.

Basic Check of Furnished Electronic Media and Files: Prior to image processing, the contractor is responsible for checking all furnished electronic media files to insure that such files correctly generate for printing. The contractor must supply necessary trapping. Output must be generated on high resolution image processors. If any errors, media damage, or data corruption that might interfere with proper file imaging are discovered during inspection by the contractor, contact Ebony Jenies at 202-622-6582 or ebony.t.jenies@irs.gov for new files.

NOTE: Electronic files received in unusable condition will be replaced by IRS on an expedited basis.

This Electronic Media and File check should identify any problem areas with the digital file submission and should include but not be limited to missing or damaged fonts, improper trim size and/or margins, only low resolution files included for illustrations, and any improper color definition. The contractor is also responsible for adjusting copy for trim size and bindery attributes, and defining proper file output selection for the imaging device being used. All furnished files must be imaged as necessary to meet the assigned Quality Assurance Thorough Attributes Program (QATAP) level.

Identification markings such as register marks, ring folios, rubber stamped jacket numbers, commercial identification marks of any kind, etc., form number, and revision date, carried on copy or film, must not print on finished product.

Contractor is required to have Adobe Acrobat 7.0 Professional (or more recent) software (not Adobe Reader) and the capability to receive and open file attachments compressed into a WinZIP (.zip) file format. The contractor must furnish all email addresses for the IRS to email all electronic files, in order to avoid any lapse in service, at time of award.

PRODUCT DESCRIPTION: Perfect-bound book. All covers (1, 2, 3, and 4) print type and agency logos in green and black inks, bleeding all sides. Flood coat Covers 1, 4, and spine with a clear satin aqueous varnish. 560 text pages print type, solid areas, halftones, and illustrations in black ink, face and back. Score covers for fold and ¼” from spine to eliminate cracking of cover. Collate text pages and covers in sequence; perfect-bind on left 11” dimension.

PROOFS: Two sets of digital or dylux content proofs are required (FOR TEXT PAGES ONLY), created by using the same Raster Image Processor (RIP) that will be used to produce the product. Proofs shall be with all elements in proper position and collated, trimmed / constructed / folded to the final finished size of each product.

PLUS--

Two sets of digital color proofs (COVERS ONLY) (Kodak Approval, Screen TrueRite, Dupont Thermal Waterproof, Polaroid PolaProof, CreoSpectrum, or Fuji Final Proof of both face and back for covers 1 – 4 with a minimum resolution of 2400 dpi are required (indicate margins) on the actual production stock.

Proofs available suitable to meet delivery schedule. 2 complete sets of cover and text proofs, to each location below, via contractor’s expense (FOB Destination).

1 complete set proofs to:
Gene Small, (202) 283-5227
Internal Revenue Service – NCFB
5000 Ellin Road, A4-131
Lanham, MD 20706

1 complete set proofs to:
Ebony Jenies, (202) 622-6582
Internal Revenue Service
1111 Constitution Ave, NW – RM 6235
Washington, DC 20224

The proofs will be checked for quality and compliance with the contract specifications, approved, rejected or approved with comments and the contractor will be notified, via email, within **four (4)** business days after receipt of the email. If, in the opinion of the GPO and/or the Internal Revenue Service, the proofs are not a true representation of the furnished copy, they will be rejected and correction and reproofing must be at no additional expense to the Government. The schedule stated elsewhere in these specifications cannot extend to allow for such reproofing. No extra time can be allowed for this reproofing; such operations must be accomplished within the original production schedule allotted in the specifications.

If there are any questions or concerns please send e-mail ebony.t.jenies@irs.gov. In the subject line please indicate the GPO Jacket, the Purchase Order number and the Title of the job. Proofs will be held for no more than 4 workdays. No additional time will be given. Contractor must provide proofs within the original production schedule stated in the specifications. Contractor CAN NOT begin printing until an approval from IRS has been received.

DO NOT return electronic/hardcopy media with proofs.

Contractor must supply a return airbill, to receive proofs back from IRS.

CONTRACTOR MUST NOT PRINT PRIOR TO RECEIVING AN APPROVAL FROM IRS.

STOCK: The specifications of all stock furnished must be in accordance with those listed herein or listed for the corresponding JCP Code numbers in the "Government Paper Specification Standards No. 12" dated February 2008, and any subsequent amendments thereto.

COVERS: White Coated Cover, Dull Finish, (Basis: 20 x 26", 80 lb., per 500 sheets), equal to JCP Code L60.

TEXT: White Offset Book, (Basis: 25 x 38", 50lb., per 500 sheets), equal to JCP Code A60.

INKS: Green, PMS 7485U and Black

Ink used in the performance of this contract shall contain not less than the following percentages of vegetable oil: (a) new ink, 40 percent; sheet-fed and forms ink, 20 percent, and: (c) heat-set ink, 40 percent.

High quality color process printing on high speed heat-set presses is excepted when slow drying time significantly increases production costs.

PACKING: Mark all cartons per the IMDDS Labeling, Packaging and Shipping Instructions attached to this specification. Follow the instructions for the inner and outer labels. Additional instructions are furnished for the Order Point Numbering System (OPN), packaging specifications and shipping specifications. Pack tightly to prevent damage in transit.

PACKING: Contractor is to pack solid all shipments to avoid damage during method of transit.

For Individual Location Shipments – Packaging required for 6,476 cartons and envelopes in accordance to IRS Document 12215. Packaging for USPS PO Box shipments must comply with all USPS requirements. Contractor should familiarize themselves and be capable of complying with IRS Document 12215 - IMDDS Packing, Labeling and Shipping Instructions (**See EXHIBIT 1**). Contractor will be provided with MS Excel spreadsheets (4) to print all interior package labels and outer carton labels - - See DISTRIBUTION, below.

For Bulk Shipments – Pack 10 per shipping container. No internal shrink wrapping or banding. Place full size corrugated boards on top, bottom, and vertically between any stacks (if necessary). See "CONTAINERS/CARTONS", for additional packing requirements.

CONTAINERS/CARTONS: Contractor is to furnish all packaging and shipping containers / cartons. All packages, containers / cartons must be corrugated or solid fiber shipping containers (bursting strength: 200 p.s.i., minimum) with a **maximum weight of 28 to 32 lbs each**. Bottom flaps may be glued, stapled, or sealed with 2 to 3" polyester tape (not reinforced). (minimum 65 lbs./inch transverse tensile strength). The cartons, if stapled, must be stapled before packing and without damage to the product, no staples are to be on the top. Cartons are to be sealed at the top with 2 to 3" paper or polyester tape (not reinforced).

Contractor will determine exact dimensions of packages and containers / cartons in accordance with trim size and weight of the product produced.

LABELING AND MARKING (package and/or container labels): Contractor is to provide all material for package, container / carton labeling.

For Individual Location Shipments – All cartons and packages must be labeled in accordance to IRS Document 12215.

For Bulk Shipments (NDC) – All Bulk Shipment (NDC) cartons must have IRS shipping label (IRS Form 6153 (3-2006)) affixed to one end of the carton only (never on top, long-side, or bottom). Carton labels MUST be generated from the PDF file provided. Contractor MUST produce shipping container labels from the furnished file in the same-size, black ink, on White stock, and fill in any appropriate blanks electronically. Carton labels that are streamlined or recreated (redesigned) by the contractor will not be acceptable.

IRS Form 6153 Carton Label will be provided via e-mail to contractor with Electronic Distribution List notification.

CARTONS LABELS FOR SMALL PACKAGE CARRIER (SPC) SHIPMENTS: Small Package Carrier shipments (ex UPS) MUST contain an additional “electronically created” address label for each carton/ package. The additional “electronically created” SPC address labels must be affixed to the top of each and every carton/ package on the edge nearest the IRS Carton Label (F6153 ((3-2006))). See “DISTRIBUTION” for additional requirements of the separate SPC labels for IRS locations.

Pack in suitable shipping containers to sure safe delivery without damage.

TRACKING INFORMATION: Contractor is required to email all tracking numbers MUST be emailed to Ebony.T.Jenies@irs.gov when shipping is completed. Shipping label will be provided on disc for Bloomington, IL location. The PDF must be opened correct “carton quantity” entered, and then printed out. This label must be applied to each carton going to that location. A 2040 will be provided by email and needed to be filled out and returned. This will take 5 minutes total.

ELECTRONIC SHIPPING VERIFICATION: A fillable PDF file will be emailed to contractor, contained in a WinZIP file, indicating location(s) and quantities to be shipped. IRS Electronic Form 2040 – Distribution List is used for shipping verification and is used for the purpose of updating IRS databases and to inform destinations of the shipping and quantity status. The contractor MUST update the Electronic Form 2040 and transmit via email to IRS on day of product shipment. **Any delay or missed input could result in delay of payment.** The contractor is required to complete and email Form 2040 to IRS when shipping begins. The majority of the information will be included in the report from the IRS to the contractor but the contractor is responsible for the verification and correctness of information supplied back to IRS. It will be the contractor’s responsibility to update the Shipping Status, Ship Quantity, and Date Shipped filed with their information as per instructions included in Form 2040 PDF. An IRS Quick Reference Guide for the Form 2040 application will be made available to the contractor upon request. If there is any information missing or incorrect, place contact the IRS Printing Analyst that is specified in the upper corner of Form 2040.

SHIPPING MANIFESTS: Contractor is required to provide tracking numbers for all shipments to Ebony Jenies at ebony.t.jenies@irs.gov to verify transit. Verification(s) must be received by IRS at time of shipment(s).

INSPECTION SAMPLES: Occasionally, when so indicated on the print order or otherwise requested, the first two copies, as soon as completed, must be sent for inspection to the U.S. Government Printing Office, Regional Printing Procurement Office, 536 Stone Road, Suite I, Benicia, CA 94510-1170 Attn: Inspection Samples, Scot Cox, Jacket 570-704.

These copies shall be considered as sample copies, and cannot be deducted from the total quantity ordered. The package or envelope containing these samples must be identified by the GPO jacket number, program number, print order number, title, and include a facsimile of the print order on which these samples were ordered. The contractor must comply with the shipping schedule regardless of this requirement for inspection samples. The contractor will be notified of the test results only if there are deficiencies.

DEPARTMENTAL QUALITY COPIES: All orders must be divided into equal sublots in accordance with the chart shown below. A random sample must be selected from each subplot. Do not choose copies from the same general area in each subplot.

<u>Quantity Ordered</u>	<u>Number of Sublots</u>
500 - 3,200	50
3,201 - 10,000	80
10,001 - 35,000	125
35,001 and over	200

These randomly selected samples must be packed separately and must be identified by a special government-furnished blue label, which is to be affixed to each affected container. These random sample copies must be recorded separately on all shipping documents and sent in accordance with the distribution list. The random inspection samples constitute a part of the total quantity ordered, and no additional charge will be allowed.

In addition, a copy of the PRINT ORDER/SPECIFICATION along with the signed selection certificate, which will be furnished, must be included with the samples.

A copy of the Government-furnished certificate must accompany the voucher sent to the GPO, Financial Management Service, for payment. Failure to furnish the certificate may result in delay of processing the voucher.

DISTRIBUTION: Deliver f.o.b. destination, as follows:

Ships FOB Contractor's City and FOB Destination **FINAL SHIP DATE on or before 01/05/2009 MUST** (See "DISTRIBUTION", below) to location(s) indicated on Form 2040 and on the provided Excel spreadsheets. Shipping will be via IRS IMDDS All Employee Distribution and Bulk Delivery methods.

For IMDDS Distribution – *Contractor must verify with GPO that they are familiar with this distribution process prior to submitting a bid. Based on weight of IMDDS and Bulk deliveries, all shipments must comply with requirements below.*

For Ground Service Deliveries Over 750 Lbs – Shipments over 750lbs are to be completed by Motor Freight and require Pallets.

PALLETS (*motor freight shipments over 750lbs only*): Pallets must be type III and must conform to Federal Specifications NN-P-71C, and any amendments thereto except for dimensions and single center stringer. Full entry **MUST** be on the 40" width. Strict adherence to these dimensions is necessary to accommodate storage requirements of IRS distribution centers. Receipt of incorrect pallets may result in a charge for each incorrect pallet which will be assessed against the contractor. This charge will cover additional costs incurred by IRS to re-palletize the shipment onto correct pallets. Cartons shall be stacked on pallets with a maximum height of 55", including pallet. Do **NOT** use metal strapping or pallet caps for securing material on pallets. There must be no more than one partial pallet per destination.

PALLETIZING: Cartons shall be stacked on pallets using a reverse layer pattern, 9 cartons per layer, with a maximum height of 55", including pallet or a maximum of 7 layers. 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.

IRS Document 12321, Pallet Specifications, will be provided via e-mail to contractor with Electronic Distribution List notification (**See EXHIBIT 3**).

For Ground Service Deliveries Under 750 lbs – Contractor is required to ship via IRS' small package carrier (SPC), the IRS will provide an IRS small package carrier account number (UPS). If contractor does not already have an IRS account number already established, the contractors must notify the IRS (at 202-622-6582) at least 7 Federal workdays prior to the scheduled ship date. Contractors are required to ship using the designated carrier (UPS) and IRS account number(s) or be responsible for any additional shipping costs.

The contractor must report any SPC related problems to the IRS Postal and Transport Policy Section immediately. Telephone (972) 308-7074 or (972) 308-1886, between the hours of 8:00 am – 3:30 pm, prevailing eastern-standard time, Monday through Friday, exclusive of Federal Holidays. The U.S. Postal Service (USPS) is not an option for shipments to the government for this jacket.

The contractor **MUST** have the capability to generate SPC shipping labels electronically and each label **MUST** provide the 2 following reference fields: Reference Field 1 – GPO Jacket #; Reference Field 2 – IRS requisition number for this procurement.

MUST Ship all quantities, to all addresses, on the specified schedule date (MUST be full quantities to all consignees, no shortages will be accepted unless otherwise specified). Contractor must notify and coordinate with the IRS' designated small package carrier to ensure that shipments comply with schedule.

SHIPPING LOCATIONS: All quantities will ship to various locations, as indicated below. Contractor is to comply with all USPS regulations for PO Box shipments at time of mailing.

FOB CONTRACTOR'S CITY - - Ship 64,757 copies to 6,789 locations, in 8,949 packages

(amount of copies vary by location, please reference provided Excel sheets), via IRS Small Package Carrier. Ship 7,000 copies as bulk delivery to location indicated on IRS Electronic Distribution List, Form 2040.

FOB DESTINATION - - Mail 1 final copy to each location listed below:

Gene Small, (202) 283-5227
Internal Revenue Service – NCFB
5000 Ellin Road, A4-131
Lanham, MD 20706

Ebony Jenies, (202)622-6582
Internal Revenue Service
1111 Constitution Ave, NW – RM 6235
Washington, DC 20224

All expenses incidental to returning materials, submitting proofs, and furnishing sample copies must be borne by the contractor.

SCHEDULE:

Furnished material will be available for pickup at the GPO by December 2, 2008.

Deliver proofs on or before December 8, 2008 to:

One complete proof set to:
Gene Small (202) 283-5227
Internal Revenue Service (IRS)
5000 Ellin Road, A4-131
Lanham, MD 20706 [Deliver by Traceable Means]

One complete proof set to:
Internal Revenue Service
1111 Constitution Avenue, NW, Rom 6235
Washington, DC 20224
Attn: Ebony Jenies (202) 622-6582 [Deliver by Traceable Means]

Complete production and delivery MUST be made on or before January 5, 2009.

All Government Furnished Material must be returned within 10 workdays after delivery of the order.

GPO Form 910
(R 5-99) P.57021-4
Part 1
ORIGINAL

U.S. GOVERNMENT PRINTING OFFICE
Printing Procurement Department

BID

All bids are subject to: (i) GPO Contract Terms (Pub. 310.2); (ii) the specifications; and (iii) representations and certifications (on reverse) which are enclosed or incorporated herein by reference. Check or complete all applicable boxes of representations and certifications printed on reverse of part one. See representations and certifications in their entirety in GPO Contract Terms (Pub. 310.2). Attach all required certificates to this bid form.

Shipment(s) will be made from: City _____, State _____

(The city(ies) indicated above will be used for evaluation of transportation charges when shipment f.o.b. contractor's city is specified. If no shipping point is indicated above, it will be deemed that the bidder has selected the city and state shown below in the address block and the bid will be evaluated and the contract awarded on that basis. If shipment is not made from evaluation point, contractor will be responsible for any additional shipping costs incurred.)

PROGRAM NO. _____ (BIDDER TO ATTACH SCHEDULE OF PRICES TO THIS BID FORM)

or

JACKET NO. _____

BID _____

Additional _____ Rate _____

Discounts are offered for prompt payment as follows: _____ percent, _____ calendar days.
See Provision 12 "Discounts" in GPO Contract Terms (Pub. 310.2).

Bidder hereby acknowledges amendment(s) number(ed) _____

In compliance with the above, the undersigned agrees, if this bid is accepted within _____ calendar days (60 calendar days unless a different period is inserted by the bidder) from the date for receipt of bids, to furnish the specified items at the price set opposite each item, delivered at the designated point(s), in exact accordance with specifications.

Notice: Failure to provide a 60 day bid acceptance period may result in expiration of your bid prior to award.

COMPANY SUBMITTING BID

PERSON AUTHORIZED TO BID

Company _____ Name _____

Address _____ Title _____

City _____ State _____ Zip _____ Signature _____

GPO Contractor Code (if known) _____ Date _____

Telephone Number _____ Facsimile Number _____

Contracting Officer Review _____ Date _____ Certifier _____ Date _____

IMDDS Labeling, Packaging and Shipping Instructions

Labeling Specifications

There are three sets of labels, a Distribution List, and a Packing List:

- INNER IMDDS labels, which are 7/8" x 3-7/8", have a nine-digit order point number (OPN) at the top line (e.g. 31600-1000), and the item quantity printed in the lower right corner. Inner labels are affixed to each individual package.

31600-1000	REQ NO: 2000-0000	I R S
IRS/SUMMIT BUILDING, ATLANTA		
DIR ACCT MGMT WI STF 94-WI		
DIST OF DOC 7130		
FILE 345	01459P	

- OUTER IMDDS address Labels, which are 4" x 3-1/2", have a five-digit number printed at the top (e.g. 31600) and the mailing shipping address OUTER labels are affixed to SHIPPING container.

Internal Revenue Service	
IMDDS COORD-RM 201	
2970 BRANDYWINE RD	
CHAMBLEE GA 30341	
Official Business	
Penalty for Private Use, \$300	
REQ: 2000-0000	
DIST OF DOC 7130	
FILE 345 01459P	
31600	
IRS/SUMMIT BUILDING, ATLANTA	
DISTRIBUTION RM 952 STOP 814-D	
401 W. PEACHTREE STREET	
ATLANTA	GA 30308-0000
Form 5124-G (Rev. 1-95)	

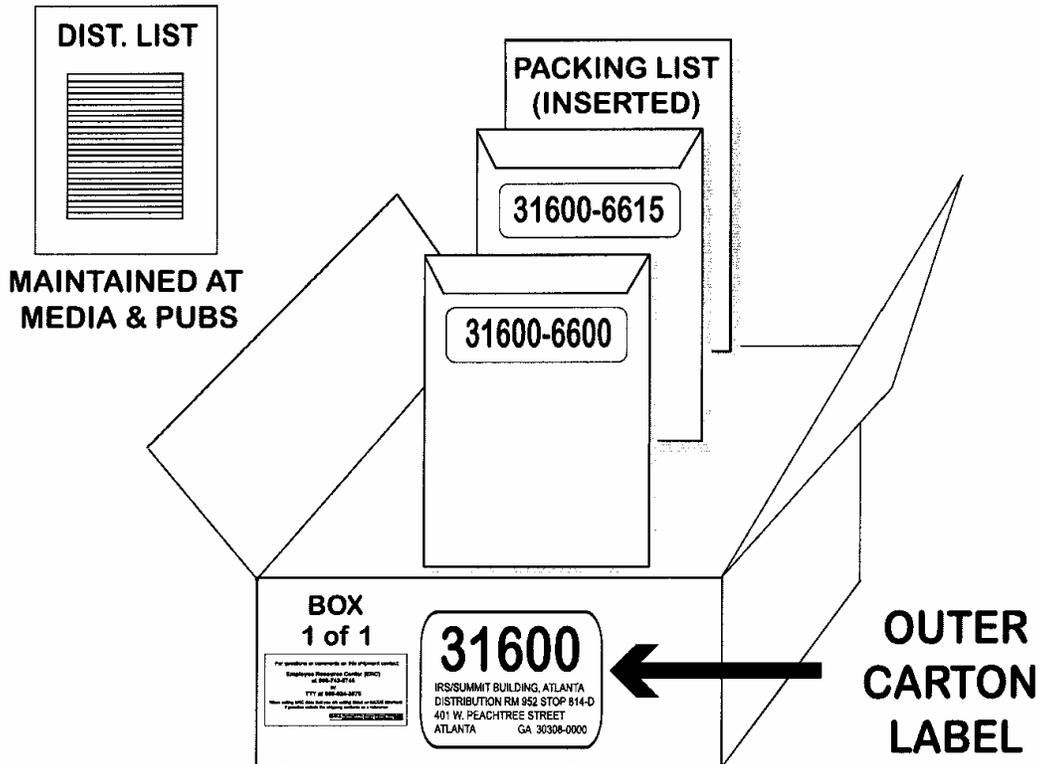
- The INNER and OUTER labels "match" when the first five digits of the numbers on **both** labels are the same.
- **Document 12194, IMDDS ERC Shipping Label**, should also be placed on the outer package, but not below the outer address label. USPS "readers" look for the last 2 lines of a package to determine mailing locations. **Therefore, the outer IMDDS address label should be the lowest label on the package.**



Order Point Numbering (OPN) System

		<u>OPN SUFFIX</u>	<u>QTY</u>
Primary Order Point Number	31600 -	0000	(outer label)
	31600 -	6600	1 (inner label)
	31600 -	6615	1 (inner label)
Total Package Qty -			2

Consolidated Shipments Using the OPN System



Packaging Specifications

- DISTRIBUTION lists specify **all** OPNs (*and quantities*) that require INNER packaging and labeling. They should be maintained in Media and Pubs for historical purposes.
- PACKING lists identify the specific OPNs (*INNER packages*) that are consolidated into an OUTER package (*shipping container*).

Inner Packages:

Contractors will package the quantity specified on the lower right corner of the INNER label and affix the label to individual OPN package. INNER packages should be in the smallest possible container (*e.g. use an envelope, shrink wrap, binding, or box*).

Complete packages:

All packages labeled with numbers beginning with the same first five digits will be consolidated into the least number of shipping containers possible.

Shipping Specifications

- Shipments weighing 750 lbs. OR MORE to one address will require an Internal Revenue Bill of Lading, formerly a Government Bill of Lading (GBL) and will be sent by motor freight.
- Shipments weighing less than ONE POUND will be shipped through the U.S. Postal Service (USPS).
- Shipments weighing between ONE pound and 749 pounds will be shipped by a small package carrier unless it is addressed to a POST OFFICE or is being shipped to a post office box, in which case the shipment must be sent through USPS.

Summary

- INNER and OUTER labels "match" when the first five digits of the numbers on both labels are the same.
- Document 12194 should be on the OUTER package, but **not** below the OUTER IMDDS address label.
- DISTRIBUTION lists specifies the complete product distribution and **all** OPNs (and quantities) that require INNER packaging and labeling.
- PACKING lists will specify the OPNs (INNER packages) that are consolidated into an OUTER package (shipping container).

Contractors will package the quantity specified on the lower right corner of the INNER label and affix label to the the individual OPN package. INNER packages will be the smallest possible container (*e.g. use an envelope, shrink wrap, binding, etc. instead of a carton*).

Multiple shipping containers to a single address must specify "Box ____ of ____." Packing lists must be included in the shipping container marked "Box 1 of ____." The "matching" OUTER label will be affixed to the outside of each shipping container. Shipping container packages are correct when the first five digits on **both** the **INNER** and **OUTER** labels match.

IRS CERTIFICATION OF NONDISCLOSURE

In performing the services described herein, the contractor agrees to comply and assume responsibility for compliance by his/her employees with the requirements listed below. This agreement must be signed by the contractor before documents and/or items will be released by this office for duplication and bates stamping.

A. General Safeguards

1. Documents and/or items received by the contractor are sensitive and must be properly safeguarded from unauthorized disclosure. When documents and/or items are not being Bates-stamped, scanned, or copied, they will be securely stored in a location, which will preclude unauthorized access.
2. Individuals having access to documents and/or items during pick-up, duplication, counting, assembly, delivery, etc., are to be properly notified by the contractor of the sensitivity of the information and cautioned to preclude loss, theft, destruction or unauthorized access.
3. All documents and/or items received by the contractor must be returned to the ordering agency Internal Revenue Service as specified at time of service request, in the same condition as when received. This includes reassemble in stacks, binders, sets, folders, etc., if disassembly was required during scanning/duplication.
4. Proper control and handling must be maintained at all times to prevent any information or materials required to produce the products ordered under these specifications from falling into unauthorized hands. Release of the materials to anyone not authorized by the Internal Revenue Service (IRS) is prohibited. All copies must be accounted for and all extra copies (in any format), electronic files, materials, waste, etc. must be destroyed beyond recognition or reconstruction.
5. *Subcontracting will not be permitted in part or in whole in any aspect for the production of products ordered. Third-party couriers will not be permitted. The contractors must pickup and deliver the finished product without the aid of outside courier service(s).*

B. Disclosure of Information - Safeguards

1. All work shall be performed under the supervision of the contractor or the contractor's responsible employees.
2. Any return or return information made available shall be used only for the purpose of carrying out the provisions of this contract. Information contained in such material shall be treated as confidential and shall not be divulged or made known in any manner to any person except as may be necessary in the performance of the contract. Inspection by or disclosure to anyone other than an officer or employee of the contractor shall require prior written approval of the Internal Revenue Service. Requests to make such inspections or disclosures should be addressed to the IRS Disclosure Officer at the Laguna Niguel, CA address listed under Distribution in the specifications or his/her designee.
3. Should the contractor or one of his/her employees make any unauthorized inspection(s) or disclosure(s) of confidential tax information, the terms of the Default clause, GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 [Rev. 6-2001]), incorporated herein by reference, may be invoked, and the contractor will be considered to be in breach of this contract.

C. Disclosure of Information - Safeguards for Automated Data Processing Services

1. Any return or return information made available in any format shall be used only for the purpose of carrying out the provisions of this contract. Information contained in such material shall be treated

as confidential and shall not be divulged or made known in any manner to any person except as may be necessary in the performance of the contract. Inspection by or disclosure to anyone other than an officer or employee of the contractor shall require prior written approval of the Internal Revenue Service. Requests to make such inspections or disclosures should be addressed to the IRS Disclosure Officer at the Laguna Niguel, CA address listed under Distribution in the specifications or his/her designee.

2. All returns and return information will be accounted for upon receipt and properly stored before, during, and after processing. In addition, all related output shall be given the same level of protection as required for the source material.
3. The contractor certifies that the data processed during the performance of this contract shall be completely purged from all data storage components of his/her computer facility and no output will be retained by the contractor at the time the IRS work is completed. If immediate purging of all data storage components is not possible, the contractor certifies that any IRS data remaining in any storage component will be safeguarded to prevent unauthorized inspection or disclosure.
4. Any spoilage or any intermediate hard copy printout, which may result during the processing of IRS data, shall be given to the IRS Disclosure Officer at the Laguna Niguel, CA address listed under Distribution in the specifications or his/her designee. When this is not possible, the contractor will be responsible for the destruction of the spoilage or any intermediate hard copy printouts and shall provide the IRS Disclosure Officer at the Laguna Niguel, CA address listed under Distribution in the specifications or his/her designee with a statement containing the date of destruction, description of material destroyed, and the method used.
5. All computer systems processing, storing and transmitting tax data must meet or exceed computer access protection controls -(C1). To meet C1 requirements, the operating security features of the system must have the following minimum requirements: a security policy, accountability, assurance and documentation. All security features must be available (object reuse, audit trails, identification\authentication, and discretionary access control) and activated to protect against unauthorized use of and access to tax information.
6. Should the contractor or one of his/her employees make any unauthorized inspection(s) or disclosure(s) of confidential tax information, the terms of the Default clause, GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 [Rev. 6-2001]), incorporated herein by reference, may be invoked, and the contractor will be considered to be in breach of this contract.

D. Disclosure of Information - Safeguards for "Official Use Only" material:

1. Any Treasury Department Information made available or to which access is provided, and which is marked or should be marked "Official Use Only", shall be used only for the purpose of carrying out the provisions of this contract and shall not be divulged or made known in any manner to any person except as may be necessary in the performance of the contract. Disclosure to anyone other than an officer or employee of the contractor at any tier shall require prior written approval of the IRS. Requests to make such disclosure should be addressed to the IRS Disclosure Officer at the Laguna Niguel, CA address listed under Distribution in the specifications or his/her designee.

E. Criminal/Civil Sanctions

1. Each officer or employee of the contractor at any tier to whom returns or return information is or may be disclosed shall be notified in writing by the contractor that returns or return information disclosed to such officer or employee can be used only for a purpose and to the extent authorized herein, and that further disclosure of any such returns or return information for a purpose or to an extent unauthorized herein constitutes a felony punishable upon conviction by a fine of as much as

\$5,000 or imprisonment for as long as five years, or both, together with the costs of prosecution. Such contractor shall also notify each such officer and employee that any such unauthorized future disclosure of returns or return information may also result in an award of civil damages against the officer or employee in an amount not less than \$1,000 with respect to each instance of unauthorized disclosure plus in the case of willful disclosure or a disclosure which is the result of gross negligence, punitive damages, plus the cost of the action. These penalties are prescribed by IRC Sections 7213 and 7431 and set forth at 26 CFR 301.6103(n).

2. Each officer or employee of the contractor to whom returns or return information is or may be disclosed shall be notified in writing by such person that any return or return information made available in any format shall be used only for the purpose of carrying out the provisions of this contract and that inspection of any such returns or return information for a purpose or to an extent not authorized herein constitutes a criminal misdemeanor punishable upon conviction by a fine of as much as \$1,000.00 or imprisonment for as long as 1 year, or both, together with the costs of prosecution. Such contractor shall also notify each such officer and employee that any such unauthorized inspection of returns or return information may also result in an award of civil damages against the officer or employee in an amount equal to the sum of the greater of \$1,000.00 for each act of unauthorized inspection with respect to which such defendant is found liable or the sum of the actual damages sustained by the plaintiff as a result of such unauthorized inspection plus in the case of a willful inspection or an inspection which is the result of gross negligence, punitive damages, plus the costs of the action. The penalties are prescribed by IRC Sections 7213A and 7431.
3. Additionally, it is incumbent upon the contractor to inform its officers and employees of the penalties for improper disclosure imposed by the Privacy Act of 1974, 5 U.S.C. 552a. Specifically, 5 U.S.C. 552a(l)(1), which is made applicable to contractors by 5 U.S.C. 552a(m)(1), provides that any officer or employee of a contractor, who by virtue of his/her employment or official position, has possession of or access to agency records which contain individually identifiable information, the disclosure of which is prohibited by the Privacy Act or regulations established thereunder, and who knowing that disclosure of the specific material is so prohibited, willfully discloses the material in any manner to any person or agency not entitled to receive it, shall be guilty of a misdemeanor and fined not more than \$5,000.
4. Each officer or employee of the contractor at any tier to whom "Official Use Only" information may be made available or disclosed shall be notified in writing by the contractor that "Official Use Only" information disclosed to such officer or employee can be used only for a purpose and to the extent authorized herein, and that further disclosure of any such "Official Use Only" information, by any means, for a purpose or to an extent unauthorized herein, may subject the offender to criminal sanctions imposed by 18 U.S.C. Sections 641 and 3571.

Section 641 of 18 U.S.C. provides, in pertinent part, that whoever knowingly converts to his use or the use of another, or without authority sells, conveys, or disposes of any record of the United States or whoever receives the same with the intent to convert it to his use or gain, knowing it to have been converted, shall be guilty of a crime punishable by a fine or imprisoned up to ten years or both.

F. Disclosure of Information--Inspection

1. The Internal Revenue Service shall have the right to send its officers and employees into the offices and plants of the contractor for inspection of the facilities and operations provided for the performance of any work under this contract. On the basis of such inspection, the IRS Disclosure Officer at the Laguna Niguel, CA address listed under Distribution in the specifications may require specific measures in cases where the contractor is found to be noncompliance with contract safeguards.

G. Contractor Acceptance

The contractor accepts this order, subject to all the terms and conditions set forth and agrees to perform as stated herein. *The contractor must sign below and return one copy with original signature to GPO,*

GPO Contractor's Code Number: _____

Vendor's Name: _____
(Type or Print)

Authorized Signer: _____
(Type or Print)

Signature: _____ Date: _____

Phone Number: _____

E-mail address: _____