

BID OPENING: NOVEMBER 28, 2012.

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

ANY QUESTIONS BEFORE AWARD CONCERNING THESE SPECIFICATIONS CALL FRANK YATOR (AST #2) (202) 512-1239. NO COLLECT CALLS.

SPECIFICATIONS

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

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

“DISPUTES: GPO Publication 310.2, GPO Contract Terms, Contract Clause 5. Disputes, is hereby replaced with the June 2008 clause found at www.gpo.gov/pdfs/vendors/contractdisputes.pdf. This June 2008 clause also cancels and supersedes any other disputes language currently included in existing contractual actions.”

PRODUCT: 12-page self-cover publication, paste on fold or saddle-wire stitch.

TITLE: Instructions for Form 1040X – Amended U.S. Individual Income Tax Return.

CATALOG NUMBER: 11362H

ITEM: Instructions for Form 1040X (12-2012)

QUANTITY: 908,441 copies, plus or minus none.

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

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

NOTE: Must be full final Quantity to all consignees. No shortages or overruns will be allowed.

TRIM SIZE: 8-1/4 x 11", bind on 11" dimension.

GOVERNMENT TO FURNISH: Electronic transfer of text, via email generated from Adobe Acrobat 8.0 backward compatible with Acrobat 7.0 (all images in PDF files will be hi-resolution and all fonts will be embedded in the files); the operating system is Windows based, the application used is OneForm Designer Plus, containing PDF files. Prior to image processing, the contractor is responsible for checking files contained on the furnished electronic files/media to insure that correct file output selection has been provided for, so as to correctly output for printing. Output must be generated on high resolution image processors. Contractor must set a GPO imprint line and insert per GPO Pub. 310.2, page 9, para. 9).

Electronic media for POD distribution and record layouts. Files were created on an IBM platform. Files created are in a CSV (Comma Separated Value) format. Contractor will have to manipulate text into a maximum of 8 lines per address for distribution.

DISPOSITION OF FURNISHED MATERIALS: Furnished dummy must be returned to: Internal Revenue Service, Attn: Mary Morrison, SE:W:CAR:MP:P:W:CD, 1111 Constitution Avenue, NW Room 1561, Washington, DC 20224. Postal Service will advise contractor of disposition of unused postal pallets. Contractor must maintain all CD-ROM's in a secure environment for 60 days after completion of contract. After 60 days, contractor must immediately shred/destroy CD-ROM's and submit a signed certificate of destruction to IRS on company letterhead. CD-ROM's must not be returned to the IRS.

Advance distribution list.

PDF file for IRS carton label (label image is approx. 7-11/16 x 4-1/2") and Parcel Post label. Labels must be filled out electronically.

Form 13456, IRS Publishing – Postage Report, in a fillable PDF file format provided via email and one copy of IRS Form 2040 in a PDF fillable Adobe Acrobat 8.0 file format provided via e-mail.

One reproduction proof, Form 905 (R. 3/90) with labeling and marking specifications for GPO copies.

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

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

Contractor is required to have Internet access, provided through an Internet Service Provider (ISP), an e-mail account and a web browser equivalent to Internet Explorer 6.0. The contractor is also required to have Adobe Acrobat 8.0 Standard (or higher) software (not Adobe Reader). The contractor must furnish an email address for the IRS to email the forms mentioned above.

PROOFS: Contractor must submit 1 set of proofs. Proofs provided must be of 1200 DPI Resolution or better. Proofs must be printed on the actual production stock, trimmed and folded to replicate finished product. Proofs will be withheld 2 workdays from receipt in IRS until they are made available for pickup by the contractor. Submit via traceable means to: Internal Revenue Service, SE:W:CAR:MP:P:W:CD, Room 1561, Attn: Mary Morrison, 1111 Constitution Ave NW, Washington, DC 20224. The container and accompany documentation must be marked "Instruction Proofs" and must include the GPO Jacket Number. Contractor must not print prior to receipt of an OK to print.

STOCK/PAPER: The specifications of all paper furnished must be in accordance with those listed herein or listed for the corresponding JCP Code numbers in the "Government Paper Specification Standards No. 12" dated March 2011.

White / Natural Shade Newsprint, basis weight: 28 lbs. per 500 sheets, 24 x 36", equal to JCP Code A10.

PRESSWORK: Print head to head in black ink. There are only halftones on Page 8 of this product.

FORMAT: Pages are folioed 1 through 12 with 2 to 3 blank pages.

MARGINS: Head 1/2", center each page left and right.

BINDING: Paste on fold or saddle-wire stitch in two places on the 11" dimension. Trim 3 sides.

FOLDING: **Fold approx. 15,840 copies** to 8-1/4 x 3-2/3", using 2 parallel wrap-around folds, title or head out. These copies will be going to the National Print Site-East in Detroit (15,840 copies). See below for specific address.

PACKING: Band under pressure, all copies that are folded to 8-1/4 x 3-2/3", in units of 50 copies with head all in the same direction and full size #41 binders' boards (approx. 0.049 thick) on top and bottom, with a 3" wide paper band around the 3-2/3" dimension. At the contractor's option, full size chipboard (approx. 0.040" thick) on top and bottom with an 8-1/2" wide paper band may be used. Paper bands must be guaranteed not to break under normal handling and shipping conditions. No internal wrapping requirements for balance of copies.

No internal wrapping or tying. Place full size corrugated boards on top, bottom, and vertically between stacks. Pack 900 copies per shipping container, in 2 stacks. Pack solid in corrugated or solid fiber shipping containers, bursting strength: 200 p.s.i., minimum. The cartons, if stapled, may only be stapled on the bottom and/or side, in accordance with GPO Contract Terms (310.2), and the label must be applied to coincide with this construction, that is, no staples are to be on the top. **Contractor will determine exact dimensions of carton in accordance with folded and/or trim size and weight of the product being produced.**

CARTON SPECIFICATIONS: The cartons supplied by the contractor must be corrugated or solid fiber shipping containers, 1380 kPa (200 psi) minimum bursting strength. Bottom flaps may be glued, stapled, or sealed with polyester tape 2 to 3" width, minimum 12 kNm (65 lbs./inch) transverse tensile strength). Cartons are to be sealed at top with 2 to 3" paper or polyester tape (not reinforced). Approximate carton size is 17-1/2 X 11-1/2 X 8". Contractor will determine exact dimensions of carton in accordance with trim size of pamphlets he will produce. Cartons used for bulk shipments require a carton label.

CARTON PACKING: Pack cartons in 2 stacks, in suitable uniform quantities per carton, with the weight of a fully packed carton between 28 to 32 lbs. **Note:** under no circumstances can the carton weight exceed 32 lbs.

Pallets are required.

Pallets for IRS consignments: 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 (must not be double stringer). Pallets are 48" in length and 40" in width and must not exceed 5" in height. Full entry **MUST** be on the 40" width. Strict adherence to these dimensions is necessary to accommodate storage requirements of IRS distribution centers. Receipt of incorrect pallets may result in a charge for each incorrect pallet which will be assessed against the contractor. This charge will cover additional costs incurred by IRS to re-palletize the shipment onto correct pallets – After award contractor will be provided with diagram showing exact construction of pallets.

Palletizing: Cartons shall be stacked on pallets using a reverse layer pattern, 9 cartons per layer, with a maximum height of 55", including pallet. Cartons must be fastened securely to the pallet in a manner that will prevent movement during transit but permit ready removal, without damage to the cartons, at destination. Neither metal strapping nor pallet caps are to be used. There must be no more than one partial pallet per destination.

LABELING AND MARKING (package and/or container label): Reproduce shipping container label from furnished repro, fill in appropriate blanks and attach to shipping containers. Labels must be filled out electronically. Nothing is to be hand written on labels. Correct labeling of shipping cartons, in strict accordance with the requirements of these specifications, is essential to the identification, distribution and warehousing activities of the ordering agency.

For POD distribution, the contractor must produce address labels with up to 8 lines of consignee address (using a minimum of 12 point sans serif type), using the furnished electronic media and affix one per container label. The mailed consignments will have "DM" designated in the "TRANS MODE" field and small package carrier shipments will have "SP" designated.

If not entered on the carton label copy furnished by the IRS, the following items must be filled in by the contractor in a 20 Point Bold typeface: Carton # ___ of ___ (small package carrier shipments only); From (Contractor's Name and Address); To* (Consignee, complete address must appear on carton label); Carton Quantity (Number of copies in each carton); and GPO Jacket Number (and Program Number and Print Order Number, if applicable).

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

POD shipments: Small package carrier: Must affix one carton shipping label to the top of each carton. **All Post Office requirements must deliver via Package Services Parcel Post using the furnished parcel post label. THE POST OFFICE WILL NOT ACCEPT SMALL PACKAGE CARRIER SHIPMENTS.**

MISLABELING/QUANTITY/LOOSE PACKING--PRICE REDUCTION

1. In addition to other inspection procedures detailed elsewhere in these specifications, each receiving office will inspect shipments for label accuracy, carton quantity, and loose packing. In the event one or more mislabeled cartons are discovered, each carton which must be opened and inspected and/or relabeled will reduce the contract price by \$2.00. In the event it is determined by the receiving office (either through the accompanying bills of lading for freight shipments or through association with other cartons received) that the contents of one or more cartons is wrong, thus resulting in a shortage of the item, the contractor will be charged the \$2.00 per carton inspection / re-labeling fee mentioned above and will be required to make up the shortage for each affected office. In the event that cartons are crushing, collapsing, and/or bursting, and it is determined that the cause is due to the cartons not being packed solid, or some other reason within the contractor's control, the contractor will be charged \$2.00 per carton for repacking and re-palletizing.

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

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

Product Quality Levels:

- (a) Printing Attributes -- Level IV.
 - (b) Finishing Attributes -- Level IV.
- Inspection Levels (from ANSI/ASQC Z1.4):

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

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

<u>Attribute</u>	<u>Specified Standard</u>
P-7. Type Quality and Uniformity	Electronic Media

DEPARTMENTAL RANDOM "BLUE LABEL" COPIES - The contractor MUST submit 200 departmental random copies at the completion of production, to test for compliance against specifications. The contractor must divide their entire order into equal sub lots and select 1 copy from a different general area of each sub lot. The contractor will be required to execute the "Certificate of Selection of Random Copies", furnished by GPO, certifying that copies were selected as directed.

These randomly selected copies must be packed separately and identified by a special Government-furnished blue label, affixed to each affected container. Additional labels, if needed, are to be reproduced on blue stock. The container and its contents shall be recorded separately on all shipping documents and sent to Internal Revenue Service, National Distribution Center, 1201 N. Mitsubishi Motorway, Bloomington, IL 61705-6613 separately from any other distribution to this destination. Submit a copy of the signed Government-furnished "Certificate of Selection of Random Copies", along with the Departmental Random Copies.

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

The following three consignments ship f.o.b. destination:

IRS Samples: Immediately after press start up contractor must overnight 25 samples to the following address.

Internal Revenue Service**Attn: Mary Morrison****SE:W:CAR:MP:P:W:CD****1111 Constitution Avenue, NW, Room 1561****Washington, DC 20224**

Ship 15 copies to: Library of Congress, US/Anglo Division, U. S. Government Documents Section, 101 Independence Ave., SE, Washington, DC 20540-4274. **Marked: Depository Copies. NOTE: All shipments to this destination must be via FedEx, UPS or United States Postal Service (USPS).**

Ship 1 copy to U.S. Government Printing Office, Federal Depository Library Program, Mail Stop: FDLP, 44 H St., NW, Loading Dock, Washington DC 20401, Marked: Depository Copies, Item No. 0964-E.

The remaining consignments ship f.o.b. contractor's city:

POD DISTRIBUTION-Ship approximately 251,460 **flat** copies to approximately 300-350 nationwide destinations in full carton quantities via Small Parcel Carrier or via Domestic Mail as specified on IRS Distribution file via Domestic Mail using Form 6153-A Parcel Post label provided.

POD final quantities may vary slightly from the quantities shown in the contract.

Ship 5 **flat** ADVANCE COPIES to Library of Congress, Exchange & Gift Division, 101 Independence Ave SE, Washington DC 20540; inside deliveries required.

Ship 15,840 **folded** copies to IRS/National Print Site (East) CPS East Warehouse, 985 Michigan Avenue, Detroit, MI 48226-1128.

Ship 11,880 **flat** copies to IRS/URS Fresno Campus Warehouse, Attn: Tim Naab (559-286-4255), 5425 East Home Avenue, Ste. 107-108 Fresno, CA 93727-2104.

Ship 6,660 **flat** copies to IRS/Kansas City Warehouse Stop 1422, Attn: Teresa M. Capps, 333 West Pershing Road, Kansas City, MO 64108-4302.

Ship 9,900 **flat** copies to IRS/URS Atlanta Campus Warehouse, Attn: Darrian Reeves (770-294-6094), 4595 Winters Chapel Road, Atlanta, GA 30360-2705.

Ship 612,480 **flat** copies to IRS/National Distribution Center, Attn: Receiving Area, 1201 North Mitsubishi Motorway, Bloomington, IL 61705-6612.

Government bills of lading (GBL's) will be furnished for all freight or air express shipments to deliver outside the contractor's ICC Commercial Zone, except for a few, small f.o.b. destination shipments. The GBL's will have designated carriers which the contractor MUST use. The contractor must give the designated carrier a minimum of two workdays notice for pick-up. The contractor does not have the authority to change a designated carrier without IRS authorization and will be responsible for any additional shipping costs in the event of an unauthorized change. The contractor must report any carrier-related problems to the IRS immediately. Telephone area code 972-308-1932, between the hours of 8:30 am -- 3:30 pm prevailing Eastern Time, on Federal workdays. If the carrier refuses the shipment, the contractor must provide the following information: contractor's name, location, date and time of shipment refusal, carrier name, name of carrier contact, GBL number, requisition number, and a brief description of the problem. If necessary the IRS may authorize the use of another carrier. All unused GBL's should be returned to the IRS, NOT the GPO.

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

Small Parcel Shipments: When the contractor is required to ship via small package carrier (SPC), the IRS will provide an IRS small package carrier account number. Contractor MUST call at least 10 workdays prior to the scheduled ship date, if a carrier account number has not been issued. Contact at 202-927-9903 to make arrangements. If multiple small package carriers are to be used, an account will be assigned for each carrier. Contractors are required to ship using the designated carrier(s) and IRS account number(s) or be responsible for any additional shipping costs. 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 using the specified IRS SPC because of failure to request such information. If the U.S. Postal Service is used, camera copy for postage and fees paid labels will be furnished.

The contractor must use the two-part manifest shipping report that includes both a summary page and detailed shipping pages. The summary page is compiled using the information from the detailed shipping pages. The summary page must include the following information: 1) ship date; 2) shipper name; 3) complete address; 4) account number; 5) requisition number; and 6) totals for number of pieces and weight categorized by zone with grand totals for each.

The detailed shipping pages should include the following information for each package listed: 1) consignee name; 2) complete consignee address; 3) zone; 4) weight; and 5) the matching shipper receipt portion of the traceable label. Once shipping is complete, a copy of the completed manifest shipping report must be submitted, at contractor's expense by traceable means, to: IRS, Attn: Mary Morrison, SE:W:CAR:MP:P:W:CD Room 1561, 1111 Constitution Avenue, NW, Washington, DC 20224.

It is the responsibility of the print contractor to generate UPS labels electronically and be familiar with electronic shipping methods. There are many ways to generate electronic shipping labels, either through a UPS shipping system (UPS World Ship System or UPS Internet Shipping) or a 3rd Party Shipping Software (Pitney Bowes Shipping Software, etc.).

When an email address is present in the shipping file, the contractor is required to send a same-day email notification of the shipment to the email listed. All notifications must include IRS Product Short Titles, Scheduled Delivery Date, Shipment Recipient Name and Address, Number of Packages, Type of Service, Weight, SPC Tracking Number and a link to SPC website, and Reference Numbers (Reference Line 1 – IRS Requisition Number and GPO Jacket Number and Reference 2 – IRS Type of Account (PO/TF) and Account Number must be included in ship notification generated from the SPC shipping system. The SPC tracking number and a link to the SPC website must also be included in the email. All returned e-mails should be set to automatically forward to an IRS e-mail to be specified.

For IRS quantities, the Contractor must follow the shipping sequence below.

- (1st) Advance copies
- (2nd) POD quantities (As listed on POD files) (furthest destination first, closest last)
- (3rd) National distribution center quantities
- (4th) Service center quantities

IRS requests a phone number, fax phone & e-mail address for a contact at the contractor's plant.

SCHEDULE: Purchase order number by telephone by December 12, 2012.

Furnished electronic files will be forwarded to the contractor by January 30, 2013.

Final quantity adjustment conveyed to contractor (by phone) on or before January 30, 2013.

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

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

Ship complete on or before February 8, 2013.

MAILING VERIFICATION: The contractor must complete and submit via email a portable document file (PDF) to the IRS within three (3) workdays after the final turnover of the product to the USPS (See Exhibit 5). E-mail the PDF to postage@publish.no.irs.gov and to Joseph.J.Moyer@irs.gov. For your convenience, Form 13456 is provided as a fillable PDF file. The IRS will complete the fields, in the “IRS Use Only” section of the form prior to e-mailing the form to the contractor. If any information is missing or incorrect, please contact at (202) 927-9903.

The PDF to be submitted to the IRS should be the Form 13456 and all related postal paperwork that has been combined into a single PDF. No scanned copy of the Form 13456 is allowed. Please fill out the provided PDF file for Form 13456, add the postal paperwork (which can be scanned) to the PDF file, save it and submit it to IRS.

The contractor is responsible for capturing five data elements from every postage statement (i.e. USPS Form 3602, 3602-R, 3600). The five elements are: (1) post office zip code, (2) postage statement date, (3) total pieces mailed, (4) postage amount, and (5) postage statement type. **The form must contain only postage information for the designated IRS requisition number.** (Exhibit 4 & 5)

Prior to emailing the combined PDF file, the contractor must rename the file. The file should be named using 9-digits of the Requisition Number, Post Office Zip Code, (first) Mailing Date, (last) Mailing Statement Date and .pdf (below). In the event that both mailing statement dates are the same, the first and last dates in the file name can also be the same. Examples: Requisition number 2010-12345, the file name will be: 2010-12345_16625_01-02-10_01-15-10.pdf

If the file size is too large to email, the contractor will have to create multiple PDF files and add a suffix to the file name starting with the letter “a” then “b”, etc. (i.e. 2010-12345_16625_01-02-10_01-15-10a.pdf). The contractor is also responsible for the accuracy of the information returned to the IRS. **Any delay or missing data could result in a delay of payment.**

- All Postage Statements (i.e. USPS Forms 3600s, 3602s, 3605s and USPS Form 8125, PVDS) must contain the IRS Agency Cost Code “**67039**” in the “Federal Agency Cost Code” box. The GPO Jacket Number must be included in the mailer information located in the upper portion of the postage statement

The email must contain only postage statements for the designated requisition number. Contractor must not combine postage associated to multiple print order/requisition numbers in a single email transmission.

The contractor must complete Form 13456 per the supplied instructions on the form and fill in the following fields: Name of contractor, Contact person at contractor, Telephone number of contact person, e-mail of contact person, Number of pages in the combined email, Date the email was sent, and the Wave/Phase Number. The Wave/Phase number is used to show the number of mailings in the event of staggered shipments for one requisition.

Within three (3) workdays of completion of mailing, contractor must ship via overnight, traceable means, one complete set of all 13456’s and barrel date stamped postage statements to: IRS, Attn: Mary Morrison, SE:W:CAR:MP:P:W:CD, 1111 Constitution Avenue, NW, Room 1561, Washington, DC 20224.

ELECTRONIC DAILY SHIPPING VERIFICATION: Contractor is required to complete and e-mail Form 2040 daily to the IRS when shipping begins. Form 2040 is in a PDF fillable Adobe Acrobat 6.0 file format. The majority of the information will be included in the report from the IRS to the contractor but the contractor is responsible for the verification and correctness of information supplied back to IRS. If there is any information missing or incorrect, please contact Mary Morrison on 202-622-8084.

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

Unscheduled material such as shipping documents, receipts or instructions, delivery lists, labels, etc., will be furnished with the order or shortly thereafter. In the event such information is not received in due time, the contractor will not be relieved of any responsibility in meeting the shipping schedule because of failure to request such information.

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

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

Transportation charges for the bulk shipment to Bloomington, IL are a factor in determining award.

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

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

At the same time invoices are submitted to GPO for payment, contractor must submit a duplicate copy to: IRS, Attn: Mary Morrison, SE:W:CAR:MP:P:W:CD, 1111 Constitution Avenue, NW, Room 1561, Washington, DC 20224.

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

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

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