

BIDS SHALL BE PUBLICLY OPENED AT 11:00 A.M., PREVAILING WASHINGTON, D.C. TIME ON NOVEMBER 13, 2012.

IF YOU HAVE ANY QUESTIONS CONCERNING THESE SPECIFICATIONS CALL (202) 512-1239 AND ASK FOR FRANK YATOR (AST #2). NO COLLECT CALLS.

FACSIMILE BID U.S. Government Printing Office (GPO) Specifications, Washington, D.C.

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](http://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.”

SPECIFICATIONS FOR CONTRACT PRINTING AND BINDING OF PUBLICATION 17 FOR TAX YEAR 2012

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**SCOPE:** These specifications cover printing and binding of 666,472 copies of a 296 page perfect-bound publication with separate wraparound cover. Copies will pack in cartons and ship via small package carrier or motor freight. In addition, the copies delivering to the IRS, National Distribution Center must be shipped in increments per the dates in the schedule. Some copies require packing in full cartons and mailing/shipping Package Services Parcel Post mailing, small package carrier, or freight.

**NOTE:** Due to the numerous exhibit pages in this specification, the exhibits will not be available via the **Internet**. A complete copy of the specifications including exhibit pages may be obtained by contacting the bid room @ 202-512-0526

**OVERVIEW:** Publication 17 is a key component of the Internal Revenue Service's, Individual Taxpayer Information Publications (ITIPs) program, which gets underway throughout the country the week after Thanksgiving. The success of the IRS training program depends upon the shipping of this publication by the dates specified. Failure to ship material on schedule can cause the Government excess costs for premium transportation and/or back order processing. All or a portion of the costs which are attributable to failure to ship on schedule can be assessed as actual damages.

**CHANGES IN QUANTITY:** The Government, for the FINAL QUANTITY, may submit increases or decreases of up to 25% of the quantities for each volume, until the date specified in the schedule. These quantity adjustments may be made by via e-mail and will be the final quantity. Billing adjustments for scheduled quantity changes (+ or -) will be at the contractor's quoted "ADDITIONAL RATE". (See Offers Section) 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.

Must be full Final Quantity to all consignees. No shortages or overruns will be allowed.

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. For the purpose of this contract, in the event the Government is late with copy, the Government will only allow a day-for-day schedule extension. The Government will not allow grace days or entertain any requests for additional time beyond day-for-day. Actions should take place not later than the dates specified below.

### **Section 1 - SCHEDULE**

<u>Date</u>	<u>Event</u>
11-13-12	Bid Opening
11-21-12	Notification of Award (Purchase Order Number by phone)
To be determined	Pre-production meeting to be held at the contractor's plant.
11-28-12	Final Quantities, electronic distribution files, and electronic copy accompanied by b/w lasers available for contractor to pickup at GPO
12-10-12	Ship advance distribution to all locations
12-14-12	Complete Distribution of POD quantities
12-28-12	Complete Distribution of TFOP and GPO quantities

1.1 A PREAWARD PLANT SURVEY may be conducted by Government Printing Office and Internal Revenue Service personnel to determine if the prospective contractors (and the subcontractors) have adequate facilities and expertise to accomplish the requirements of these specifications.

1.2 A PREPRODUCTION CONFERENCE may be held at the contractor's plant as indicated in the schedule. The purpose of the conference will be to discuss and review all aspects of the contractor's internal and external operations required to

complete this contract. The contractor will conduct this preproduction conference and items to be discussed are:

- 1) Scheduled start-up dates for all phases of production
- 2) How coordination/ communication will flow from one production phase to another
- 3) Who will be responsible for each phase
- 4) How the product will be staged and/or shipped
- 5) Any other special requirements which are specific to this contract.

Attending this meeting will be representatives from the Internal Revenue Service and there MAY be representatives from the Government Printing Office. To establish coordination of all required operations, a representative of all subcontractors (if applicable) involved should also be present as well as representatives from each involved production area for the primary contractor.

**1.3 QUALITY SYSTEMS AUDIT:** In connection with the preproduction conference, should the Government elect, a quality systems audit would be conducted. Following the conference, IRS/GPO may conduct an in-depth audit of all contractor quality control methods, quality systems and quality plans in a formal walk-through review of the previously approved written plan. This audit would require the contractor to plan, in advance, all quality related functions which would be required to complete the contract. Should subcontractors are involved; a complete audit of their quality systems may also be performed. This procedure will be mandatory for all contractors doing IRS Tax Package work for the first time.

**Failure to maintain the quality systems in accordance with the contractor's plan approved by the Government may result in the Government's termination of the contract for default.**

1. **.4 INSPECTION NOTIFICATION:** 72 hours prior to press, book binding, addressing and mailing operations, the contractor must email to [betty.j.howard@irs.gov](mailto:betty.j.howard@irs.gov) and [bartholomew.s.truitt@irs.gov](mailto:bartholomew.s.truitt@irs.gov) Form 9558 (Fillable PDF to be furnished to the contractor, See Exhibit 2) with the following information:

- 1) Jacket and Requisition Numbers;
- 2) Name of company;
- 3) Location and address of inspection site;
- 4) Name and phone number of contact person; and
- 5) Date and time of inspection.

Whether IRS elects to be present for the inspection, or waive the inspection, you will be notified at least 24 hours prior to the time for inspection. If the press inspections are waived, the contractor is required to send 5 press sheet samples overnight to **IRS, 1111 Constitution Ave. Washington, DC 20224, and Attn: Bartholomew S. Truitt Room 6556**. If IRS fails to respond, proceed as you would have, had there not been an inspection. Attendance at, or waiver of, the inspection does not affect any other provisions of the contract. Do not hold up production unless specifically authorized by the GPO.

### **1.5 Postage Statements:**

The contractor must complete and submit via email a portable document file (PDF) to the IRS within three (3) workdays after each turnover of the weekly order to the USPS. The PDF should be sent in a single email when possible and the total file size of the e-mail must be under 5 MB. If the size exceeds 5 MB, then multiple emails must be used. E-mail the PDF to [postage@publish.no.irs.gov](mailto:postage@publish.no.irs.gov) and to [Bartholomew.s.truitt@irs.gov](mailto:Bartholomew.s.truitt@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 there is any information missing or incorrect, please contact [Bartholomew Truitt](#) at 202-622-6606.

The PDF to be submitted to the IRS should contain the Form 13456 and all related postal paperwork and mailing transaction receipt that has been combined into a single PDF. (See Exhibits 6 and 6A) **No scanned copy of the Form 13456 is allowed.** Please fill out the provided PDF file for Form 13456, add/attach the postal paperwork(s) and mailing transaction receipt(s) (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.**

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 (see 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.

**Example:** For 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 and receipts (i.e. USPS Forms 3600s, 3602s, 3605s, 3607Rs 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.

## **Section 2 - MATERIALS**

### **2.1 FURNISHED BY THE GOVERNMENT:**

1) CD in Portable Document Format generated from Adobe Acrobat 9.0, compatible with Acrobat 6.0, with b/w lasers for text and cover. All images in the PDF file will be hi-resolution and all will be embedded (**DO NOT UNEMBED FONTS! This may result in loss of data**) Prior to image processing, the contractor is responsible for checking files contained on the furnished electronic files/media to insure that correct file output selection has been provided for, so as to correctly output for printing. Output must be generated on high resolution image processors.

- 2) IRS Carton Label in pdf format via email;
- 3) Government Bill's of Lading via email;
- 4) Form 13456, IRS Publishing – Postage Report, in a fillable PDF file format provided via email;
- 5) Form 2040 (Distribution/Shipping) in a PDF fillable Adobe Acrobat 8.0 file format provided via e-mail;
- 6) USPS Form 3615, Mailing Permit Application and Customer Profile (if necessary) via fax;
- 7) Electronic address files for POD, and TFOP distribution via email. The electronic address files will be furnished in comma delimited (.csv) format.
- 8) Camera copy for GPO Form 3674 which contractor must reproduce as necessary to place one copy between Cover 2 and first text page of each GPO “Sales Copy” printed side up.
- 9) A PDF file containing camera copy for GPO “For Sale Line” and ISBN Bar Code and a sheet showing their placement. **To be printed on GPO copies only.**
- 10) Camera copy for the GPO Form 905 shipping container label (which contractor must reproduce as necessary) which must be attached to all **GPO shipping containers only.**
- 11) Small Package Carrier (SPC) IRS account number (if required)

2.1.1 **DISPOSITION OF FURNISHED MATERIALS:** All materials supplied by the IRS must be returned by a traceable

means at contractor's expense, to: Internal Revenue Service, Attention: Bartholomew Truitt, Room 6554, 1111 Constitution Ave. Washington, DC 20224.

2.2 **Furnished by the Contractor:** All other materials and operations necessary to fulfill the contract requirements, including telephone and facsimile transmission capability, and the following:

Contractor is required to have Internet access, provided through an Internet Service Provider (ISP), an e-mail account and a web browser equivalent to Internet Explorer 6.0 or Netscape 4.0. The contractor is also required to have Adobe Acrobat 8.0 Standard (or higher) software (not Adobe Reader). **The contractor must furnish an email address for the IRS to email the government furnished material mentioned above in section 2.1.**

2.2.1 **Stock/Paper:** The specifications of all papers 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.

**TEXT**--- White/Natural Shade Newsprint (MUST be a light shade) Newsprint, basis weight: 25 to 28 lbs per 500 sheets, 24 x 36", equal to JCP Code A10. All text paper used in each copy must be of a uniform shade.

**COVER**--- White Vellum Finish Cover basis weight: 50 lbs per 500 sheets, 20 x 26", must equal JCP Code L20. All cover paper must have the grain parallel to the spine.

### **SECTION 3 - BOOK SPECIFICATIONS:**

3.1 **Number of Pages:** 296 pages plus wrap around cover.

3.2 **Quantity:** 666,472 Copies.

3.3 **Trim Size:** Text and cover trim 3 sides to 8-3/8 x 10-7/8".

3.4 **Weight Restriction:** Finish weight of book(s) must not exceed 0.9999 lb. If the weight of book(s) is one pound or more, then contractor will be responsible for the difference in cost for postage.

3.5 **Ink:**

3.4.1 **Text:** Black.

3.4.2 **Covers:** Covers 1 thru 4 prints in Pantone 300 Blue only.

GPO Form 3674 (**GPO Sales copies only**): Reproduce furnished copy same size in black ink, on any suitable white paper.

3.6 **Margins:**

3.5.1 **Text:** Head 3/8", Outside 3/8". NOTE: Camera copy for text is to be shot at 100%

3.5.2 **Covers:** 1/2" head, center left and right.

3.7 Contractor must set and insert a GPO imprint line, per page 9 of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 6-01).

3.8 **Binding:** Perfect-bind text with wraparound cover.

3.9 **Proofs:** Submit two sets of composite Dylux or similar proofs for each package with margins indicated as soon as the contractor deems necessary in order to comply with the contract schedule. Dylux proofs shall consist of complete signatures with all illustrations in proper position (not pasted up), and all images imposed in correct location, exposed face and back, folded and trimmed to the finish size of the product. At the contractors option digital proofs created using the same Raster Image Processor (RIP) that will be used to produce the product. Proofs shall be collated in page sequence with all elements in proper position (not pasted up), imaged face and back, and trimmed to the finished size of the product. **Proofs will be withheld 5 workdays from receipt in the IRS until they are made available for pickup by the contractor.** The contractor is not authorized to print prior to his receipt of an approval or conditional approval. Do not return the electronic media with the proofs

Submit proofs directly to: IRS, Room 6236, 1111 Constitution Ave. Washington, DC 20224, and Attn: Bartholomew Truitt.

The container and accompanying documentation must be marked “Attention: Bartholomew Truitt, BOOK PROOFS” and must include the GPO Jacket Number.

#### **Section 4 - MAILING/SHIPPING/PACKING:**

**4.1 ELECTRONIC SHIPPING VERIFICATION:** Electronic Form 2040- Distribution/Shipping List is used for larger shipment address information, shipping verification and 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 e-mail to IRS, on day of product shipment, on a computer using a **“full version” of Adobe Acrobat 7.0 Professional (or more recent)** software. **Any delay or missed input could result in delay of payment.**

The contractor is required to complete and email Form 2040 daily 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. The contractor must open this file using their web browser to see the information provided by IRS already in place. It will be the contractor’s responsibility to update the Shipping Status, Ship Quantity and Date Shipped fields with their information as per instructions included in Form 2040 PDF. Contractor **MUST** request the IRS’ Quick Reference Guide for the Form 2040 application, at time of award, to familiarize themselves on how to properly use the form. If there is any information missing or incorrect, please contact Bartholomew S. Truitt 202 622 6606 or [Bartholomew.s.truitt@irs.gov](mailto:Bartholomew.s.truitt@irs.gov)

#### **4.1.2 DISTRIBUTION LIST**

In addition to the above referenced Form 2040, electronic addressing/distribution lists will be provided, containing the necessary shipment fields (name, address, city, state, zip code) and other required and informational fields. The contractor must produce the required amount of address labels

The electronic distribution list will contain a suggested transportation mode. These modes consist of:

DM – Domestic Mail  
 SC – Small Package  
 MF – Motor Freight

These are the primary modes identified, but can change based upon the final weight of the product, the number of products being produced by a single vendor and contractor location.

When determining the transportation mode, adjustments may need to be made by either the contractor or the IRS. If there is a discrepancy between the suggested transportation mode indicator and the contract specifications, the contractor must immediately notify Bartholomew S. Truitt 202 622 6606 or [Bartholomew.s.truitt@irs.gov](mailto:Bartholomew.s.truitt@irs.gov) for resolution. This contact must be made prior to shipping. If the contractor ships without contacting the print specialist to resolve the discrepancy, the IRS may request GPO to bill all freight charges for the affected shipment(s) to the contractor. In general, the following transportation modes apply:

- ALL Post Office Box (PO Box addressed) shipments without a secondary valid street delivery address and packages destined for United States Post Office locations cannot be sent via small package carrier and must be mailed via United States Postal Service (USPS). (Transportation Mode “DM”)
- All non-expedited (ground) shipments weighing less than **750 lbs.** to one destination within the 48 contiguous states, Alaska, Hawaii or Puerto Rico will be sent via small package carrier ground services.
- Expedited (air) shipments weighing less than **500 lbs.** to one destination within the 48 contiguous states, Alaska, Hawaii or Puerto Rico will be sent via small package carrier 2<sup>nd</sup> Day air services.
- International packages weighing less than 500 lbs. to one destination will be sent via small package carrier WorldWide Express services.
- The current small package carrier for Internal Revenue Service (IRS) is United Parcel Service (UPS).
- All non-expedited shipments weighing **750 lbs.** or more to one destination within the 48 contiguous states will be sent via an Internal Revenue Bill of Lading (IRBL). This includes shipments to Post Office Box and United States Postal Service destinations.

- Expedited shipments weighing **500 lbs. or more** to one destination within the 48 contiguous states or outside the 48 contiguous states will be sent via an Internal Revenue Bill of Lading (IRBL).
- All shipments outside the 48 contiguous states weighing **500 lbs. or more** to one destination will be sent via an Internal Revenue Bill of Lading (IRBL).
- In determining whether a shipment should go freight, pallet weight must be included in weight calculations.

Specifics procedures and needs for each shipping method; USPS, Small Package Carrier, and IRBL follow.

#### 4.2 UNITED STATES POSTAL SERVICE POSTAGE STATEMENT/IRS POSTAL FORMS

Address labels for shipments going to a PO Box address or USPS facility are generated using IRS Form 6153-A, Parcel Post Package Mailing Label. These labels are attached to one end of each shipping container. Before delivering a Permit Imprint mailing to the Business Mail Entry Unit (BMEU) of the local post office, contractor must verify through the IRS print specialist that the IRS has a bulk mail permit established at the post office. Addresses containing PO Boxes, APO, FPO and all U.S. Post Office location shipments (under 750 lbs.) **must** ship via Parcel Post. **THE POST OFFICE WILL NOT ACCEPT SMALL PACKAGE CARRIER SHIPMENTS.**

**Single copies within the various distribution files must be mailed at the most economical rate to maximize postage savings.**

Once shipping is completed, the contractor is required to complete and submit via email Form 13456 to the IRS at [postage.no.irs.gov](mailto:postage.no.irs.gov) and [Bartholomew.s.truitt@irs.gov](mailto:Bartholomew.s.truitt@irs.gov) within three (3) work days of completion of the mailing. For your convenience, Form 13456 is provided as a fillable PDF file for each GPO print order. The IRS will complete the top portion of the form prior to e-mailing the form to the contractor. If there is any information missing or incorrect, please contact the IRS Printing Specialist indicated on the individual print order.

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) barrel stamped post office zip code, (2) postage statement date, (3) quantity mailed, (4) postage amount, and (5) postage statement type. The form must contain only postage information for the designated GPO print order. Prior to submitting Form 13456, the contractor must rename the file "GPO Jacket number \_date\_ Print order. If the contractor completes an additional form per day, they should add a suffix to the file name starting with the letter "a" then "b", etc.

The contractor is also responsible for the accuracy of the information returned to the IRS. Any delay or missing input could result in delay of payment.

All copies mailed must conform to the appropriate regulations in the U.S. Postal Service manuals for "Domestic Mail" as applicable. Orders which result in mailings of less than 200 pieces or less than 50 lbs. will require the contractor to apply the appropriate postage to each mailing. Contractor will be reimbursed for postage by submitting a properly completed Postal Service form (or equivalent) with the voucher for billing. The contractor is cautioned that "Postage and Fees Paid" indicia may be used only for the purpose of mailing material produced under this contract.

Certificate of Conformance: When using Permit Imprint Mail the contractor must complete GPO Form 712 - Certificate of Conformance (Rev. 2-91), supplied by GPO and the appropriate mailing statement or statements, supplied by USPS.

All Postage Statements (i.e. USPS Form 3602.3602-R, 3600) must contain the IRS Agency Cost Code "**67039**" in the "Federal Agency Cost Code" box. The GPO Jacket Number must be included in the mailer information located in the upper portion of the postage statement.

Within three (3) workdays of completion of mailing, contractor must ship f.o.b. destination via overnight and traceable means, one complete set of all 13456s' and the associated barrel date stamped postage statements to the IRS, Room 6236, 1111 Constitution Ave. Washington, DC 20224, Attn: Bartholomew Truitt.

#### 4.3 SMALL PACKAGE CARRIER SHIPMENTS (SPC)

For IRS shipments **weighing less than 750 lbs**, the contractor must ship SPC ground service, unless otherwise indicated. Complete addresses and quantities will be furnished with the print orders or shortly thereafter. The IRS will provide an IRS small package account number that is designated for use with IRS shipments only. Contractor is expected to fully

utilize the electronic distribution file for addressing, including sending delivery notifications of shipments through the SPC delivery notification system, if an email address is present in the file. If there is any uncertainty concerning the instructions for small package carrier shipments, the contractor must call IRS prior to the first ship date for clarification. The small package carrier shipping label is required to be affixed to the top left corner of each package. Shipments to Alaska, Hawaii and Puerto Rico will be made using ground service. Packages destined for International locations will be made using the SPC Express or Saver services. International Expedited service WILL NOT be used. **Addresses with PO Boxes, FPO, APO, and US Post Office locations cannot ship by small package carrier; they must ship via USPS, Packing Services Parcel Post.**

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 3<sup>rd</sup> Party Shipping Software (Pitney Bowes Shipping Software, etc.). In addition to basic addressing requirements, UPS shipping systems provide two reference fields that are required to be used:

1. Reference Field 1: IRS Requisition Number (i.e. Res X-XXXXX) Government Printing Office (GPO) Jacket number (i.e. GPO XXX-XXX)
2. Reference Field 2: Program Account
3. Reference Field 3: Name of product enclosed i.e. Publication 17
4. Reference Field 4: Program name\_ TFOP etc.
5. Reference Field 5: Quantity of each product enclosed

**When an email address is present in the shipping file, the contractor is also required to send electronic shipment email notifications to customers. The product short title should be used in the body of the ship notification generated from the SPC shipping system.**

**NOTE:** The contractor must notify the small package carrier of the volume to be shipped in order for the carrier to provide adequate equipment for the pick up.

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 the printing specialist indicated on the print order.

#### **4.4 IRS BULK/MAIL AND FREIGHT SHIPMENTS (MF)**

If there is a discrepancy between the "Trans Mode" field indicator and the contract specifications, contractor must immediately notify Bartholomew S. Truitt 202 622 6606 for resolution prior to shipping.

IRBL's (Internal Revenue Bills of Lading) (*formerly designated GBL's*) or routing instructions will be furnished for most freight or express shipments. The Bills of Lading or Routing Instructions will have designated carriers that reflect special negotiated freight rates for IRS material. Contractor may not change designated carrier unless authorized by IRS. In event the designated carrier cannot be utilized, contractor must immediately contact IRS Traffic Manager, Dallas, TX at **(972) 308- 1932** to obtain alternate carrier authorization. If the contractor utilizes a carrier other than the designated carrier without prior IRS authorization, the contractor will be held responsible for any additional shipping costs incurred.

**Multiple Truckload Shipments:** Whenever possible full truckloads should be utilized (e.g., use a full truckload and a partial truckload rather than two partial truckloads). The contractor is responsible for assuring that truckloads do not exceed the legal gross weight limit of 80,000 lbs. per tractor-trailer combination. The contractor will be provided multiple IRBL's for shipments to an individual destination exceeding a truckload.

Motor freight shipments going to non-USPS locations require shipping container label (IRS Form 6153 (3-2006)) to be affixed to all four sides of the stretch wrap and to the top of each loaded pallet/skid. 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, in addition to the cartons being labeled (i.e. 1 of, 2 of, etc.), pallets require labels containing the full shipping address on all four sides and top of the load on the pallet. **NOTE:** U.S. Postal Service shipments require the parcel post shipping label (IRS Form 6153-A (7-2005)) to be placed on one end of the carton.

Only one bill of lading should be released for each truckload. **Any extra IRBL's should be returned to the IRS**, not to the GPO.

If air freight shipments are required the shipping container label (IRS Form 6153 (3-2006)) must be affixed to the front, back, and top of each carton. For each air freight destination, the contractor must coordinate on all air shipments with the air freight carrier to ensure that the maximum pallet weight is within that specific carrier's allowable weight limit.

All motor freight shipments require pallets. Pallets must be type III and must conform to the 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 the IRS distribution center as well as ease of packing into freight carrier trailers. Receipt of incorrect pallets at the IRS distribution center may result in a charge for each incorrect pallet, which will be assessed against the contractor. This charge will cover additional costs incurred by IRS to repalletize the shipment onto correct pallets. All cartons on pallets must be secured to prevent cartons from shifting when pallets are hoisted to a high shelving area.

4.5 Packing: Full carton quantities pack 30 Books per carton in 2 stacks. Place full size corrugated boards on top, bottom, and vertically between stacks.

Packing for less than full carton quantities: Insert single copies into kraft envelopes.

Quantities up to 12 pounds must be inserted into cushioned shipping bags or wrapped in shipping bundles (maximum gross weight 14 pounds).

Quantities over 12 pounds, up to 24 pounds, must be wrapped in shipping bundles or packed in small shipping containers (maximum gross weight 27 pounds).

Quantities over 10.8 kg (24 pounds), must be packed in shipping containers.

4.6 Cartons: Cartons must be corrugated or solid fiber shipping containers with a minimum bursting strength of 200 psi and minimum edge crush strength of 35 psi.

Cartons must not exceed 32 pounds when fully packed. Contractor will determine exact dimensions of carton in accordance with folded and/or trim size and weight of the product produced. Approximate carton size is 17-1/2 x 11-1/2 x 9".

Bottom flaps may be glued, or sealed with polyester tape 2 to 3" width, minimum 65 lbs. /inch transverse tensile strength. Cartons are to be sealed at the top with 2 to 3" paper or polyester taped (not reinforced). Shipments which do not fill a shipping carton must be packaged with fill materials of sufficient strength and durability and in such a manner which will guarantee that the product will not be damaged and the carton will not open nor split when processed through the U.S. mail system, small package carrier or motor freight carrier delivery systems.

4.7 IRS Carton Labels: An IRS carton label must be applied to one end (not top or bottom) of each carton for all freight shipments.

4.8 Pallets: Contractor must furnish all pallets necessary.

4.8.1 IRS Pallets (required for motor freight shipments to IRS Distribution Centers): Pallets must be type III and must conform to Federal Specifications NN-P-71C, and any amendments thereto except for dimensions (See Exhibit 4) 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.

4.8.2 **Pallet Wrapping:** Loaded pallets must be machine wrapped with shrinkable or stretchable plastic strong enough to retain the integrity of the pallet during transportation and handling.

Do NOT use metal strapping or pallet caps for securing material on pallets. There must be no more than one partial pallet per destination.

4.8.3 **Pallet Height:** Maximum height of 139.5 cm (55"), including pallet, must be maintained. **Do Not Double Stack Loaded Pallets.**

4.8.4 **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.

NOTE: The contractor is responsible for correcting and re-distributing all packaging and packing deficiencies (i.e. mislabeled cartons, IRS carton labels not being used or securely attached, cartons not being packed solid, incorrect pallets, etc).

4.9 **IRS In-Plant Liaisons:** One or more IRS representatives may be stationed at the contractor's and/or subcontractor's facility to monitor production, quality sampling, mailing and distribution. The liaison will bring any defects they see to the attention of the contractor's Quality Control Officer. **However, they do not replace any of the contractor's quality control responsibilities.**

The contractor must make contractor pulled samples available to the IRS liaison for review. In addition to the contractor samples, the liaison will pull samples from each production line throughout the day. These samples are outside the scope of any contractor sampling and must be captured as spoilage and replaced for mailing. The contractor must maintain storage of all samples for a warranty period of 120 days. The In-Plant Liaisons will have full and unrestricted access to all production areas where IRS work is being produced. The contractor must furnish office space to include desk, chair, and telephone, personal computer with CD drive and internet access to send and receive email. The personal computer must be loaded with the full suite of Adobe 8 software. The contractor will provide access to a facsimile machine and barcode scanner to read postal barcodes. This space must be enclosed, secure and adjacent to the binding operations. The contractor will provide copies of all production and mailing reports to the IRS liaison on a daily basis.

4.10 **LABELING AND MARKING** (packing and/ or container label): Box labels MUST be generated from the electronic file (IRS form 6153 (3-2006)) or (IRS Form 6153-A (7-2005)) provided by the IRS. Contractor's streamlined or recreated labels will not be acceptable. Reproduce shipping container label (IRS Form 6153 (3-2006)) or parcel post label (IRS Form 6153-A (7-2005)) as necessary from furnished file on suitable white stock, fill in any appropriate blanks, and attach to one end of each shipping container, which must be facing out if loaded on a pallet. If not prepopulated on the carton label furnished by the IRS, the following items must be filled in by the contractor; From (Contractor's Name and Address); To\* (Consignee, complete address must appear on carton label); Carton Quantity (Number of copies in each carton); GPO Jacket Number as well as Program Number and Print Order Number, if applicable.

Labels MUST be generated from the electronic file (IRS form 6153 (3-2006)) or (IRS Form 6153-A (7-2005)) provided by the IRS. **Contractor's streamlined or recreated labels will not be acceptable.** 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. Contractor is to follow all the instructions listed on the carton label and if any questions/discrepancies arise, please contact Bartholomew S. Truitt 202 622 6606 or Bartholomew.s.truitt@irs.gov. **NOTE: If the quantity stated on the furnished carton label is not the same quantity within the carton, the contractor must notify the printing specialist to resolve the discrepancy immediately prior to packing.**

**The following address will be used as the return address for all mailing and shipments:**

**Internal Revenue Service/NDC  
1201 N. Mitsubishi Motorway  
Bloomington, IL 61705-6612**

Changes will need to be made to the government furnished carton labels in the "From (Contractor name and address) or Contractor Information field of the labels.

4.11 **GPO carton label** (GPO Form 905) must be reproduced at 100% on white paper from furnished repro; appropriate

blanks filled in, and attached to all cartons for shipments going to GPO destinations. **In addition to regular markings for GPO Copies, include stock number 048-004-02549-3 on all labels.**

## **Section 5 - Quality Assurance**

5.1 Quality Assurance Levels and Standards: The following levels and standards shall apply to these specifications:

Product Quality Levels:

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

Inspection Levels (from ANSI/ASQC 21.4):

- (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	O.K. Press Sheets
P-9. Solid and Screen Tint Color Match	O.K. Press Sheets

Special Instructions: In the event that inspection of press sheets is waived by the Government, the following listed alternate standards (in order of precedence) shall become the Specified Standards:

- P-7. Government furnished electronic files
- P-9. Pantone Matching System.

5.2 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.

## **SECTION 6 - DISTRIBUTION SCHEDULE**

The contractor must ship in the following sequence:

1. **Advance Distribution**
2. **POD electronic distribution quantities (as listed on the electronic file).**
3. **TFOP electronic distribution quantities (as listed on electronic file).**
4. **National Distribution Center Quantities (as listed on 2040)**

### **F.O.B Destination:**

**Ship 7 ADVANCE COPIES TO 2 Addresses in the Washington DC area; addresses are listed on Exhibit 1**

### **Ship F.o.b. Destination**

Ship 30 sample copies to: U.S. Government Printing Office, Attn: Frank Yator (AST #2), 732 North Capitol Street, Room C-817, Washington, DC 20401.

Ship 30 sample copies and IRS furnished material to: IRS, Attn: Bartholomew S. Truitt, RM 6554 1111 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 5 copies with Form 3674 inserted between Cover 2 and first text page, marked Stock No. 048-004-02549-3, Req. No. 3-01038, Jacket No. 377-503, to USGPO Main Bookstore, 710 North Capitol Street, Washington, DC 20401.

GPO will furnish GBLs for the following two shipments shipping f.o.b. contractor's city:

Ship 720 copies U. S. Government Printing Office, Federal Depository Library Program (FDLP), Document Warehouse, 8660 Cherry Lane, Laurel, MD 20707-4986, Marked: Depository Copies, Item No. 0964-B.

Ship 245 copies with Form 3674 inserted between Cover 2 and first text page, marked "Sales Copies", Stock No. 048-004-02549-3, Req. No.3-01038 Jacket 377-503 to: Documents Warehouse, Receiving Branch, (Sales Stock), U.S. Government Printing Office, 8660 Cherry Lane, Laurel, MD 20707-4950.

The remaining IRS consignments ship F.O.B. Contractor's city:

POD distribution:

Mail/Ship approximately 247,470 copies to various destinations nationwide in full carton quantities.

TFOP distribution:

Mail/Ship approximately 417,810 copies to various destinations nationwide in full carton quantities.

### **Section 7 - OFFERS:**

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

**Weight Restriction: Finished weight of book(s) must not exceed 0.9999 lb. If the weight of book(s) is one pound or more, then contractor will be responsible for the difference in cost for postage. Contractor is to indicate the weight of the book that they intend to furnish on their bid to the one thousandth of a pound.**

Transportation charges are not 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.

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

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

FACSIMILE BIDS are permitted.

Submit TWO copies of each facsimile bid to FAX number 202-512-1782. Submit two copies of each bid.

Refer to Solicitation Provisions in GPO Contract Terms (GPO Publication 3 10.2), Page 1, Paragraph 6.

**At the same time invoices are submitted to the GPO for payment, the contractor must submit a duplicate copy of the invoice to: IRS, 1111 Constitution Ave. Washington, DC 20224, Attn: Bartholomew S. Truitt or [Bartholomew.s.truitt@irs.gov](mailto:Bartholomew.s.truitt@irs.gov)**