

BID OPENING: NOVEMBER 13, 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 (202) 512-1239 (AST #2). NO COLLECT CALLS.

FACSIMILE BID SPECIFICATIONS

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

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

“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: Face and back form printing in two inks.

TITLE: Your Rights as a Taxpayer (THIS IS A NEW REVISION).

CATALOG NUMBER: 64731W.

ITEM: Pub. 1 (Rev. 09/2012).

QUANTITY: 15,165,233 copies, plus or minus none.

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.

TRIM SIZE: 8-1/2 x 11".

GOVERNMENT TO FURNISH: Electronic transfer of text, via e-mail or File Transfer Protocol (FTP). Files will be in Portable Document Format (PDF) generated from Adobe Acrobat 8.0 compatible with Acrobat 7.0. The operating system is Windows based; the application used to create the product is OneForm Designer Plus. When necessary, files will be color separated. All images in the PDF files are in hi-resolution and all fonts will be embedded in the files prior to image processing. The contractor is responsible for checking files contained on the furnished electronic files/media to insure that correct files output selection has been provided for, so as to correctly output for printing. Output must be generated on high resolution image processors.

IRS Form 6153 - IRS carton label.

IRS Document 12326- Packing Requirements for Standard IRS Stuffers

IRS Document 12321 – Pallet Specifications

Form 2040 in a PDF fillable Adobe Acrobat 8.0 file format. All forms will be provided via e-mail

Folding dummy and previously printed sample.

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 or Netscape 4.0.

The contractor is also required to have Adobe Acrobat 8.0 Standard (or higher) software (not Adobe Reader).

PROOFS: None required.

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 or Natural (MUST be light 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 and in a match of Pantone's 286 Blue ink. There are no halftones/flat tones.

MARGINS: Head 1/2", center sides.

BINDING: Trim four sides. Fold 13,230,000 copies from 8-1/2 x 11" to 8-1/2 x 3-2/3" using 2 parallel wrap-around folds, title out. After folding, contractor must band all copies under pressure, in units of 125 copies with heads in the same direction as stated in IRS Document 12336 Packing Requirements for Standard IRS Stuffers. Balance of copies (1,935,217) remain flat (8-1/2 x 11").

The standard stuffer 8-1/2 x 3-2/3" shall be packed in bundles 1) with all the inserts facing the same way; 2) with corrugated cardboard on the top and bottom (the open sides will permit the user to determine the direction of the stuffers when preparing for use in the automated equipment; 3) no higher than 3-1/2" tall (after being compressed for banding; 4) banded in the center of the stack with plain kraft paper (non-adhesive) 3" wide; 5) with kraft band secured with some type of adhesive or tape that does not come in contact with the stuffers in any way; and 6) packed securely in cartons to avoid shifting.

Note: DO NOT use shrink-wrap, plastic wrap, rubber band, or enclose the stuffer bundles in any way.

To facilitate carton packing, three to five individually banded bundles may be wrapped together with one layer band of 3" plain kraft paper, secured in the same way as the individual bundles.

Specifications for corrugated cardboard: Corrugated mailing board, 35 x 45 inches, plus or minus 1/8", double faced, kraft or chip. Bursting strength, average, not less than 420 kPa (60 lb/in²); thickness of corrugating medium, average, 0.009 inch; nominal thickness of finished board, 1/8". Cut corrugated cardboard with "rib" long to better enforce packaging.

PACKING: Place full size corrugated boards on top, bottom, and vertically between stacks. Pack 3,000 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 produced.**

Pallets are required. Pallets for IRS consignments: Pallets must be type III and must conform with 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 repalletize the shipment onto correct pallets – After award contractor will be provided IRS D.12321 – Pallet Specifications 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): 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 call the printing specialist.

*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.

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
P-9. Solid and Screen Tint Color Match	Pantone matching system color

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.

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. 1of, 2 of, etc.), pallets require labels containing the full shipping address on all four sides and top of the load on the pallet. 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.

Small Package Carrier Shipments (SPC): IRS will furnish/assign the contractor a SPC account number (if not already assigned) for shipments (f.o.b. contractor city) weighing 750 pounds or less. **Contractor must notify Mike Jones at 202-622-6641, immediately after award to ensure a carrier account number has been established, and/or is valid.** Currently, the IRS' is utilizing UPS as the small package carrier.

If there is any uncertainty concerning the instructions for small package carrier shipments, the contractor must call Mike Jones @ 202-622--6641, prior to the first ship date for clarification. One portion of the carrier tracing label will be required to be affixed to the left of the address label of each carton. **The shipper receipt portion of the tracing label must contain a complete street address.**

If multiple small package carriers are to be used, an account number will be assigned for each carrier. **Contractors are required to ship using the IRS designated carrier(s) and the assigned account number(s) or be responsible for any additional shipping costs.**

Contractors are required to use a two-part manifest shipping report for each carrier 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. The original copy of the report should accompany the shipment.

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

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 and prior to any shipments, the contractor must overnight 25 flat samples to each of the two individuals listed below:

IRS
1111 Constitution Ave., NW
Rm. 6239, Attn: Mike Jones and Rm. 6236
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-B.

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

Ship 10 flat copies to: IRS/National Print West, Michael Bate M/S 8100, 1973 Rulon White Blvd., Ogden, UT 84201-1000.

Ship 2 flat copies to Washington, DC 20224

Ship 5 flat copies to Library of Congress, Washington, DC 20540.

Ship 114,000 flat copies to Fresno, CA 93727-2106.

Ship 66,000 flat copies to Atlanta, GA 30360-2705.

Ship 63,000 flat copies to Holtsville, NY 11742-1129.

Ship 27,000 flat copies to Wilmington, MA 01887-3473

Ship 69,000 flat copies to Kearneysville, WV 25430-5200

Ship 24,000 flat copies to Ogden Campus, Ogden UT 84404-1313

Ship 72,000 flat copies to Austin, TX 78744-1358

Ship 42,000 flat copies to Kansas City, MO 64108-4302.

Ship 1,458,000 flat copies to: IRS, National Distribution Center, Receiving Area, 1201 N. Mitsubishi Motorway, Bloomington, IL 61705-6612

Ship 7,560,000 **folded copies** to IRS/EG&G Business Depot Ogden, CPS-W Bate (801) 381-1069, 112 N. 700 W Bldg. 4B, Ogden, UT 84404-1313.

Ship 5,670,000 **folded copies** to IRS/National Print Site (East) CPS Warehouse, 985 Michigan Ave., Detroit, MI 48226-1128.

See IRS Form 2040 for complete addresses

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

SCHEDULE: Purchase order number by telephone by November 14, 2012.

Furnished electronic files and IRS F.2040 will be emailed to the contractor by November 14, 2012.

Note: Files received in unusable condition will be replaced by IRS on an expedited basis. It is the contractor's duty to report such occurrences to the IRS Resident Coordinator, or Mike Jones at 202-622-6641 as soon as discovered.

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.

Start shipments to both print sites located in Detroit, MI and Ogden, UT no later than November 21, 2012.

Ship complete on or before November 30, 2012.

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 the IRS Printing Specialist that is specified in the upper corner of Form 2040.

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 flat and 1,000 copies folded. 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.

Contractor must give the location of the plant(s) from which this product will be shipped. Transportation costs will not be a factor in award.

At the same time invoices are submitted to GPO for payment, the contractor must submit a duplicate copy to mike.jones@irs.gov.

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.