

BIDS SHALL BE PUBLICLY OPENED AT **2:00 PM** PACIFIC STANDARD TIME (PST), ON **NOVEMBER 13, 2012**.

ANY QUESTIONS BEFORE AWARD CONCERNING THESE SPECIFICATIONS CALL RACHEL TRUSSELL (707) 748-1970, EXT. 6. NO COLLECT CALLS.

FACSIMILE BIDS ARE ACCEPTABLE. See below. – FAX TO 707-748-1981 OR 707-748-1980.

U.S. GOVERNMENT PRINTING OFFICE (GPO)
536 Stone Road, Suite I
Benicia, CA 94510

PRODUCT: Perfect Bound Book printing plus IMDDS Distribution.

GENERAL TERMS AND CONDITIONS (GPO CONTRACT TERMS): Any contract which results from this Invitation for Bid will be subject to the applicable provisions, clauses, and supplemental specifications of GPO Contract Terms (GPO Pub. 310.2, effective 12/1/87, revised 06-01) and GPO Contract Terms, Quality Assurance Through Attributes (GPO Pub. 310.1, effective 5/79, revised 08/02).

TITLE: Document 6209; IRS Processing Codes and Information (01-2013)

SPECIAL ATTENTION IS DIRECTED TO THE FOLLOWING ITEMS:

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

Contractor **MUST** have the ability to load Excel Spreadsheet data for shipping addresses into database of their choice, create template for printing data and output to pressure sensitive labels. Submit email address to received email transmissions directly from IRS/GPO after award on Form 910.

Contractor **MUST** have Desktop Publishing capabilities. *Thumb Index needs to be added to Cover 4 and corresponding text pages. (See Pages 6-8).* **For IMDDS Distribution – Contactor must verify with GPO that they are familiar with this distribution process prior to submitting a bid. Re-programming of furnished existing IMDDS files is NOT ALLOWED.**

Contractor **MUST** sign a Non-Disclosure Agreement and submit the signed copy of with your bid. Failure to do so may result in being declared non-responsive. See Exhibit 1.

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

FACSIMILE BIDS: Facsimile bids are permitted.

(a) Definition. "Facsimile bid," as used in this solicitation, means, a bid, modification of a bid, or

withdrawal of a bid that is transmitted to and received by the Government via electronic equipment

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

DISPUTES: GPO Publication 310.2, GPO Contract Terms, Contract Clause 5. Disputes, is hereby replaced with the June 2008 clause found at <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.

WARNING: Proper control and handling must be maintained at all times to prevent any information or materials required to produce the product ordered under these specifications from falling into unauthorized hands. Unless otherwise indicated herein, all extra copies, materials, waste, etc., must be destroyed.

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

MAINTENANCE OF RECORDS ON RECOVERED MATERIALS IN PAPER PRODUCTS:

The contractor shall maintain manufacturer/mill accounting and record summaries on the fiber weight content used as feedstock, for purposes of Government audit, that will verify: (a) the contractor's certification of the minimum percentage of recovered materials used in performance of the contract; (b) the paper and paper products are in compliance with the specification requirements, and; (c) the paper is manufactured in accordance with the Environmental Protection Agency (EPA) Paper Products Recovered Materials Advisory Notice (61 FR 26897, May 29, 1996), whether the products are manufactured by the contractor or another paper mill. The contractor, if not the manufacturer, shall obtain this information from the paper manufacturer. The contractor shall maintain, and make available to the Government, these documents for one year after the expiration of the contract. Nothing in this clause shall excuse the contractor from furnishing the specified paper.

DEFINITION OF RECOVERED MATERIALS IN PAPER PRODUCTS:

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

(1) Postconsumer materials such as paper:

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

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

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

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

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

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

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

TITLE: IRS Processing Codes and Information (IRS Document 6209 (Rev. 01-2013))

QUANTITY: 53,982

NUMBER OF PAGES: 636 Pages plus Covers

TRIM SIZE: 8-1/2 x 11"

IRS NON-DISCLOSURE STATEMENT: This product is an "Official Use" product. Contractor must agree and complete the IRS Non-Disclosure Statement (See Exhibit 1). Provide the signed IRS Non-Disclosure Statement with your bid. **Any bids received without a signed Non-Disclosure Statement will be declared non-responsive.**

GOVERNMENT TO FURNISH:

1.) Printing Media will be provided to contractor in Portal Document Format (PDF), generated from Adobe Acrobat 8.0 or later (backward compatible to Adobe Acrobat 5.0), as a composite file

(with all fonts embedded at the PDF level. DO NOT UNEMBED FONTS! This may result in a loss of data), electronically transferred to contractor's designated e-mail address (compiled file size may influence delivery method);

- 2.) IRS Form 6153, Carton Label (3 separate versions);
- 3.) 4 MS Excel Spreadsheets, for IMDDS distribution;
- 4.) IMDDS-ERC Shipping Label;
- 5.) IRS Form 2040, Electronic Distribution List, and the following:
- 6.) Pagination Guide for PDF files – hardcopy.

EXHIBIT 1 – IRS Non-Disclosure Statement

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

EXHIBIT 3 – Document 12321 (Pallet Specifications)

EXHIBIT 4 – Inner Label Distribution Summary

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 their Internet Service Provider (ISP) with email and a web browser equivalent to Internet Explorer 6.0 or Netscape 4.0.

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

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

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

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

Contractor is required to output from furnished digital files at minimum 2400 dpi resolution, 150-line screen.

Basic Check of Furnished Electronic Media and Files: Prior to image processing, the contractor shall perform a basic check (preflight) of the furnished media and publishing files to assure correct output of the required reproduction image. Any errors, media damage or data corruption that might interfere with proper file image processing must be reported to your contract administrator and the IRS.

The contractor shall create/alter any necessary trapping, set proper screen angles and screen frequency, and define file output selection for the imaging device being utilized. Furnished files must be imaged as necessary to meet the assigned quality level.

If any errors, media damage, or data corruption that might interfere with proper file imaging are discovered during inspection by the contractor, contact David Douglas at 202-927-9904 or david.w.douglas@irs.gov for new files.

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

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

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

PRODUCT DESCRIPTION: Perfect-Bound Book. All covers (1-4 and spine) print type and agency logos in PMS 421C Grey and black inks, bleeding all sides. Flood coat covers 1, 4, and spine with a clear satin aqueous coating. Score covers for fold and 1/4" from spine to eliminate cracking/shingling of cover. Collate text pages and covers in sequence; perfect-bind on left 11" dimension.

636 text pages print type, solid areas, halftones, and illustrations in black ink, face and back.

Production Note: Contractor MUST have Desktop Publishing capabilities. Thumb Index needs to be added to Cover 4 and corresponding text pages as described below.

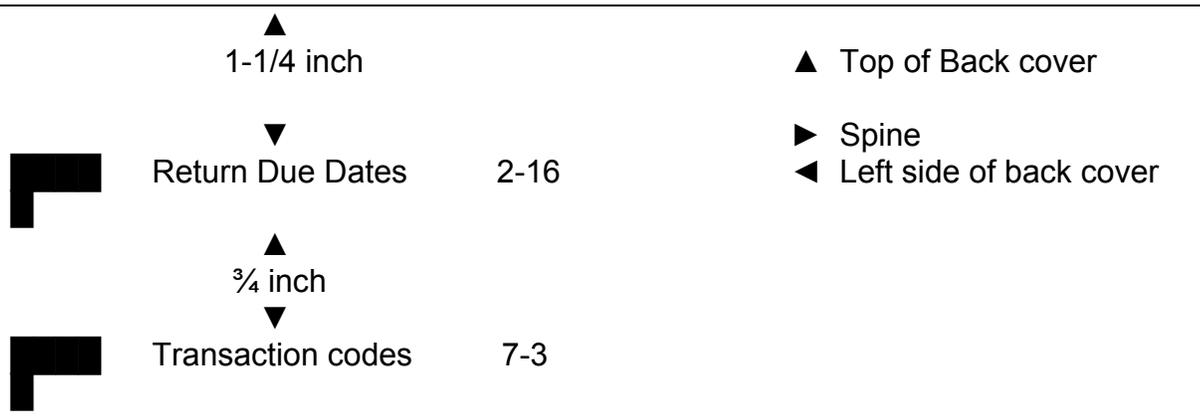
Prior to Printing > Printer will be required to perform Desktop Publishing:

Cover FOUR: Quick Finder Index

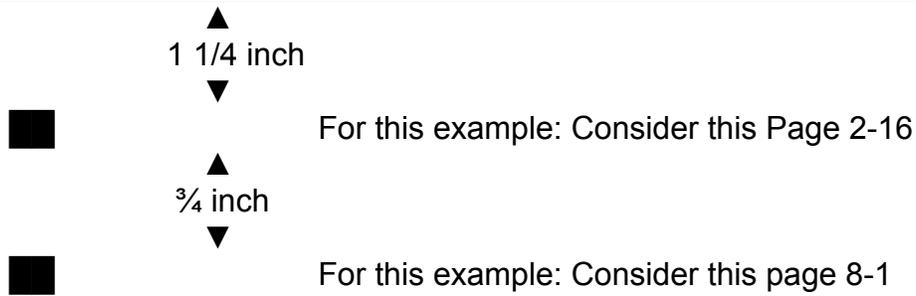
A quick finder index with 9 entries will be placed / printed on the back cover. To the left of each title and page number entry, Vendor is required to place/print a 1/2" 8 pt. black line leftward to the Cover 4 left edge. Using the page number shown for each of the 9 entries, Vendor to place/print a corresponding 1/4 inch, 8 pt. black line at the left edge of the page.

See the example below:

Step1. Cover 4 - Black line begins at left edge of back page.



Step 2. Black Mark begins at Left edge of corresponding page shown above.



Below is the Cover FOUR verbiage for placing / printing

Quick Finder Index

Return Due Dates	2-16
Transaction Codes	7-3
Freeze Codes	8-44
Unpostable Codes	8-57
Hold, Priority, Reason, Source Codes	8-105
IMF Notices	9-1
BMF Notice Codes	9-4
IDRS	14-1
Calendars	16-1

OFFICIAL USE ONLY

MARGINS: Follow printing media provided. Covers 1-4 bleed all margins.

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

PLUS--

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

Proofs must contain color control bars for each color of ink on the sheet. Control bars must be placed parallel to the press's ink rollers. The control bars (such as Brunner, GATF, GRETAG, or RIT) must show areas consisting of minimum 3/16" x 3/16" solid color patches; tint patches of 25, 50, and 75% dot gain scale; and gray balance patches for process color (if applicable). These areas must be repeated consecutively across the sheet. The make and model number of the proofing system utilized shall be furnished with the proofs. These proofs must contain all elements and indicate margins. Proofs will be used for color match on press.

Proofs are due on or before **November 27, 2011**. One (1) complete set of cover and text proofs, to two different locations, via contractor's expense (FOB Destination).

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

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

DO NOT return electronic/hardcopy media with proofs. Contractor must supply a return airbill, to receive proofs back from IRS.

STOCK: The specifications of all stock furnished must be in accordance with those listed herein or listed for the corresponding JCP Code numbers in the "Government Paper Specification Standards No. 12" dated March 2011, and any subsequent amendments thereto.

COVERS AND SPINE: White Coated Cover, Gloss Finish, (Basis: 20 x 26", 80 lb., per 500 sheets), equal to JCP Code L10.

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

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

High quality color process printing on high speed heat-set presses is excepted when slow drying time

significantly increases production costs.

PMS 421C, Gray; Black; and Clear Satin Aqueous Coating (Covers 1, 4 and spine).

GPO IMPRINT: Add GPO imprint to bottom, center, margin of page 636 (blank page). Contractor to set and insert imprint per GPO specifications.

PACKING: Contractor is to pack solid all shipments to avoid damage during method of transit. This is a high-profile product with delivery that affects field organizations.

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

Product Quality Levels:

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

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

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

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

<u>Attribute</u>	<u>Specified Standard</u>
P-7. Type Quality and Uniformity	Ok Proofs/Electronic Media
P-8. Halftone Match (Single and Double Impression)	Ok Proofs/Electronic Media
P-9. Solid and Screen Tint Color Match	Ok Proofs/Electronic Media

NOTE: Double-box EACH mailing container. Each mailing container shall be double-boxed for security purposes while in transit. NO EXCEPTIONS.

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

For Individual Location Shipments – Packaging required for 6,259 cartons and 8,082 envelopes in accordance to IRS Document 12215. Packaging for USPS PO Box shipments must comply with all USPS requirements. Contractor should familiarize themselves and be capable of complying with IRS Document 12215 - IMDDS Packing, Labeling and Shipping Instructions (**See EXHIBIT 2**). Contractor will be provided with MS Excel spreadsheets (4) to print all interior package labels and outer carton labels - - See DISTRIBUTION, below.

For Bulk Shipments – Pack eight (8) per shipping container. No internal shrink wrapping or banding. Place full size corrugated boards on top, bottom, and vertically between any stacks (if necessary). See “CONTAINERS/CARTONS”, for additional packing requirements.

CONTAINERS/CARTONS: Contractor is to furnish all packaging and shipping containers / cartons.

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

NOTE: Double-box EACH Mailing Container. Each mailing container shall be double-boxed for security purposes with in transit for Delivery. NO EXCEPTIONS.

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

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

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

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

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

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

CONTRACTOR’S REQUIRED DOCUMENTATION: The contractor is required to return the following at product shipment(s).

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

contractor upon request. If there is any information missing or incorrect, please contact the IRS Printing Analyst that is specified in the upper corner of Form 2040.

SHIPPING MANIFESTS: Contractor is required to provide tracking numbers for all shipments to David Douglas at david.w.douglas@irs.gov to verify transit. Verification(s) must be received by IRS at time of shipment(s).

INSPECTION SAMPLES: Two copies, as soon as completed, must be sent for inspection to the U.S. Government Printing Office, Regional Printing Procurement Office, 536 Stone Road, Suite I, Benicia, CA 94510-1170 Attn: Inspection Samples, Jacket 670-600.

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

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

<u>Quantity Ordered</u>	<u>Number of Sublots</u>
35,001 and over	200

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

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

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

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

Ships FOB Contractor's City and FOB Destination **FINAL SHIP DATE on or before 01/04/2013 MUST** (See "DISTRIBUTION", below) to location(s) indicated on Form 2040 and on the provided Excel spreadsheets. Shipping will be via IRS IMDDS All Employee Distribution and Bulk Delivery methods.

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

For Ground Service Deliveries Over 750 Lbs – Shipments over 750lbs are to be completed by Motor Freight and require Pallets. Government Bills of Lading (BOLs) will be provided. For BOL purposes, “Same Street Addresses” are permitted to be bundled.

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

PALLETIZING: Cartons shall be stacked on pallets using a reverse layer pattern, 9 cartons per layer, with a maximum height of 55", including pallet or a maximum of 7 layers. Cartons must be fastened securely to the pallet in a manner that will prevent movement during transit but permit ready removal, without damage to the cartons, at destination. Neither metal strapping nor pallet caps are to be used. There must be no more than one partial pallet per destination.

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

For Ground Service Deliveries under 750 lbs – Contractor is required to ship via IRS’ small package carrier (SPC), the IRS will provide an IRS small package carrier account number (UPS). If contractor does not already have an IRS account number already established, the contractors must notify the IRS (at 202-927-9904) at least seven (7) Federal workdays prior to the scheduled ship date. Contractors are required to ship using the designated carrier (UPS) and IRS account number(s) or be responsible for any additional shipping costs.

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

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

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

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

FOB CONTRACTOR’S CITY - - Ship 47,978 copies to 6,259 locations, in 8,082 packages (amount of copies vary by location, please reference provided Excel sheets), via IRS Small Package Carrier.

SPECIAL NOTE: Contractor is prohibited from bundling or combining any IMDDS recipient offices by zip code. If it is determined that the contractor did not adhere to this prohibition, contractor may be held responsible for any additional cost to the Government, to re-direct the shipments.

Ship 6,000 copies (including Departmental Random “blue label” copies) as bulk delivery to the location indicated on IRS Electronic Distribution List, IRS Form 2040.

For Ground Service Deliveries Over 750 Lbs – Shipments over 750 lbs are to be completed by Motor Freight and require pallets. Government Bills of Lading (GBLs) will be provided. For GBL purposes, “Sane Street Addresses” are permitted to be bundled.

FOB DESTINATION::

2 copies to:

Internal Revenue Service – NCFB

Attn: Jennifer Caldwell (240) 613-1094

5000 Ellin Road, A7-376

Lanham, MD 20706

Deliver by FedEx or UPS only, signature required.

2 copies and all government furnished materials to:

Internal Revenue Service

Attn: David Douglas, (202) 927-9904

1111 Constitution Ave, NW – RM 6550

Washington, DC 20224

Deliver by FedEx or UPS only, signature required.

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

SCHEDULE: Furnished material will be available for pickup at the GPO by November 14, 2012. Any digital files will be emailed or sent directly to the successful bidder no later than November 15, 2012 from Internal Revenue Service and/or Government Printing Office, as required.

Deliver proofs on or before November 27, 2012 to:

One complete proof set to:

Internal Revenue Service – NCFB

Attn: Jennifer Caldwell (240) 613-1094

5000 Ellin Road, A7-376

Lanham, MD 20706

Deliver by FedEx or UPS only, signature required.

One complete proof set to:

Internal Revenue Service

Attn: David Douglas (202) 927-9904

1111 Constitution Avenue, NW, Rom 6550

Washington, DC 20224

Deliver by FedEx or UPS only, signature required.

Complete production and delivery **MUST** be made on or before **January 4, 2013**.

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

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

OFFERS: To submit a bid, the bidder must return a signed, completed, GPO Form 910. GPO Form 910 can be downloaded at <http://www.gpo.gov/pdfs/vendors/sfas/bids910.pdf>. A copy of the GPO Form 910 is also included in these specifications. Envelopes containing bids must be identified with the designation "BID ENCLOSED", THE JACKET NUMBER AND THE BID OPENING TIME AND DATE.

Facsimile bids are acceptable. Telegraphic, voice telephonic, other electronic, or mailgram bids are not acceptable. Refer to GPO Contract Terms (GPO Pub. 310.2). Submit bids to: Fax 707-748-1981 or 707-748-1980, or U.S. Government Printing Office, 536 Stone Road, Suite I, Benicia, CA 94510.

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, (i.e., running rate not including make-ready) and will not be a factor for determination of award.

Bids must be received by the exact date and time specified. Late bids are not acceptable.

PAYMENT: Submit all vouchers to: Comptroller FMCE, Office of Financial Management Services, U.S. Government Printing Office, Washington, DC 20401. For instructions on preparing your voucher visit GPO's website at <http://www.gpo.gov/vendors/payment.htm>.

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

U.S. GOVERNMENT PRINTING OFFICE
Printing Procurement Department

BID

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

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

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

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

or

JACKET NO. _____

BID _____

Additional _____ Rate _____

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

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

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

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

COMPANY SUBMITTING BID

PERSON AUTHORIZED TO BID

Company _____ Name _____

Address _____ Title _____

City _____ State _____ Zip _____ Signature _____

GPO Contractor Code (if known) _____ Date _____

Telephone Number _____ Facsimile Number _____

Contracting Officer Review _____ Date _____ Certifier _____ Date _____

EXHIBIT 1 (Pages 15-19)

Attachment 1

1052.224-900G-Disclosure of Information-Safeguards

Disclosure of Information-Safeguards (January 1998)

In performance of this contract, the contractor agrees to comply with and assume responsibility for compliance by his/her employees with the following requirements:

- (1) All work shall be performed under the supervision of the contractor or the contractor's responsible employees.
- (2) Any return or return information made available in any format shall be used only for the purpose of carrying out the provisions of this contract. Information contained in such material shall be treated as confidential and shall not be divulged or made known in any manner to any person except as may be necessary in the performance of the contract. Inspection by or disclosure to anyone other than an officer or employee of the contractor shall require prior written approval of the Internal Revenue Service. Requests to make such inspections or disclosures should be addressed to the IRS Contracting Officer.
- (3) All returns and return information will be accounted for upon receipt and properly stored before, during, and after processing. In addition, all related output shall be given the same level of protection as required for the source material.
- (4) The contractor certifies that the data processed during the performance of this contract shall be completely purged from all data storage components of his/her computer facility and no output will be retained by the contractor at the time the IRS work is completed. If immediate purging of all data storage components is not possible, the contractor certifies that any IRS data remaining in any storage component will be safeguarded to prevent unauthorized inspection or disclosure.
- (5) Any spoilage or any intermediate hard copy printout which may result during the processing of IRS data shall be given to the IRS Contracting Officer or his/her designee. When this is not possible, the contractor will be responsible for the destruction of the spoilage or any intermediate hard copy printouts and shall provide the IRS Contracting Officer or his/her designee with a statement containing the date of destruction, description of material destroyed, and the method used.
- (6) No work involving information furnished under this contract will be subcontracted without the specific approval of the IRS Contracting Officer.
- (7) All computer systems processing, storing and transmitting federal tax information must meet the requirements defined in NIST SP 800-53. To meet functional and assurance requirements, the security features of the environment must provide for the managerial, operational, and technical controls. All security features must be available and activated to protect against unauthorized use of and access to federal tax information.
- (8) Should a person (contractor or Subcontractor) or one of his/her employees make any unauthorized inspection(s) or disclosure(s) of confidential tax information, the terms of the Default clause may be invoked, and the person (contractor or subcontractor) will be considered to be in breach of this contract.

Attachment 1

Exhibit 12 Page 2 of 4**Disclosure of "Official Use Only" Information Safeguards (December 1988)**

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

Disclosure of Information-Criminal/civil Sanctions (January 1998)

- (1) Each officer or employee of any person (contractor or subcontractor) at any tier to whom returns or return information is or may be disclosed shall be notified in writing by the person (contractor or subcontractor) that returns or return information disclosed to such officer or employee can be used only for a purpose and to the extent authorized herein, and that further disclosure of any such returns or return information for a purpose or to an extent unauthorized herein constitutes a felony punishable upon conviction by a fine of as much as \$5,000 or imprisonment for as long as five years, or both, together with the costs of prosecution. Such person (contractor or subcontractor) shall also notify each such officer and employee that any such unauthorized future disclosure of returns or return information may also result in an award of civil damages against the officer or employee in an amount not less than \$1,000 with respect to each instance of unauthorized disclosure plus in the case of willful disclosure or a disclosure which is the result of gross negligence, punitive damages, plus the cost of the action. These penalties are prescribed by IRC Sections 7213 and 7431 and set forth at 26 CFR 301.6103(n)-1.
- (2) Each officer or employee of any person (contractor or subcontractor) to whom returns or return information is or may be disclosed shall be notified in writing by such person that any return or return information made available in any format shall be used only for the purpose at carrying out the provisions of this contract and that inspection of any such returns or return information for a purpose or to an extent not authorized herein constitutes a criminal misdemeanor punishable upon conviction by a fine of as much as \$1,000.00 or imprisonment for as long as 1 year, or both, together with the costs of prosecution. Such person (contractor or subcontractor) shall also notify each such officer and employee that any such unauthorized inspection of returns or return information may also result in an award of civil damages against the officer or employee in an amount equal to the sum of the greater of \$1,000.00 for each act of unauthorized inspection with respect to which such defendant is found liable or the sum of the actual damages sustained by the plaintiff as a result of such unauthorized inspection plus in the case of a willful inspection or an inspection which is the result of gross negligence, punitive damages, plus the costs of the action. The penalties are prescribed by IRC Sections 7213A and 7431.
- (3) Additionally, it is incumbent upon the contractor to inform its officers and employees of the penalties for improper disclosure imposed by the Privacy Act of 1974, 5 U.S.C. 552a. Specifically, 5 U.S.C. 552a(l)(1), which is made applicable to contractors by 5 U.S.C. 552a(m)(1), provides that any officer or employee of a contractor, who by virtue of

Attachment 1

Exhibit 12 Page 3 of 4

his/her employment or official position, has possession of or access to agency records which contain individually identifiable information, the disclosure of which is prohibited by the Privacy Act or regulations established thereunder, and who knowing that disclosure of the specific material is so prohibited, willfully discloses the material in any manner to any person or agency not entitled to receive it, shall be guilty of a misdemeanor and fined not more than \$5,000.

Disclosure of Information-Official Use Only (December 1988)

Each officer or employee of the contractor or subcontractor at any tier to whom "Official Use Only" Information may be made available or disclosed shall be notified in writing by the contractor that "Official Use Only" information disclosed to such officer or employee can be used only for a purpose and to the extent authorized herein, and that further disclosure of any such "Official Use Only" information, by any means, for a purpose or to an extent unauthorized herein, may subject the offender to criminal sanctions imposed by 18 U.S.C. Sections 641 and 3571. Section 641 of 18 U.S.C. provides, in pertinent part, that whoever knowingly converts to his use or the use of another, or without authority sells, conveys, or disposes of any record of the United States or whoever receives the same with the intent to convert it to his use or gain, knowing it to have been converted, shall be guilty of a crime punishable by a fine or imprisoned up to ten years or both.

Disclosure of Information-Inspection (December 1988)

The Internal Revenue Service shall have the right to send its officers and employees into the offices and plants of the contractor for inspection of the facilities and operations provided for the performance of any work under this contract. On the basis of such inspection, the Contracting Officer may require specific measures in cases where the contractor is found to be noncompliant with contract safeguards.

Privacy Act Notification (April 1984)

The Contractor will not be required to design, develop, or operate a system of records on individuals, to accomplish an agency function subject to the Privacy Act of 1974, Public Law 93-579, December 31, 1974 (5 U.S.C. 552a) and applicable agency regulations. Violation of the Act may involve the imposition of criminal penalties.

Privacy Act (April 1984)

(a) The Contractor agrees to

- (1) Comply with the Privacy Act of 1974 (the Act) and the agency rules and regulations issued under the Act in the design, development, or operation of any system of records on individuals to accomplish an agency function when the contract specifically identifies
 - (i) The systems of records; and
 - (ii) The design, development, or operation work that the contractor is to perform;

Attachment 1

Exhibit 12 Page 4 of 4

- (2) Include the Privacy Act notification contained in this contract in every solicitation and resulting subcontract and in every subcontract awarded without a solicitation, when the work statement in the proposed subcontract requires the redesign, development, or operation of a system of records on individuals that is subject to the Act; and
 - (3) Include this clause, including this paragraph (3), in all subcontracts awarded under this contract which requires the design, development, or operation of such a system of records.
- (b) In the event of violations of the Act, a civil action may be brought against the agency involved when the violation concerns the design, development, or operation of a system of records on individuals to accomplish an agency function, and criminal penalties may be imposed upon the officers or employees of the agency when the violation concerns the operation of a system of records on individuals to accomplish an agency function. For purposes of the Act, when the contract is for the operation of a system of records on individuals to accomplish an agency function, the Contractor is considered to be an employee of the agency.
- (c)
- (1) "Operation of a system of records, II as used in this clause, means performance of any of the activities associated with maintaining the system of records, including the collection, use, and dissemination of records.
 - (2) "Record," as used in this clause, means any item, collection, or grouping of information about an individual that is maintained by an agency, including, but not limited to, education, financial transactions, medical history, and criminal or employment history and that contains the person's name, or the identifying number, symbol, or other identifying particular assigned to the individual, such as a fingerprint or voiceprint or a photograph.
 - (3) "System of records on individuals," as used in this clause, means a group of any records under the control of any agency from which information is retrieved by the name of the individual or by some identifying number, symbol, or other identifying particular assigned to the individual.

G. Contractor Acceptance

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

GPO Contractor's Code Number: _____

Vendor's Name: _____
(Type or Print)

Authorized Signer: _____
(Type or Print)

Signature: _____ Date: _____

Phone Number: _____

E-mail address: _____

EXHIBIT 2 (Pages 20-25)

IMDDS Labeling, Packaging and Shipping Instructions

➔ **Note:** *These instructions do not apply to packaging the IMDDS/Order Fulfillment material that goes to the National Distribution Center (NDC) via OPN 81100-1424. When an IMDDS product is created or revised that is designated in ESN's Distribution Program field as Code 18: IMDDS/Order Fulfillment, a 2040 list needs to be created for the NDC stock. The 2040 program generates the carton labels (Form 6153) that are required on NDC shipments.*

Printing Specialists send a completed **Form 9715-A**, IMDDS List and Label Request, to National IMDDS Coordinators. The Coordinator will generate the IMDDS lists and labels in electronic (*used to print the lists and labels*) formats. The electronic formats will be forwarded to the requesting printing specialist's e-mail as attachments.

Labeling Specifications

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

- **INNER** IMDDS packaging labels (electronic file name INNL.XLS) have a nine-digit Order Point Number (OPN) at the top line (e.g. 31600-1000), and the item quantity printed in the lower right corner. Inner labels are affixed to each individual package.

(Preferred size requirements are 3 $\frac{3}{8}$ " x 7 $\frac{1}{8}$ " to 4" x 1 $\frac{1}{2}$ ". If these size requirements do not fit your label output specifications the contractor must contact the printing specialist to get approval of other sizes.)

- **OUTER** IMDDS shipping address labels (electronic file name OUTL.XLS) have a five-digit number printed at the top (e.g. 31600) and the mailing shipping address **OUTER** labels are affixed to SHIPPING container. (Example carton, envelope, etc.)

(Preferred size requirements are 4" x 3 $\frac{1}{2}$ " to 4 $\frac{1}{4}$ " x 5 $\frac{1}{2}$ ". If these size requirements do not fit your label output specifications the contractor must contact the printing specialist to get approval of other sizes.)

OPN

31600-1000 REQ NO: 2000-0000
 IRS/SUMMIT BUILDING, ATLANTA
 DIR ACCT MGMT WI STF 94-WI
 DIST OF DOC 7130
 FILE 345 01459P QTY: 3

Internal Revenue Service

IMDDS COORD-RM 201
 2970 BRANDYWINE RD
 CHAMBLEE GA 30341

Official Business Penalty for Private Use, \$300

REQ: 2000-0000
 DIST OF DOC 7130
 FILE 345 01459P

31600
 IRS/SUMMIT BUILDING, ATLANTA
 DISTRIBUTION RM 952 STOP 814-D
 401 W. PEACHTREE STREET
 ATLANTA GA 30308-0000

1st Five Digits of OPN

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

Packaging Specifications

- DISTRIBUTION lists (electronic file name DSTL.XLS) specify **all** OPNs (and quantities) that require INNER packaging and labeling. They should be maintained for one year by the servicing National IMDDS Coordinator for historical purposes.
- PACKING lists (electronic file name PCKL.XLS) identify the specific OPNs (INNER packages) that are consolidated into an OUTER package (shipping container). Packing list should be in Box 1 or on top of the pallet.

Inner Packages:

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

Complete packages:

- All packages labeled with OPNs beginning with the same first five digits will be consolidated into the least number and size of shipping containers possible.
- See Packaging Example #1 which illustrates Consolidated Shipments to Multiple OPNS – Using a Shipping Envelope.
- See Packaging Example #2 which illustrates Consolidated Shipments to Multiple OPNS – Using a Carton.
- See Packaging Example #3 which illustrates Packaging when Contents are for One OPN Only – Using an Envelope.
- See Packaging Example #4 which illustrates Packaging when Contents are for One OPN Only – Using a Carton.

Shipping Specifications

- Shipments weighing less than ONE POUND will be shipped through the U.S. Postal Service (USPS).
- Shipments weighing between ONE pound and 749 pounds will be shipped by a small package carrier unless it is addressed to a POST OFFICE or is being shipped to a post office box, in which case the shipment must be sent through USPS.
- Shipments weighing 750 lbs. OR MORE to one address will require an Internal Revenue Bill of Lading, formerly a Government Bill of Lading (GBL) and will be sent by motor freight.
- UPS Ground should **not** be used for International shipments. (Note: Puerto Rico, Virgin Islands, Alaska and Hawaii **can** receive UPS Ground Shipments.) The alternative International shipping method is UPS Express. APO/FPO shipments have to go by US Postal Service.

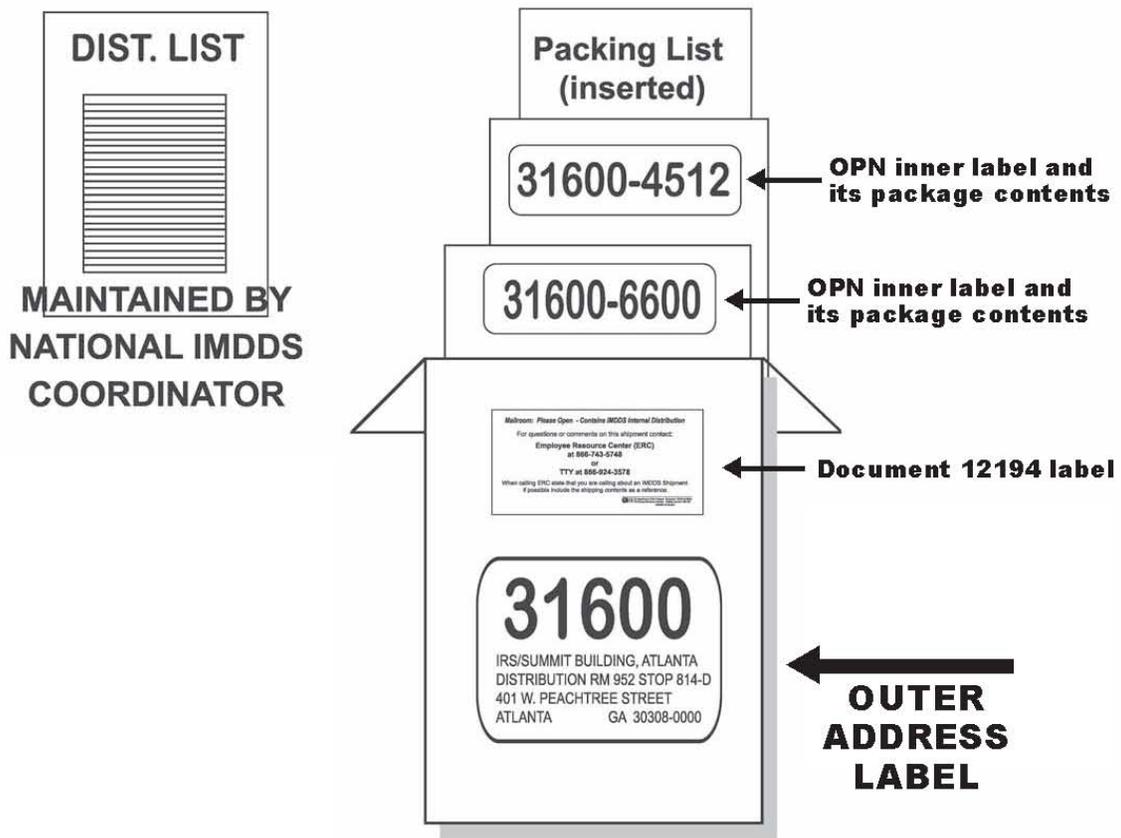
Summary

- INNER and OUTER labels "match" when the first five digits of the numbers on both labels are the same.
- Document 12194 should be on the OUTER package, but **not** below the OUTER IMDDS address label.
- DISTRIBUTION lists specifies the complete product distribution and **all** OPNs (and quantities) that require INNER packaging and labeling.
- PACKING lists will specify the OPNs (INNER packages) that are consolidated into an OUTER package (shipping container).
- Contractors will package the quantity specified on the lower right corner of the INNER label and affix label to the the individual OPN package. INNER packages will be the **smallest possible container** (e.g. use an envelope, shrink wrap, binding, etc. instead of a carton).
- Multiple shipping containers to a single address must specify "Box ____ of ____." Packing lists must be included in the shipping container marked "Box 1 of ____." The "matching" OUTER label will be affixed to the outside of each shipping container. Shipping container packages are correct when the first five digits of the OPN on **both** the **INNER** and **OUTER** labels match.

Consolidated Shipments to Multiple OPNS – Using a Shipping Envelope

Packaging Example #1

- Packaging specifications are provided on Page 2.



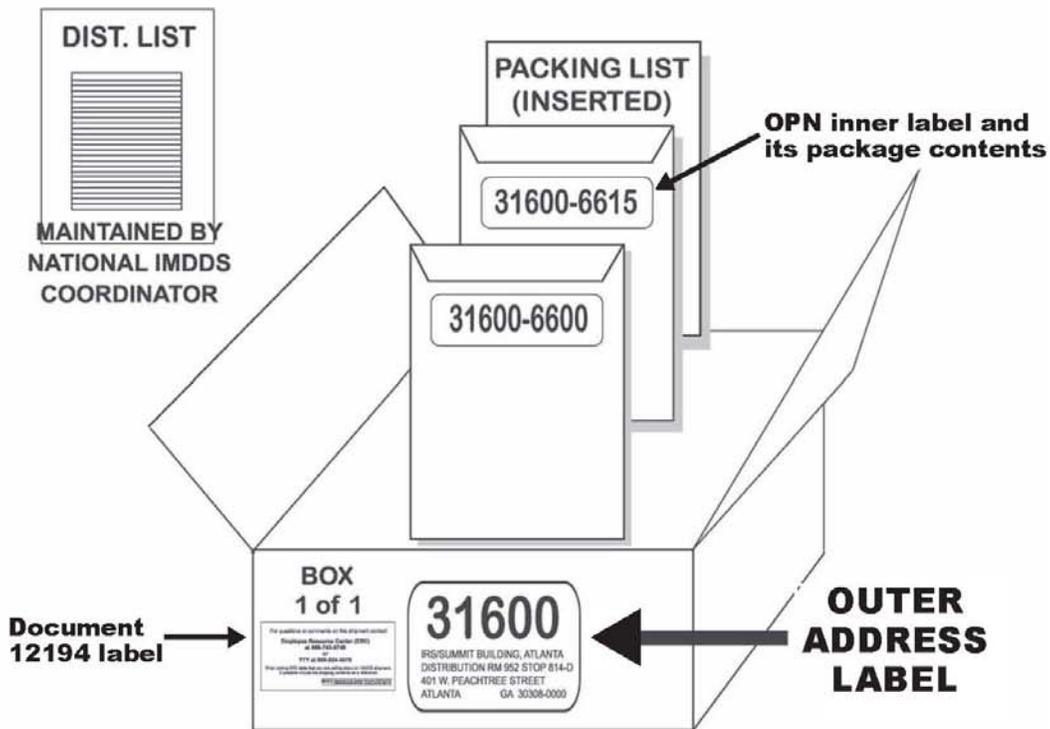
Order Point Numbering (OPN) System

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

Consolidated Shipments to Multiple OPNs – Using a Carton

Packaging Example #2

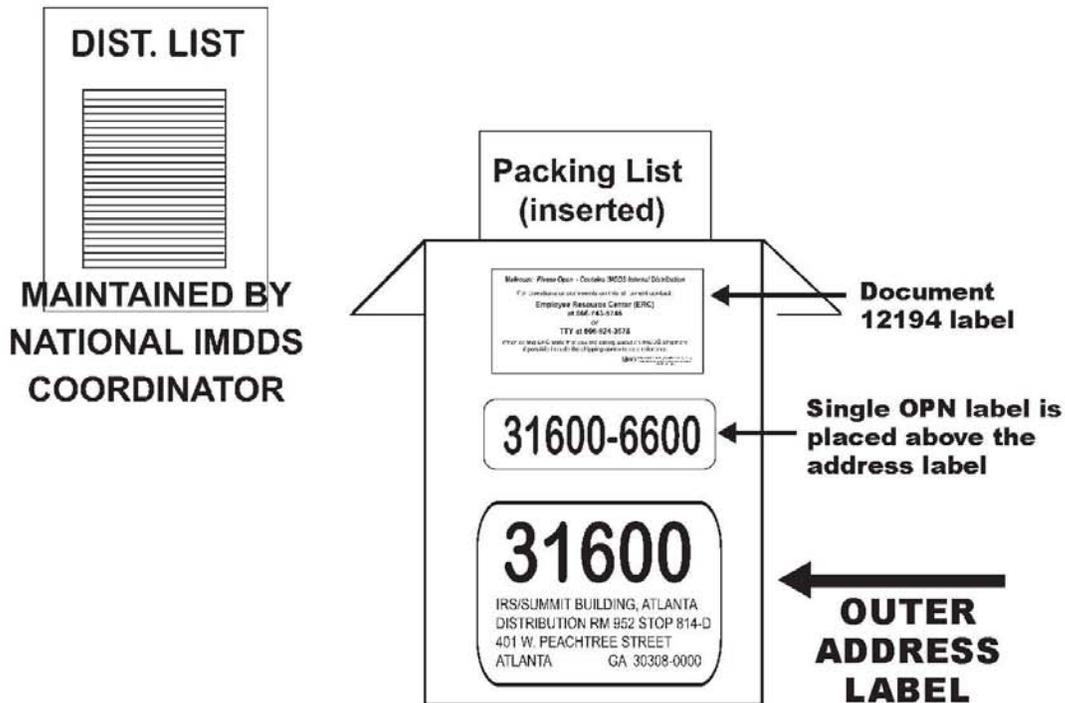
- Packaging specifications are provided on Page 2.



Packaging When Contents Are for One OPN Only – Using an Envelope

Packaging Example #3

- This example illustrates when only one OPN is receiving distribution for the entire address (office) and the contents fit into a shipping envelope.
- Packaging Example #1 illustrates using an envelope to ship to *multiple* OPNS (Always use the smallest container possible to ship.)
- In Example #3, when using a shipping envelope, the OPN inner label should be placed above the Outer Address label as shown below.
- Packaging specifications are provided on Page 2.



Packaging When Contents Are for One OPN Only – Using a Carton

Packaging Example #4

- This example illustrates when one OPN's product quantity is large enough to fill a carton by itself.
- The smallest container possible, like an envelope (see Packaging Example #3), should be used when only one OPN in an office is receiving a product.
- In Example #4, when using one container to ship to one OPN, the OPN inner label should be placed **above** the Outer Address label as shown below.
- Packaging specifications are provided on Page 2.

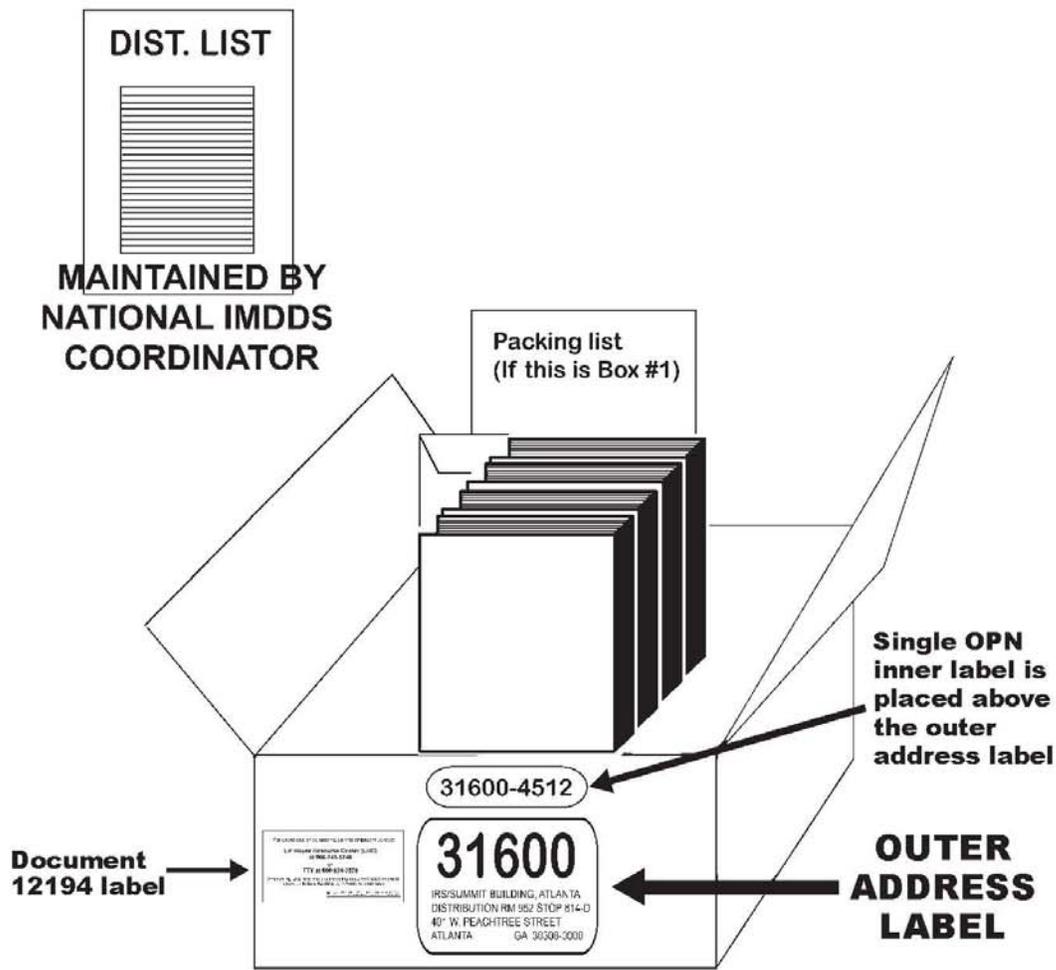
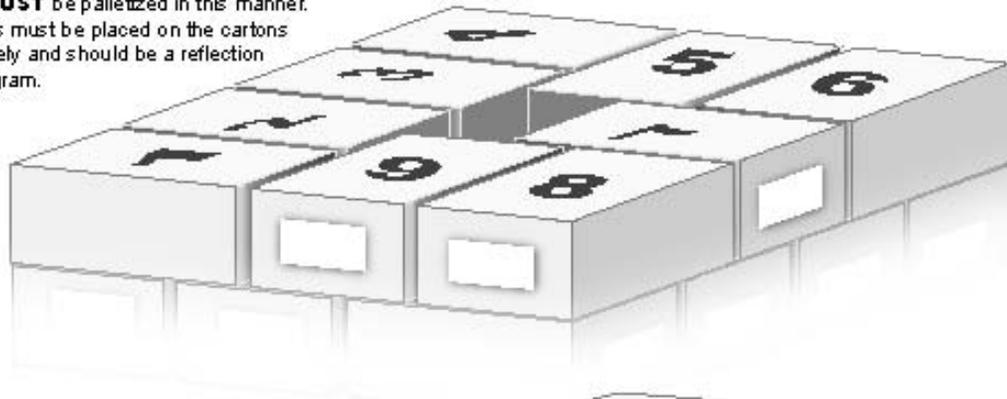


EXHIBIT 3



Pallet Specifications

Cartons **MUST** be palletized in this manner.
ALL labels must be placed on the cartons appropriately and should be a reflection of this diagram.



Maximum full pallet (pallet + cartons) height **MUST NOT** exceed 55".

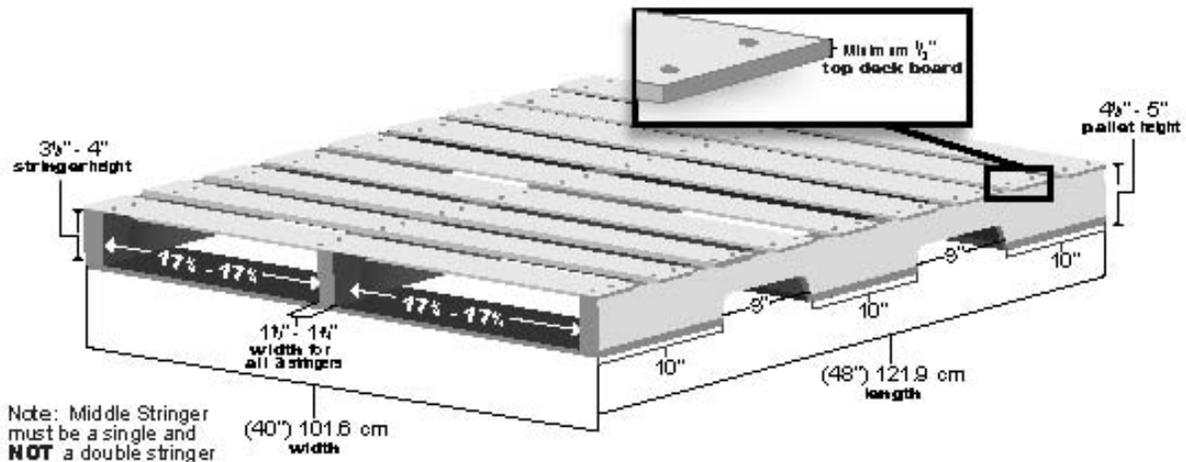
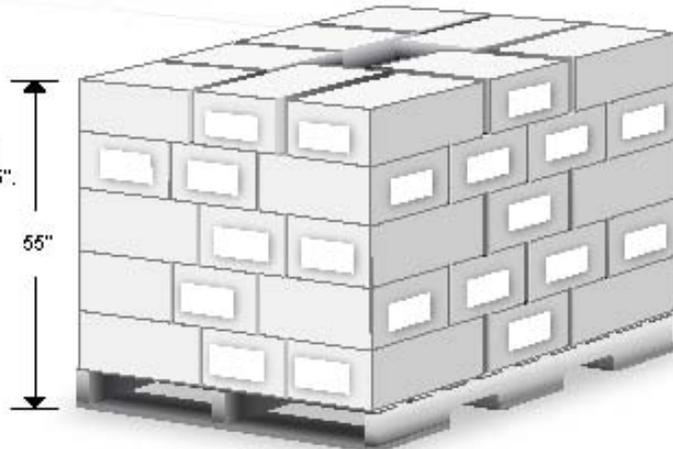


EXHIBIT 4

Shipping Status: Start Partial Complete **Final** Instructions Save 2040

Distribution / Shipping List

Requisition number 2010-NO-00981	Jacket number / Source -	Print order number	Originator symbols OS:CIO:AD:CD:R:D:MA	Contractor code	Date 10-06-2009
Item (Form, Document, Publication, Notice etc.) D 6209	Phone number 202-927-9904	Catalog number 61462 O	Revision date 01/2010	Ship date	FOB destination <input type="checkbox"/> FOB destination <input type="checkbox"/>
Printing specialist Douglas, David	Distribution analyst Powe, Willie	Phone number 804-916-8856	Revision <input checked="" type="checkbox"/>	Carton quantity 10	Weight factor 2.84

Quantities stated below are
 each pads sheets sets rolls

Title/Description
 IRS Processing Codes and Information
 Remarks

OPN	IRS Centers	Order Quantity	Ship Quantity	Date Shipped
81100-1218	IRS/FUNCTIONAL PRODUCTS SECT. ATTN: D. DOUGLAS RM 6550/TR 1111 CONSTITUTION AVE NW WASHINGTON, DC 20224-0001	0.1 ctn 1		
82200-6220	IRSDATA MANAGEMENT BRANCH ATTN: GENE SMALL A4-131/NCFB 5000 ELLIN RD LANHAM, MD 20706-1348	0.1 ctn 1		
88100-1424	IRS/NATIONAL DISTRIB CENTER W:CAR:MP:ML:NDC:B:WH 1201 N MITSUBISHI MITWY BLOOMINGTON, IL 61705-6612	740 ctns 7400		
99999-1200	IRS/IMDDS GENERIC OPN GENERIC - IMDDS 2040 UPS SHIP 00000	6,331.3 ctns 63313		
		Grand Total	70715	