

PROGRAM 2551-S IRS OFFICE ENVELOPES

Term Of Contract: January 1, 2024 through December 31, 2024 and 4 Option Years

ITEM NO.	DESCRIPTION	Basis of Award	Anchor Legacy Enterprise Lakeland, FL		Cenveo Worldwide Limited Smyrna, GA 100-18610		The Envelope Printery, Inc. Van Buren, MI 210-30941		KM Media Cliften, NJ 290-47448		Ohio Envelope Manufacturing Co. Brook Park, OH 340-87216		Printing Resources Inc. Cleveland, OH 340-71367	
			UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST
<b>I.</b>	<b>PRINTING/CONSTRUCTION:</b>													
(a)	E-19 3-7/8 x 8-7/8"	per 1,000 envelopes	62	\$ -	\$ 32.81	\$ 2,034.22	\$ 36.65	\$ 2,272.30	\$ 25.00	\$ 1,550.00	\$ 33.26	\$ 2,062.12	\$ 55.70	\$ 3,453.40
(b)	E-20 9-1/4 x 12-1/4"	per 1,000 envelopes	300	\$ -	\$ 74.05	\$ 22,215.00	\$ 152.10	\$ 45,630.00	\$ 46.00	\$ 13,800.00	\$ 88.94	\$ 26,682.00	\$ 130.04	\$ 39,012.00
(c)	E-25BR 3-7/8 x 8-7/8"	per 1,000 envelopes	188	\$ -	\$ 56.70	\$ 10,659.60	\$ 36.65	\$ 6,890.20	\$ 60.00	\$ 11,280.00	\$ 26.36	\$ 4,955.68	\$ 69.04	\$ 12,979.52
(d)	E-25CR 3-7/8 x 8-7/8"	per 1,000 envelopes	422	\$ -	\$ 56.70	\$ 23,927.40	\$ 36.65	\$ 15,466.30	\$ 60.00	\$ 25,320.00	\$ 26.10	\$ 11,014.20	\$ 69.04	\$ 29,134.88
(e)	E-44 9-1/2 x 12-1/2"	per 1,000 envelopes	256	\$ -	\$ 127.81	\$ 32,719.36	\$ 144.23	\$ 36,922.88	\$ 85.00	\$ 21,760.00	\$ 111.74	\$ 28,605.44	\$ 148.35	\$ 37,977.60
(f)	E-44B 9 x 12"	per 1,000 envelopes	720	\$ -	\$ 126.64	\$ 91,180.80	\$ 118.14	\$ 85,060.80	\$ 100.00	\$ 72,000.00	\$ 146.18	\$ 105,249.60	\$ 138.82	\$ 99,950.40
(g)	E-47 10 x 15"	per 1,000 envelopes	62	\$ -	\$ 164.91	\$ 10,224.42	\$ 189.06	\$ 11,721.72	\$ 95.00	\$ 5,890.00	\$ 189.10	\$ 11,724.20	\$ 178.25	\$ 11,051.50
(h)	E-125L 4-1/8 x 9-1/2"	per 1,000 envelopes	1,504	\$ -	\$ 46.26	\$ 69,575.04	\$ 40.86	\$ 61,453.44	\$ 58.00	\$ 87,232.00	\$ 65.60	\$ 98,662.40	\$ 64.19	\$ 96,541.76
(i)	E-125R 4-1/8 x 9-1/2"	per 1,000 envelopes	148	\$ -	\$ 46.26	\$ 6,846.48	\$ 40.86	\$ 6,047.28	\$ 59.25	\$ 8,769.00	\$ 52.20	\$ 7,725.60	\$ 64.19	\$ 9,500.12
(j)	E-130 4-1/8 x 9-1/2"	per 1,000 envelopes	366	\$ -	\$ 46.45	\$ 17,000.70	\$ 39.11	\$ 14,314.26	\$ 60.50	\$ 22,143.00	\$ 28.26	\$ 10,343.16	\$ 62.00	\$ 22,692.00
(k)	E-178 4-3/8 x 9-3/4"	per 1,000 envelopes	100	\$ -	\$ 56.23	\$ 5,623.00	\$ 49.70	\$ 4,970.00	\$ 61.25	\$ 6,125.00	\$ 58.60	\$ 5,860.00	\$ 74.31	\$ 7,431.00
(l)	E-200A 6 x 9-3/4"	per 1,000 envelopes	178	\$ -	\$ 98.74	\$ 17,575.72	\$ 70.76	\$ 12,595.28	\$ 66.00	\$ 11,748.00	\$ 63.96	\$ 11,384.88	\$ 76.70	\$ 13,652.60
(m)	E-205 3-7/8 x 8-7/8"	per 1,000 envelopes	20	\$ -	\$ 44.86	\$ 897.20	\$ 38.10	\$ 762.00	\$ 60.00	\$ 1,200.00	\$ 80.60	\$ 1,612.00	\$ 69.04	\$ 1,380.80
(n)	E-207 6 x 9-3/4"	per 1,000 envelopes	60	\$ -	\$ 73.36	\$ 4,401.60	\$ 74.32	\$ 4,459.20	\$ 95.00	\$ 5,700.00	\$ 69.34	\$ 4,160.40	\$ 79.50	\$ 4,770.00
(o)	E-212 6 x 9-3/4"	per 1,000 envelopes	40	\$ -	\$ 57.09	\$ 2,283.60	\$ 74.52	\$ 2,980.80	\$ 120.00	\$ 4,800.00	\$ 80.70	\$ 3,228.00	\$ 79.50	\$ 3,180.00
<b>II.</b>	<b>STOCK/PAPER:</b>													
(a)	E-19 3-7/8 x 8-7/8"	per 1,000 envelopes	62	\$ -	\$ 6.74	\$ 417.88	\$ 8.43	\$ 522.66	\$ 29.25	\$ 1,813.50	\$ 18.10	\$ 1,122.20	\$ 17.16	\$ 1,063.92
(b)	E-20 9-1/4 x 12-1/4"	per 1,000 envelopes	300	\$ -	\$ 21.50	\$ 6,450.00	\$ 41.72	\$ 12,516.00	\$ 102.05	\$ 30,615.00	\$ 84.16	\$ 25,248.00	\$ 54.75	\$ 16,425.00
(c)	E-25BR 3-7/8 x 8-7/8"	per 1,000 envelopes	188	\$ -	\$ 6.96	\$ 1,308.48	\$ 8.43	\$ 1,584.84	\$ 32.55	\$ 6,119.40	\$ 33.56	\$ 6,309.28	\$ 17.16	\$ 3,226.08
(d)	E-25CR 3-7/8 x 8-7/8"	per 1,000 envelopes	422	\$ -	\$ 6.96	\$ 2,937.12	\$ 8.43	\$ 3,557.46	\$ 32.55	\$ 13,736.10	\$ 33.56	\$ 14,162.32	\$ 17.16	\$ 7,241.52
(e)	E-44 9-1/2 x 12-1/2"	per 1,000 envelopes	256	\$ -	\$ 27.05	\$ 6,924.80	\$ 41.72	\$ 10,680.32	\$ 152.05	\$ 38,924.80	\$ 102.76	\$ 26,306.56	\$ 73.91	\$ 18,920.96
(f)	E-44B 9 x 12"	per 1,000 envelopes	720	\$ -	\$ 24.11	\$ 17,359.20	\$ 35.26	\$ 25,387.20	\$ 105.00	\$ 75,600.00	\$ 83.36	\$ 60,019.20	\$ 69.41	\$ 49,975.20
(g)	E-47 10 x 15"	per 1,000 envelopes	62	\$ -	\$ 33.03	\$ 2,047.86	\$ 45.00	\$ 2,790.00	\$ 172.50	\$ 10,695.00	\$ 83.36	\$ 5,168.32	\$ 84.12	\$ 5,215.44
(h)	E-125L 4-1/8 x 9-1/2"	per 1,000 envelopes	1,504	\$ -	\$ 15.92	\$ 23,943.68	\$ 9.44	\$ 14,197.76	\$ 32.35	\$ 48,654.40	\$ 17.70	\$ 26,620.80	\$ 20.00	\$ 30,080.00
(i)	E-125R 4-1/8 x 9-1/2"	per 1,000 envelopes	148	\$ -	\$ 15.92	\$ 2,356.16	\$ 9.44	\$ 1,397.12	\$ 35.00	\$ 5,180.00	\$ 18.50	\$ 2,738.00	\$ 20.00	\$ 2,960.00
(j)	E-130 4-1/8 x 9-1/2"	per 1,000 envelopes	366	\$ -	\$ 15.76	\$ 5,768.16	\$ 9.44	\$ 3,455.04	\$ 32.35	\$ 11,840.10	\$ 34.30	\$ 12,553.80	\$ 20.00	\$ 7,320.00
(k)	E-178 4-3/8 x 9-3/4"	per 1,000 envelopes	100	\$ -	\$ 137.22	\$ 13,722.00	\$ 10.76	\$ 1,076.00	\$ 97.50	\$ 9,750.00	\$ 24.20	\$ 2,420.00	\$ 87.41	\$ 8,741.00
(l)	E-200A 6 x 9-3/4"	per 1,000 envelopes	178	\$ -	\$ 11.27	\$ 2,006.06	\$ 15.48	\$ 2,755.44	\$ 74.50	\$ 13,261.00	\$ 36.30	\$ 6,461.40	\$ 62.56	\$ 11,135.68
(m)	E-205 3-7/8 x 8-7/8"	per 1,000 envelopes	20	\$ -	\$ 5.50	\$ 110.00	\$ 8.43	\$ 168.60	\$ 93.50	\$ 1,870.00	\$ 20.36	\$ 407.20	\$ 17.16	\$ 343.20
(n)	E-207 6 x 9-3/4"	per 1,000 envelopes	60	\$ -	\$ 152.12	\$ 9,127.20	\$ 13.27	\$ 796.20	\$ 74.50	\$ 4,470.00	\$ 34.30	\$ 2,058.00	\$ 62.56	\$ 3,753.60
(o)	E-212 6 x 9-3/4"	per 1,000 envelopes	40	\$ -	\$ 119.10	\$ 4,764.00	\$ 13.27	\$ 530.80	\$ 120.00	\$ 4,800.00	\$ 32.90	\$ 1,316.00	\$ 62.56	\$ 2,502.40
<b>CONTRACTOR TOTALS</b>				\$ -	\$ 416,406.74		\$ 392,961.90		\$ 576,646.30		\$ 526,180.76		\$ 561,611.58	
<b>PROMPT PAYMENT DISCOUNTS</b>			<b>0.00%</b>	\$ -	\$ -	<b>1.00%</b>	\$ -	<b>0.25%</b>	\$ 1,441.62	<b>1.00%</b>	\$ -	<b>0.00%</b>	\$ -	
<b>DISCOUNTED TOTALS</b>			<b>NET</b>	\$ -	\$ 416,406.74	<b>NET</b>	\$ 392,961.90	<b>10-days</b>	\$ 575,204.68	<b>20-Days</b>	\$ 526,180.76	<b>NET</b>	\$ 561,611.58	

**AWARDED**

Abstracted by: Russell Woodmancy 12/18/2023

Reviewed by: Linda Price 12/19/2023

Contract Awarded to: Cenveo

U.S. GOVERNMENT PUBLISHING OFFICE

Northeast Region

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

IRS Office Envelopes

as requisitioned from the U.S. Government Publishing Office (GPO) by the

Internal Revenue Service

Single Award

**TERM OF CONTRACT:** This contract contains an Initial Website Development Period and a Production Term of Contract.

**INITIAL WEBSITE DEVELOPMENT PERIOD:** Beginning Date of Award and website must be in full operation within 90 days of award of the contract.

**PRODUCTION TERM OF CONTRACT:** The term of this contract is for the period beginning **January 1, 2024** and ending **December 31, 2024**, plus up to 4 optional 12-month extension period(s) that may be added in accordance with the “*Option to Extend the Term of Contract*”, and “*Economic Price Adjustment*” clauses in Section 1 of this contract.

**BID OPENING:** Bids shall be opened at 11:00 a.m., prevailing Columbus, Ohio time **December 18, 2023**.

**BID SUBMISSION:** Bidders MUST submit email bids to [bidsnortheast@gpo.gov](mailto:bidsnortheast@gpo.gov) for this solicitation. No other method of bid submission will be accepted at this time.

The company name, program number, and bid opening date must be specified in the subject line of the emailed bid submission. Bids received after 11:00 a.m. prevailing Columbus, OH time on the bid opening date specified above will not be considered for award.

**BIDDERS PLEASE NOTE:** Formerly Program 2550-S. Significant revisions have been made. Bidders are cautioned to familiarize themselves with all provisions of this contract before bidding.

On page 6, see “ADDITIONAL EMAILED BID SUBMISSION PROVISIONS”.

PROGRAM NUMBER FOR THIS SOLICITATION HAS BEEN CHANGED FROM 2550-S TO 2551-S.

The previous abstract for Program 2550-S available on GPO Web Site at:  
<https://www.gpo.gov/how-to-work-with-us/vendors/contract-pricing>.

**LEGAL DISCLAIMER:** Product names are the trademarks of the respective companies and do not indicate endorsement by the U.S. Government.

For information of a technical nature call Russell Woodmancy at (614) 488-4616, ext. 8 (No collect calls), or email [rwoodmancy@gpo.gov](mailto:rwoodmancy@gpo.gov).

## SECTION 1. – 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 December 1, 1987 (Rev. 1-18)) and GPO Contract Terms, Quality Assurance Through Attributes Program for Printing and Binding (GPO Pub. 310.1, effective May 1979 (revised 9-19)).

- GPO Contract Terms (GPO Publication 310.2) – <https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/contract-terms-01-18.pdf>.
- GPO QATAP (GPO Publication 310.1) – <https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/qatap-rev-09-19.pdf>.
- More GPO Publications can be found at: <https://www.gpo.gov/how-to-work-with-us/vendors/forms-and-standards>.

**SUBCONTRACTING:** The predominant production function may be either the manufacture of the envelopes or the printing of the envelopes. Bidder who must subcontract both operations may be declared non-responsible.

**SECURITY:** The contractor shall take all necessary precautions to insure against mishandling and misuse of credit/purchase card information provided by the IRS. The minimum precautions must include that the facsimile machines are in a secure location and have limited accessibility and/or that the contractor maintain encrypted facsimile machines and e-mail servers.

The contractor's online application is required to be capable of accepting valid credit/purchase cards for orders, and is required to comply with the following:

Contractor must meet Payment Card Industry (PCI) standards and must be certified for PCI operations. A copy of this certification must be made available to the Government immediately upon request.

Contractor must encrypt all credit/purchase card numbers using Federal Information Processing Standard (FIPS) compliant encryption (Triple DES or AES encryption) when credit/purchase card numbers are stored or when credit/purchase card numbers are transmitted over a computer network.

No credit/purchase card number shall ever be transmitted over a computer network without FIPS compliant encryption protection.

No credit/purchase card number shall ever be stored in a database without FIPS compliant encryption protection. GPO and IRS must be notified if the contractor ever detects a breach of the contractor's system in which credit/purchase card numbers are believed to have been copied or compromised.

The contractor will indemnify and hold the GPO and the U.S. Government harmless, and the contractor assumes full liability and responsibility for the loss, misuse, or fraudulent (by contractor or its employees or agents) use of all credit/purchase card information obtained from GPO-designated customers relating to this agreement.

**DISPOSAL OF WASTE MATERIALS:** The contractor is required to demonstrate how all waste materials used in the production process will be destroyed, i.e., burning, pulping, shredding, macerating, or other suitable similar means. Electronic records must be destroyed in a manner that prevents reconstruction. Destroying the records means the material cannot be reassembled and used in an inappropriate manner in violation of law and regulations. Sensitive records are records that are national security classified or exempted from disclosure by statute, including the Privacy Act or regulation.

If the contractor selects shredding as a means of disposal, it is preferred that a crosscut shredder be used. If a strip shredder is used, the strips must not exceed one-quarter inch.

The contractor must provide the location and method planned to dispose of the materials. A Government representative may be required to be present for the disposal of waste materials. At Government's option, contractor may be required to return all waste materials to the ordering agency.

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

Product Quality Levels:

- (a) Printing (form related) Attributes -- Level IV.
- (b) Finishing Attributes -- Level IV.

Inspection Levels (from ANSI/ASQC Z 1.4):

- (a) Non-destructive Tests and Inspections - General Inspection Level I.
- (b) Inspection of inserter jams, performance tests, and destructive tests - Special Inspection Level S-3.

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	Envelope Specification Sheet
P-9. Solid or Screen Tints Color Match	Pantone Matching System

**OPTION TO EXTEND THE TERM OF CONTRACT:** The Government has the option to extend the term of this contract for a period of 12 months by written notice to the contractor not later than 30 days before the contract expires. If the Government exercises this option, the extended contract shall be considered to include this clause, except, the total duration of the contract may not exceed five (5) years (**December 31, 2028**) as a result of, and including, any extension(s) added under this clause. Further extension may be negotiated under the “*Extension of Term of Contract*” clause. See also “*Economic Price Adjustment*” for authorized pricing adjustment(s).

**EXTENSION OF TERM OF CONTRACT:** At the request of the Government, the term of any contract resulting from this solicitation may be extended for such period of time as may be mutually agreeable to the GPO and the contractor.

**ESCALATION CLAUSES:** The escalation clauses in this contract are Economic Price Adjustment (EPA) and Paper Price Adjustment (PPA). For each option term of the contract that is exercised, a change order modification (written notice) will be issued. Then followed by a separate modification that will include the EPA and/or PPA percentage adjustments calculated into each of the line-item pricing (Section – 4 Schedule of Prices). These escalation percentages (one hundredth of a percent) will be multiplied against the original submitted prices in accordance with these specifications (each line item will either an EPA or an PPA) and then rounded to the nearest even number cent. Odd number cents round up to an even number.

**ECONOMIC PRICE ADJUSTMENT:** The pricing under this contract shall be adjusted in accordance with this clause, provided that in no event will any pricing adjustment be made that would exceed the maximum permissible under any law in effect at the time of the adjustment.

There will be no adjustment for orders placed during the first period specified below. Pricing will thereafter be eligible for adjustment during the second and any succeeding performance period(s). For each performance period after the first, a percentage figure will be calculated as described below and that figure will be the economic price adjustment for that entire next period.

Pricing adjustments under this clause are not applicable to reimbursable postage or transportation costs, or to paper, if paper prices are subject to adjustment by separate clause elsewhere in this contract.

For the purpose of this clause, performance under this contract will be divided into successive periods. The first period will extend from **January 1, 2024** and ending **December 31, 2024**, and the second and any succeeding period(s) will extend for 12 months from the end of the last preceding period, except that the length of the final period may vary. The first day of the second and any succeeding period(s) will be the effective date of the economic price adjustment for that period.

Pricing adjustments in accordance with this clause will be based on changes in the seasonally adjusted “*Consumer Price Index For All Urban Consumers – Commodities Less Food*” (Index) published monthly in the CPI Detailed Report by the U.S. Department of Labor, Bureau of Labor Statistics.

The economic price adjustment will be the percentage difference between Index averages as specified in this paragraph. An index called the variable index will be calculated by averaging the monthly Indexes from the 12-month interval ending three (3) months prior to the beginning of the period being considered for adjustment. This average is then compared to the average of the monthly Indexes for the 12-month interval ending **September 30, 2023**, called the base index. The percentage change (plus or minus) of the variable index from the base index will be the economic price adjustment for the period being considered for adjustment.

The Government will notify the contractor by contract modification specifying the percentage increase or decrease to be applied to invoices for orders placed during the period indicated. The contractor shall apply the percentage increase or decrease against the total price of the invoice less reimbursable postage or transportation costs and separately adjusted paper prices. Payment discounts shall be applied after the invoice price is adjusted.

If the Government exercises an option, the extended contract shall be considered to include this economic price adjustment clause.

**PAPER PRICE ADJUSTMENT:** Paper prices charged under this contract will be adjusted in accordance with “*Table 9 – Producer Price Indexes and Percent Changes for Commodity Groupings and Individual Items*” in Producer Price Indexes report, published by the Bureau of Labor Statistics (BLS), as follows:

1. BLS code 0913 for “*All Paper*” will apply to all paper required under this contract.
2. The applicable index figures for the month of **December 2023** will establish the base index.
3. There shall be no price adjustment for the **first six months** of the contract.
4. For the purpose of this clause, performance under this contract will be divided into successive periods. The first period will extend from **January 1, 2024** and ending **June 30, 2024**, and the second and any succeeding period(s) will extend for 6 months from the end of the last preceding period, except that the length of the final period may vary. The first day of the second and any succeeding period(s) will be the effective date of the paper price adjustment for that period.
5. Price adjustments may be only if the index varies by an amount (plus or minus) exceeding 5% by comparing the base index to the index for that month which is two months prior to the month being considered for adjustment.
6. Beginning with order placement in the six-month, index variances will be calculated in accordance with the following formula:

$$\frac{X - \text{base index}}{\text{base index}} \times 100 = \text{ \_\_\_\_\_\_ } \%$$

where X = the index for that month which is two months prior to the month being considered for adjustment.

7. The contract adjustment amount, if any, will be the percentage calculated in 6 above less 5%.
8. Adjustments under this clause will be applied to the contractor’s bid price(s) for all line items under **Item II. Stock/Paper** in the Schedule of Prices and will be effective on the first day of any month for which prices are to be adjusted.

The Contracting Officer will give written notice to the contractor of any adjustments to be applied to invoices for orders placed during months affected by this clause.

In no event, however, will any price adjustment be made which would exceed the maximum permissible under any law in effect at the time of the adjustment. The adjustment, if any, shall not be based upon the actual change in cost to the contractor, but shall be computed as provided above.

The contractor warrants that the paper prices set forth in this contract do not include any allowance for any contingency to cover anticipated increased costs of paper to the extent such increases are covered by this price adjustment clause.

**ASSIGNMENT OF ENVELOPE PRINT ORDERS:** A GPO Purchase Order will be issued to the contractor to cover work performed. Orders will be placed either of the two following ways:

- 1) The online/form order will indicate the quantity to be produced and any other information pertinent to the order.
- 2) Individual “*Envelope Order Form 9880*”, see EXHIBIT 1 on page 25 and/or GPO Form 2511, Print Order for each job placed with the contractor.

**ORDERING:** Items to be furnished under the contract shall be ordered by the submission of on-line order or GPO Print Order Form 2511 by the Government. Orders may be issued under the contract from **January 1, 2024** and ending **December 31, 2024**, plus for such additional period(s) as the contract is extended. All orders issued hereunder are subject to the terms and conditions of the contract. The contract shall control in the event of conflict with any online order or Print Order.

The contractor must be able to process orders via an online website or an emailed PDF of IRS Form 9880 and/or GPO Print Order Form 2511. An order shall be “*issued*” upon notification by the Government for purposes of the contract when it is electronically transmitted via online website or emailed GPO Print Order to the contractor in conformance with the schedule.

**PREAWARD SURVEY:** In order to determine the responsibility of the prime contractor or any subcontractor, the government reserves the right to conduct an on-site preaward survey at the contractor’s/subcontractor’s facility or to require other evidence of technical, production, managerial, financial, and similar abilities to perform, prior to the award of a contract.

Attending the preaward survey will be representatives from the Government Publishing Office (GPO) and/or the Internal Revenue Services (IRS).

**Financials:** As part of the financial determination, the contractor in line for award may be required to provide one or more of the following financial documents:

1. Most recent profit and loss statement
2. Most recent balance sheet(s)
3. Statement of cash flows
4. Current official bank statement
5. Current lines of credit (with amounts available)
6. Letter of commitment from paper supplier(s)
7. Letter of commitment from any subcontractor

The Preaward Survey will include a review of any subcontractors involved, along with their specific functions; and the contractor’s/subcontractor’s, personnel, data handling, production, cyber security, and other requirements deemed necessary in the contractor meeting the requirements of this contract.

**REQUIREMENTS:** This is a requirements contract for the items and for the period specified herein. Shipment/delivery of items or performance of work shall be made only as authorized by orders issued in accordance with the clause entitled “*Ordering*”. The quantities of items specified herein are estimates only and are not purchased hereby. Except as may be otherwise provided in this contract, if the government’s requirements for the items set forth herein do not result in orders in the amounts or quantities described as “*estimated*”, it shall not constitute the basis for an equitable price adjustment under this contract.

Except as otherwise provided in this contract, the government shall order from the contractor all the items set forth which are required to be purchased by the government activity identified on page 1.

The government shall not be required to purchase from the contractor, requirements in excess of the limit on total orders under this contract.

Orders issued during the effective period of this contract and not completed within that time shall be completed by the contractor within the time specified in the order, and the rights and obligations of the contractor and the

government respecting those orders shall be governed by the terms of this contract to the same extent as if completed during the effective period of this contract.

If shipment/delivery of any quantity of an item covered by the contract is required by reason of urgency prior to the earliest date that shipment/delivery may be specified under this contract, and if the contractor will not accept an order providing for the accelerated shipment/delivery, the government may procure this requirement from another source.

The government may issue orders which provide for shipment/delivery to or performance at multiple destinations. Subject to any limitations elsewhere in this contract, the contractor shall furnish to the government all items set forth herein which are called for by orders (via an online website and the IRS Paper Form 9880 and/or GPO Form 2511) issued in accordance with the “*Ordering*” clause of this contract.

#### **ADDITIONAL EMAILED BID SUBMISSION PROVISIONS**

The government will not be responsible for any failure attributable to the transmission or receipt of the emailed bid including, but not limited to, the following –

1. Illegibility of bid.
2. e-mails over 75 MB may not be received by GPO due to size limitations for receiving emails.
3. The bidder’s email provider may have different size limitations for sending email; however, bidders are advised not to exceed GPO’s stated limit.
4. When the email bid is received by GPO, it will remain unopened until the specified bid opening time. government personnel will not validate receipt of the emailed bid prior to bid opening. GPO will use the prevailing Columbus, Ohio time and the exact time that the email is received by GPO’s email server as the official time stamp for bid receipt at the specified location.

#### **POST-AWARD TELEPHONE CONFERENCE**

Telephone conference between contractor and the Government (IRS and GPO) is required, unless waived by the Government. The purpose of the conference will be to discuss and review all aspects of the contractor’s website plan and to establish coordination of all internal and external operations required to complete the contract.

#### **FINANCIAL REQUIREMENTS**

The contractor shall provide real-time updates and online database access to all invoices, regardless of ordering method, and account activity by agency and specific User including the date and cost of each of the transactions.

Each User shall be assigned a username and password to access their account information, and account activity and should be able to create ad hoc reports that can be exported into Excel or PDF. Master access shall also be designated to appropriate GPO personnel and supervisors who can oversee the account activity of several Users within a department or agency.

The contractor will be paid for only those services performed. The contractor’s bid price shall include an 8 percent surcharge for GPO. This surcharge will be included in the online prices as described on page 22 under “Screen 2”.

Anticipate 90% of the orders will be ordered via online website and 10% of the orders will be ordered via e-mail or facsimile using a form in PDF format. Anticipate 99% of the orders will have payment made directly to contractor using Government Credit/Purchase Card. Anticipate 1% of the orders will have payment made to the contractor using traditional billing methods.

#### **EXCEPTION TO GPO CONTRACT TERMS (GPO PUB. 310.2)**

Under Article 12. Discount (a) Evaluation is altered on this solicitation to read: No prompt payment discount will be considered in evaluating bids for award.

#### **BID PRICES**

The contractor will issue GPO a check for 8% of the value of all credit/purchase card orders, see page 8 under “CREDIT/PURCHASE CARD PAYMENT” and GPO will make payment to the contractor at 92% of the bid prices on non-credit/purchase card orders. See page 8 under “TRADITIONAL PAYMENT”.

## EXAMINATION OF RECORDS

The Contractor agrees that the Contracting Officer or any duly authorized representative shall have access to and the right to examine any books, documents, papers, and records of the Contractor involving transactions related to this contract for sales, credit/purchase cards, billing, contract compliance, etc. This authority shall expire 3 years after final payment. The base contract term and each option year term exercised shall be treated as separate contracts for purposes of applying this clause.

The contractor will allow GPO or its designee access to records/files to verify/audit customer transactions/records received by the contractor via the website. The contractor will allow GPO or its designee access to contractor shipping records related to orders received and processed under this contract. Contractor to provide GPO personnel or their designee, on an as-needed basis, access to the contractor's annual sales statements.

## WEEKLY/DAILY REPORTING REQUIREMENTS

The successful contractor shall provide the necessary support in working with GPO functions and create a database to assist in the administration of this procurement vehicle.

The Contractor shall accurately report all orders placed under this contract in a weekly or at contractor's option daily. The contractor shall submit production reports for each payment method (Credit/Purchase Card Payments and Traditional Payments) to IRS and GPO detailing the activities completed for each order.

The reports must be in Microsoft Excel spreadsheet and e-mailed to the following e-mail addresses: [wi.mp.envelope.program@irs.gov](mailto:wi.mp.envelope.program@irs.gov), [rwoodmancy@gpo.gov](mailto:rwoodmancy@gpo.gov) and [tracknortheast@gpo.gov](mailto:tracknortheast@gpo.gov). The Excel spreadsheet should be in table form with no blank cells so pivot table and/or slicers can be generated.

The reports must include the following minimum information for orders placed. The contractor shall maintain a consistent accounting method of sales reporting, based on the contractor's established commercial accounting practice.

1. Date Submitted and email of person submitting the order.
2. Envelope Number Type, Quantity, and dollar value of each envelope number plus a total dollar value for the order.
3. Indicate if order was placed online.
4. Indicate if order was placed via order form.
5. Production status.
6. Ship date, carrier and tracking number.
7. Totals for all items (1) through (6) either through pivot table, splicers or similar.

## USER REPORT

This User (Rebate) report filename will be in Excel xlsx and .csv file format and labeled GPO\_Rebate\_IRS\_2551bills\_YYYY-MM. File label naming convention may change during the contract.

The "*user report*" must include the following data:

- Print Order Number,
- IRS Billing Address Code (BAC),
- envelope number,
- contractor order number,
- IRS requisition number,
- IRS order date,
- quantity and date shipped for each item on the order, and
- shipping destination (State or U.S. Territory).

On a monthly basis, the contractor will complete and transmit a billing dataset to GPO (Excel Spreadsheet Report table). This dataset, referred to as a "*user report*", contains records of online/forms orders completed and shipped since the last user report was transmitted. Elements of partially completed order(s) are not to be included in the user report.

As completed orders are being recorded in the user reports, system-generated reports for control purposes maybe requested at any time.



For each envelope order in a transmitted user report, the contractor maybe required to submit supporting envelope order forms, proof of shipment, and standard company invoice.

Email the report to the following: [irsonlineenvelopes@gpo.gov](mailto:irsonlineenvelopes@gpo.gov), [irsonlineenvbilling@gpo.gov](mailto:irsonlineenvbilling@gpo.gov), [rwoodmancy@gpo.gov](mailto:rwoodmancy@gpo.gov), [wboesch@gpo.gov](mailto:wboesch@gpo.gov) and [infonortheast@gpo.gov](mailto:infonortheast@gpo.gov) .

### **CHECK REQUEST**

The contractor will provide a check to GPO consisting of the bid prices submitted under “*Section 4. - Schedule of Prices*” with applicable Economic Price Adjustment and Paper Price Adjustment applied, minus 92% from credit/purchase card transactions by the fifteenth of each month (consisting of the previous month’s activity). In addition, a monthly account detail of shipments supporting the monthly surcharge check is due to the GPO by the fifth of each month. A separate sheet for “*Check Request*” for rebate total amount for the month.

Paper Check mailed to:

US GOVERNMENT PUBLISHING OFFICE  
ATTN WILLIAM BOESCH JR DEPUTY CFO  
MAIL STOP: FM ROOM A651  
732 NORTH CAPITOL STREET NW  
WASHINGTON, DC 20401-0101

Note: Paper Check maybe replaced with Electronic Fund Transfer during contract term.

### **CREDIT/PURCHASE CARD PAYMENTS -Online Orders**

The contractor shall have the capability to accept credit/purchase card payment at the customer’s option and to validate the payment method prior to delivery of the product. The contractor will indemnify and hold the GPO and the U.S. Government harmless, and the contractor assumes full liability and responsibility for the loss, misuse, or fraudulent (by contractor or its employees or agents) use of all credit/purchase card information obtained from GPO-designated customers relating to this agreement.

The website (for online orders) will contain pricing information (see “Screen 2,” page 22). Prices on the website will be the bid prices submitted under “*Section 4. - Schedule of Prices*” with applicable Economic Price Adjustment and Paper Price Adjustment applied.

The contractor shall handle all billing questions, invoice disputes and issues related to each agency order in progress or closed out. The contractor shall provide Proof of Delivery receipts via fax, e-mail, or through the website.

### **TRADITIONAL PAYMENT – Form Orders**

The contractor must submit a copy of the online/form order documentation, contractor’s invoice, and all mailing and/or delivery receipts via e-mail to [tracknortheast@gpo.gov](mailto:tracknortheast@gpo.gov).

Submitting invoices for payment via the GPO fax gateway (if no samples are required) utilizing the GPO barcode coversheet program application is the most efficient method of invoicing. Instruction for using this method can be found at the following web address:

<http://winapps.access.gpo.gov/fms/vouchers/barcode/instructions.html>.

Vendors are expected to submit invoices within 30 days of job shipping/delivery. Invoices may also be mailed to: U.S. Government Publishing Office, Office of Financial Management, Attn: Comptroller, Stop: FMCE, Washington, DC 20401.

The GPO will pay the contract “*Schedule of Prices*” as adjusted for the Economic Price Adjustment and the Paper Price Adjustment less 8%, via Electronic Funds Transfer within 30 days of receipt.

For more information about the billing process refer to the General Information of the Office of Finance web page located at <https://www.gpo.gov/how-to-work-with-us/vendors/how-to-get-paid>.

At time of invoicing, the contractor shall submit a copy of the print order, contractor’s invoice, and all mailing and/or delivery receipts via email to: [infonortheast@gpo.gov](mailto:infonortheast@gpo.gov).

NOTE: Contractor’s billing invoice must be itemized in accordance with the line items in the “SECTION 4. – SCHEDULE OF PRICES.”

## SECTION 2. – SPECIFICATIONS

**SCOPE:** These specifications cover the production of envelopes requiring such operations as electronic receipt of orders (online or e-mail), composition, reproducibles, printing, construction, packing, distribution, and reporting.

**TITLE:** IRS Office Envelopes

**NUMBER OF ORDERS:** Approximately 2,253 total orders per year.

**QUANTITY:** Approximately 500 to 15,000 envelopes per envelope number type. Each envelope number type will be ordered in increments of 500 envelopes. Up to 14 envelope number types maybe placed per order. One shipping location per order.

**NO QUANTITY VARIATION ALLOWED**

Item	Envelope Number Type	Exhibit and page	Envelope Size	Approximate Orders per Year	Annual Anticipated Quantity Range
(a)	E-19	EXHIBIT 2 , pg. 26	3-7/8 x 8-7/8"	55	<b>50,000 to 100,000</b>
(b)	E-20	EXHIBIT 3, pg. 27	9-1/4 x 12-1/4"	218	<b>200,000 to 500,000</b>
(c)	E-25 BR	EXHIBIT 4 , pg. 28	3-7/8 x 8-7/8"	96	<b>150,000 to 350,000</b>
(d)	E-25 CR	EXHIBIT 5 , pg. 29	3-7/8 x 8-7/8"	199	<b>300,000 to 600,000</b>
(e)	E-44	EXHIBIT 6 , pg. 30	9-1/2 x 12-1/2"	221	<b>200,000 to 400,000</b>
(f)	E-44 B	EXHIBIT 7 , pg. 31	9 x 12"	353	<b>600,000 to 1,000,000</b>
(g)	E-47	EXHIBIT 8 , pg. 32	10 x 15"	51	<b>50,000 to 100,000</b>
(h)	E-125 L	EXHIBIT 9 , pg. 33	4-1/8 x 9-1/2"	592	<b>1,000,000 to 2,500,000</b>
(i)	E-125 R	EXHIBIT 10 , pg. 34	4-1/8 x 9-1/2"	70	<b>80,000 to 200,000</b>
(j)	E-130	EXHIBIT 11 , pg. 35	4-1/8 x 9-1/2"	227	<b>300,000 to 600,000</b>
(k)	E-178	EXHIBIT 12 , pg. 36	4-3/8 x 9-3/4"	37	<b>40,000 to 150,000</b>
(l)	E-200 A	EXHIBIT 13 , pg. 37	6 x 9-3/4"	120	<b>125,000 to 300,000</b>
(m)	E-205	EXHIBIT 14 , pg. 38	3-7/8" x 8-7/8"	10	<b>10,000 to 50,000</b>
(n)	E-207	EXHIBIT 15 , pg. 39	6 x 9-3/4"	34	<b>20,000 to 75,000</b>
(o)	E-212	EXHIBIT 16 , pg. 40	6 x 9-3/4"	25	<b>40,000 to 100,000</b>
	<b>Total</b>			<b>2,253</b>	

If an order is received that is less than 500 or exceeds 15,000 envelopes per envelope number, or is not ordered in increments of 500 envelopes, the contractor is to immediately contact [wi.mp.envelope.program@irs.gov](mailto:wi.mp.envelope.program@irs.gov), [infonortheast@gpo.gov](mailto:infonortheast@gpo.gov), [rwoodmancy@gpo.gov](mailto:rwoodmancy@gpo.gov) before any further performance on the order and wait for a government response. If the government has not responded within 1-2 workday(s) then the contractor to write a follow-up email and/or phone call.

## **GOVERNMENT TO FURNISH:**

Print Orders (GPO Form 2511) will be submitted via e-mail, files will be in PDF.

The following attachments are a part of this specification, SECTION 6. – EXHIBITS, beginning on page 25:

- EXHIBIT 1, see page 25, IRS Form 9880
- EXHIBIT 2, see page 26, E-19
- EXHIBIT 3, see page 27, E-20
- EXHIBIT 4, see page 28, E-25-BR
- EXHIBIT 5, see page 29, E25-CR
- EXHIBIT 6, see page 30, E-44
- EXHIBIT 7, see page 31, E-44-B
- EXHIBIT 8, see page 32, E-47
- EXHIBIT 9, see page 33, E-125-L
- EXHIBIT 10, see page 34, E-125-R
- EXHIBIT 11, see page 35, E-130
- EXHIBIT 12, see page 36, E-178
- EXHIBIT 13, see page 37, E-200-A
- EXHIBIT 14, see page 38, E- 205
- EXHIBIT 15, see page 39, E-207
- EXHIBIT 16, see page 40, E-212
- EXHIBIT 17, see page 41, IRS Form 6153, One reproduction proof of shipping label
- EXHIBIT 18, see page 42, Mixed Shipment Pallet Label
- EXHIBIT 19, see page 43, IRS Document 12321, IRS Pallet Specifications

Exhibits 2-16: IRS Forms 12847/13847 series (Envelope Specification Sheet, see above per each envelope number) provide the manuscript copy for contractor to create camera copy for printing (see **COMPOSITION** on page 11). When furnished, the contractor is cautioned that mailing indicia may be used only for the purpose of producing printed envelopes under this contract.

Identification markings such as register marks, ring folios, rubber stamped jacket numbers, commercial identification marks of any kind, etc., including GPO imprint, 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.

**WEBSITE ON-LINE ORDERING:** This is a quick summary for the secure website for on-line ordering of envelope numbers covered in this contract. For specific details, see “*Section 5 – WEBSITE DEVELOPMENT*”, see page 22.

The contractor must provide a web-based on-line ordering system site that permits only authorized Government personnel to order the various envelope numbers and allow tracking number(s) to be viewed when shipped.

Anticipation is that all the ordering online will be done on Windows (Currently using the MS Edge browser) or Apple computer operating systems. A need may arise during the contract that an app maybe required for mobile devices to place orders on the website. If this occurs, a supplement modification will be issued for an app.

The web-based system must be secure (password protected) for authorized agency personnel (users) can order envelopes. Users of the Web-based system will only be allowed to view orders they place themselves, except for the EPS who should have the ability to view all orders placed by agency users.

**Site Down Time:** If a schedule maintenance update, this should be done on weekends or during non-peak hours (between 8 PM and 6 AM eastern time zone) not to affect the end user access to the web site or to web site functionality.

**Back-up plan:** If the web site server goes down, the contractor to be able to accept orders via e-mail, fax and/or over the phone. These orders submitted while the web site server is to be added to the online ordering system once up and operational again with a note/comment stating this was a back-fill order. The Print Order to state it is a back-fill order.

**Back-up Server:** The web ordering program must be a secure ecommerce portal or EDI (Electronic Data Interchange) program (AS2 protocol with “*Sync*” MDN capability and URL with “*HTTPS*” prefix) and shall be hosted on the contractor’s server. Contractor to ensure that a back-up server is in place to prevent loss of data. Contractor to back-up the web site at least once every week, and to store said back-up materials in a safe and secure location, fit for the back-up media, and not located at the same location as the contractor’s/developer’s Web Server. If for any reason the server goes down, the Print Orders generated in the gap between the back-up, contractor’s responsibility to update the loss information with the Print Orders that were generated. System should allow for this type of manual override.

**Web-Based Tracking Number:** Once the envelopes have been printed and shipped, the web-based system must generate an e-mail containing a shipping list of all envelopes printed on a specific Print Order (to include name of recipient, date shipped, estimated delivery date and a tracking number) to the program manager and to [tracknortheast@gpo.gov](mailto:tracknortheast@gpo.gov), see “*Tracking Number*” under “*Distribution*” for more details.

**PREPRINTING OF ENVELOPES - INVENTORY ON HAND:** Contractor is authorized to preprint inventory a certain percentage of the envelopes and overprint specific order content when the order is placed to meet contract schedule, see page 15.

During the last 3 months, at beginning of the month, the contractor must contact GPO, and give a complete account (excel report) of remaining inventory of preprinted envelope numbers. If contractor has inventory of envelopes store at multiple locations, the report should state the quantities of envelopes at each location. Contractor to receive written authorization, to replenish the supply of envelope number(s) in inventory that deem may run out prior to the expiration of the contract. Contractor may have the inventory on hand available on the website for Carl M. Slater [wi.mp.envelope.program@irs.gov](mailto:wi.mp.envelope.program@irs.gov) and Russ Woodmancy [rwoodmancy@gpo.gov](mailto:rwoodmancy@gpo.gov)

NOTE: Upon termination of this contract, the agency will issue IRS Form 9880 or Print Order, at government’s option, the excess product maybe destroyed rather than acquired. Reimbursement for these orders will be made at 75% of the current contract schedule of prices. Anticipation is less than a month supply.

If government decides not to do an onsite inspection, contractor to provide IRS and GPO a PDF of the certificate of destruction which must include the following: list of envelope number(s) destroyed, count (number of each of the envelope number(s) destroyed), date when occurred, and person(s) that witness the destruction of government property.

**COMPOSITION:** Contractor will be required to typeset all type and line matter printing on envelopes, from Envelope Specification Sheets, IRS Forms 12847/13847 series. Approximately 6 to 28-point Helvetica or Helvetica Bold (or equal) will be required.

NOTE: Business reply envelope number types (example E-25 BR) will have individual IMb (intelligent mail barcodes). Contractor must produce and position individual IMb to match the destination address on the envelope as required by Postal regulations, and/or to achieve Postal discounts.

**REPRODUCIBLES:** The contractor must make all reproducibles required. The contractor is responsible for determining what type reproducibles will be used but must maintain the quality level specified in the contract. No separate charges will be allowed for the various types of reproducibles that may be used.

**PROOFS:** None required; however, the contractor will be responsible for performing all necessary proofreading to ensure that the final product is in conformity with the copy submitted, and USPS postal regulations.

NOTE: It is the intention of the IRS to have the contractor perform a cursory review of all incoming orders for adherence to IRS Addressing Guidelines (information for this purpose will be provided). In the event there is a discrepancy, the contractor will route the online and/or forms orders to the IRS Envelope Program Specialist, or

designee for verification of the submitted address and place the order on hold until the review is complete. The schedule will begin upon receipt of the address verification/modification.

**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. 13*” dated September 2019.

White Writing Envelope, per Envelope Specification sheet, basis weight: will be 24 or 28 lbs. per 500 sheets, 17 x 22”, equal to JCP Code V20.

Envelope Number weights are indicated in the table below.

Item	Envelope Number	Spec Sheet Form No.	Exhibit (Ex)	Envelope Size	Envelope has a Window	Basis Weight in lbs.
(a)	E-19	12847-A	Ex-2 on page 26	3-7/8 x 8-7/8”	None	24
(b)	E-20	12847-B	Ex-3 on page 27	9-1/4 x 12-1/4”	None	24
(c)	E-25 BR	12847-C	Ex-4 on page 28	3-7/8 x 8-7/8”	None	24
(d)	E-25 CR	12847-D	Ex-5 on page 29	3-7/8 x 8-7/8”	None	24
(e)	E-44	12847-E	Ex-6 on page 30	9-1/2 x 12-1/2”	None	28
(f)	E-44 B	12847-F	Ex-7 on page 31	9 x 12”	Yes	28
(g)	E-47	12847-G	Ex-8 on page 32	10 x 15”	None	28
(h)	E-125 L	12847-K	Ex-9 on page 33	4-1/8 x 9-1/2”	Yes	24
(i)	E-125 R	12847-L	Ex-10 on page 34	4-1/8 x 9-1/2”	Yes	24
(j)	E-130	12847-M	Ex-11 on page 35	4-1/8 x 9-1/2”	None	24
(k)	E-178	12847-R	Ex-12 on page 36	4-3/8 x 9-3/4”	Yes	24
(l)	E-200 A	12847-U	Ex-13 on page 37	6 x 9-3/4”	None	28
(m)	E-205	12847-V	Ex-14 on page 38	3 7/8 x 8 7/8”	Yes	24
(n)	E-207	13847	Ex-15 on page 39	6 x 9-3/4”	Yes	24
(o)	E-212	13847-C	Ex-16 on page 40	6 x 9-3/4”	Yes	24

**PRINTING:** Print face and back in black ink or black ink and one additional color. Printing shall be in accordance with the requirements for the style envelope ordered. Overprinting shall be as specified on the online/form order.

It is anticipated that the E-212 envelope will print in black and PMS 347 green and all other envelopes will print in black ink only.

Occasionally, other PMS ink colors may be requested for added text matter.

All printing shall comply with all applicable U.S. Postal Service regulations. Envelope printing (e.g. print contrast ratio, IMb barcodes, etc.) must meet U.S. Postal Service Automation guidelines/requirements (refer to latest version of USPS Publication 25, Designing Business Letter Mail, and the Domestic Mail Manual). It is the responsibility of the contractor to keep up to date on all USPS regulations.

The envelope shall accept printing, ink writing and bar coding without feathering, blurring, smearing, or penetrating to the reverse side.

All envelopes require a security tint printed on the inside (after construction) of the envelope in black ink. Contractor may use their own design (no proprietary design or company logos allowed) but must guarantee that the product will ensure complete opacity and prevent show through of any material contained therein.

Unless otherwise specified on the online/form order, match Pantone number as indicated on the Envelope Specification Sheets.

**MARGINS:** Unless otherwise specified on the online/form order, follow furnished Envelope Specification Sheets, for margins and proper placement of information for each type of envelope.

**ENVELOPE CONSTRUCTION:** Envelopes shall be diagonal, or side seam construction rounded flap or pointed "V" flap or tapered "V" flap. Contractor's option between seam or flap construction may be used unless the Envelope Specification Sheet indicates style of seam or flap required.

Envelopes shall be of sufficient throat depth and flap length to prevent the flap adhesive from contacting the envelope contents. The sealed seams shall not adhere to the inside of the envelope. Envelopes shall be free from cuts, folds, tears, machine marks, foreign matter, dirt, ink smears and adhesive stains.

**ADHESIVE ON FLAPS:** All sealing flap adhesive shall be a water-activated type of such a consistency to prevent premature sealing of the flap and curling of the envelope after drying. All adhesives shall be clean and free from offensive odors and ingredients that would discolor the paper.

1. The flap adhesive shall be uniformly applied and have a minimum thickness of 0.015 mm (0.0006 inch). The flap shall be capable of being quickly and securely sealed using fingertips after moistening the adhesive. When opened 15 to 20 seconds after sealing, the flap shall pull fibers from the body of the envelope from not less than 75% of the adhesive area of the flap beyond the throat, up to a maximum width of one-inch gum strip from the edge of the flap.
2. Size of flap: The minimum flap size shall be as follows:
  - (a) For envelopes equal to or less than 6 x 9-3/4" sealing flap must exceed the throat by at least 3/4" and not more than 1-1/2".
  - (b) For envelopes larger than 6 x 9-3/4" the sealing flap must exceed the throat by at least 1-1/2" and not more than 2-1/4".

No split gum is permitted on the flap for any envelope number ordered on this contract and will be considered a critical defect and cause for reprint and reship at contractor's expense.

**WINDOWS:** All window envelopes will require a clear transparent polystyrene window material shall be free of conditions which would prevent the address from being distinctly legible, read by automated equipment, or meet postal regulations.

The window shall be covered on the inside with a transparent polystyrene window material glued securely on all edges so as not to interfere with insertion of contents.

Windows envelopes shall have rounded or slightly rounded corners. The window size and location are specified on the Envelope Specification Sheets included in this contract. Contractor shall comply with all applicable U.S. Postal Service regulations.

**PACKING:** Envelope numbers may not be intermixed within a carton, case, or shipping container. Cartons, cases, and shipping containers are used interchangeable in this contract and IRS Forms. Shipping containers shall have a minimum bursting strength of 1,379 kPa (200 pounds per square inch) or a minimum edge crush test (ECT) of 7,700 N per m width (44 pounds per inch width).

The term “*box*” or “*boxes*” is used in this contract is in reference to internal packing.

Envelope sizes up to and including 6 x 9-3/4”: Pack in units of 500 envelopes, in close-fitting boxes. Envelopes shall be unbanded and sealing flap on open side shall be folded down. Pack five close fitting boxes into shipping container and close/seal in accordance with GPO Contract Terms. If an order is received for less than 2,500 envelopes (5 boxes), a suitably sized shipping container, with appropriate packing material placed around internal boxes must be used to prevent damage to envelopes within during shipment. Each envelope number type should be sent in its own box, do not mix different envelope number types in the same shipping container.

Envelope sizes larger than 6 x 9-3/4”: Pack in units of 500 envelopes, in close-fitting shipping containers. Envelopes shall be unbanded and sealing flap on open side shall be folded down. The shipping container shall be closed/sealed in accordance with GPO Contract Terms. Each envelope number type should be sent in its own shipping container, do not mix different envelope types in the same shipping container.

**LABELING AND MARKING, IRS FORM 6153:** In lieu of GPO Form 905 carton label, contractor to reproduce carton shipping label from furnished PDF form (See EXHIBIT 17 , page 41). Fill in appropriate blanks (Case Count, GPO Program Number, Print Order Number, Contractor Name and plant address, Consignee’s Address, Envelope Product Number, Envelope Revision Date, and Carton Quantity), and attach to shipping containers. NOTE: Contractor generated carton label may be authorized to be used in lieu of IRS Form 6153 if approved by the Government.

**PALLET LABEL SPECIFICATIONS:** See Mixed Shipment Pallet Label (EXHIBIT 18 , page 42), and IRS Document 12321, IRS Pallet Specifications (EXHIBIT 19 , page 43). Strict adherence to these exhibits is necessary to meet requirements of IRS storage facilities. Receipt of incorrect pallets may result in a charge assessed against the contractor for each incorrect pallet. This charge will cover costs incurred by the Government in re-palletizing the shipment onto correct pallets and/or replace carton labels.

Pallets shall be stacked with reverse layer pattern to insure acceptance and safe delivery by common carriers. If this is not possible due to irregular shape of cartons, pallets may be “*chimney stacked*”, but must include corner beads cut no higher than the top of the pallet, with sufficient stretch wrap as to provide a safe and secure pallet. Multiple styles of envelopes may be palletized together for a single destination however, pallet must clearly indicate the pallet contains multiple types and list them on a “*Mixed Shipment Pallet*” label (see EXHIBIT 18 , page 42).

NOTE: Each order must contain a packing slip. See “*CONTRACTOR RESPONSIBILITIES FOR ORDER PROCESSING*” on page 16.

**STAGING AREA:** Envelope orders, consisting of several different envelope number types, with multiple cartons per envelope number, must be assembled and delivered, in accordance with the schedule.

PROSPECTIVE BIDDERS ARE ADVISED TO CAREFULLY CONSIDER THE NECESSARY WEATHER PROTECTIVE INDOOR SPACE REQUIRED TO STAGE THE ORDERS.

NOTE: All orders must deliver complete. No partial deliveries will be allowed.

**DISTRIBUTION:** Deliver f.o.b. destination by small package carrier by traceable means, or freight carrier for palletized shipments, one shipping destination per order.

Shipping destinations are scattered throughout the contiguous United States plus Alaska, Hawaii, Puerto Rico, and the US Virgin Islands.

Deliveries of non-pallet orders may require inside delivery to specific room numbers. These room numbers will be indicated on the online/form order and contractor will be required to deliver to each of the rooms individually.

### **REPORTS FROM CONTRACTOR**

Contractor shall create and maintain a spreadsheet on Microsoft Excel that will generate the following monthly reports:

1. Online Orders Received for Month mm/yy: to include date order received, number of orders received, total envelopes ordered, indicate envelope number types, and quantity per envelope number type.
2. Forms Orders Received (via e-mail) for Month mm/yy: to include date order received, number of forms received, total envelopes ordered, indicate envelope number types per form, and quantity per envelope number type.
3. Online Orders Shipping Report for Month mm/yy: to include order number, envelope number type, order received date, quantity ordered, ship to office name, street address, city, state, zip, and date shipped.
4. Forms Orders (via e-mail) Shipping Report for Month mm/yy: to include order number, envelope number type, order received date, quantity ordered, ship to office name, street address, city, state, zip, and date shipped.
5. Total Envelopes Shipped: by month (cumulative), in bar graph format, including previous year's data for comparison. On the website, this information to be incorporated into a dashboard indicating number of orders and quantities determined by dropdown list for envelope number type, month, and year.
6. Monthly Averages/Totals: to include totals shipped by envelope number type with averages.
7. Incomplete Orders: to include monthly total of online orders and number of Forms 9880 returned to requester for additional information to process order.

Additional reports may be required. All reports are to be available for government to download from website and to be sent as an e-mail attachment on a monthly basis to: [wi.mp.envelope.program@irs.gov](mailto:wi.mp.envelope.program@irs.gov); [tracknortheast@gpo.gov](mailto:tracknortheast@gpo.gov), and [rwoodmancy@gpo.gov](mailto:rwoodmancy@gpo.gov),

Multiple reports are required on this contract. The data storage of report information and the format by which the information is to be reported will be discussed at length during the Post-Award Conference.

### **SCHEDULE**

Adherence to this schedule must be maintained. Contractor must not start production of any job prior to receipt of the online order or form order (IRS Form 9880), and necessary approvals. The following schedule begins the workday after receipt of approved online order or e-mailed Envelope Order Form; the workday after receipt will be the first workday of the schedule.

Orders will be placed by IRS offices nationwide, including Alaska, Hawaii, Puerto Rico, and the US Virgin Islands, by ordering online or via e-mail.

Complete production and shipping of envelopes must be made within 10 workday(s) after receipt/approval of Online Order/Envelope Order Form Order.

**Transit Time:** Transit time from scheduled shipping date to delivery at destination(s) must be no more than 6 workdays for all destinations within the contiguous United States (including APO and DPO addresses) and 15 workdays to Alaska, Hawaii, Puerto Rico, and the US Virgin Islands.



### **CONTRACTOR RESPONSIBILITIES FOR ORDER PROCESSING**

Contractor to accept only official versions of the IRS Form 9880 and any other versions must be brought to the attention of the IRS EPS. See “*Note*” under section title “*PROOFS*” on page 11 for additional information to be perfected on the IRS Form 9880. Apart from the online system being unavailable for use, the Form 9880 will not be accepted as a general method of ordering from any customer other than the EPS. Contractor must include a packing slip with each order shipped, and a photocopy of the IRS Form 9880. This form can be used as a packing slip by indicating the contractor’s job/tracking number next to the envelope number on the form. and by providing the internal order number from the packing slip, obtain information about that line item.

Other contacts may be provided by IRS offices to confirm receipt of e-mailed/ form, provide credit/purchase card information, or inquire about order status. Please note that any request by an IRS office to deviate from contract specifications must be reported immediately to the IRS EPS at 801-620-7181. The IRS EPS will direct the contractor to proceed with the order or refer the contractor to the GPO Contracting Officer for additional approval.

The GPO Contracting Officer has the sole authority to make modifications to the contract which result in monetary or schedule changes. Any IRS request to proceed with changes does not relieve the contractor of the responsibility of obtaining a modification to secure additional charges on an order prior to any performance.

### **RECEIPT FOR DELIVERY**

Contractor must furnish their own receipts for delivery. These receipts must include the GPO Jacket, Program and Print Order numbers, contractor job/tracking number, total quantity delivered, number of cartons and quantity per carton, date delivery made, and signature of the Government agent accepting delivery. The original copy of this receipt must accompany the contractor’s voucher for payment.

Unscheduled material such as shipping documents, receipts or instructions, delivery lists, labels, etc., will be furnished with each 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.

When required by the Government, the contractor must e-mail the IRS EPS and/or GPO the IRS Form 9880 (online and paper versions) immediately upon request.

### SECTION 3. – DETERMINATION OF AWARD

The government will determine the lowest bid by applying the prices offered in the “Section 4. - *Schedule of Prices*” to the following units of production which are the estimated requirements to produce 12 month’s orders (first contract period) under this contract. These units do not constitute, nor are they to be construed as, a guarantee of the volume of work which may be ordered for a like period of time.

The following item designations correspond to those listed in the “Section 4. -- *Schedule of Prices*”.

I.

(a)	E-19	62
(b)	E-20	300
(c)	E-25 BR	188
(d)	E-25 CR	422
(e)	E-44	256
(f)	E-44 B	720
(g)	E-47	62
(h)	E-125 L	1,504
(i)	E-125 R	148
(j)	E-130	366
(k)	E-178	100
(l)	E-200 A	178
(m)	E-205	20
(n)	E-207	60
(o)	E-212	40

II.

(a)	E-19	62
(b)	E-20	300
(c)	E-25 BR	188
(d)	E-25 CR	422
(e)	E-44	256
(f)	E-44 B	720
(g)	E-47	62
(h)	E-125 L	1,504
(i)	E-125 R	148
(j)	E-130	366
(k)	E-178	100
(l)	E-200 A	178
(m)	E-205	20
(n)	E-207	60
(o)	E-212	40

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**SECTION 4. – SCHEDULE OF PRICES**

Bids offered are f.o.b. destination to addresses in the contiguous United States plus Alaska, Hawaii, Puerto Rico, and the US Virgin Islands.

Prices must be submitted for the entire term of the contract and bids qualified for a lesser period will not be considered. Prices must include the cost of all required materials and operations for each item listed in accordance with these specifications.

Bidder must make an entry in each of the spaces provided. Bids submitted with any obliteration, revision, or alteration of the order and manner of submitting bids, may be declared nonresponsive.

An entry of NC (No Charge) shall be entered if bidder intends to furnish individual items at no charge to the government.

Bids submitted with NB (No Bid), NA (Not Applicable), or blank spaces for an item may be declared nonresponsive.

The Contracting Officer reserves the right to reject any offer that contains prices for individual items of production (whether or not such items are included in the Determination of Award) that are inconsistent or unrealistic in regard to other prices in the same offer or to GPO prices for the same operation if such action would be in the best interest of the government.

All vouchers submitted to the GPO shall be based on the most economical method of production.

Fractional parts of 1,000 will be prorated at the 1,000 rate. Each envelope number will be ordered in increments of 500 envelopes. Prices per 1,000 envelopes should be in even cents so when divided by 2, the result is a whole number for 500 envelopes.

**I. PRINTING/CONSTRUCTION:** Prices must be all-inclusive, as applicable, and must include the cost of all required materials and operations necessary for the complete production and delivery of the products listed in accordance with these specifications, except for Item II. Stock/Paper.

<u>Envelope No.</u>	<u>Trim Size</u>	
(a) E-19	3-7/8 x 8-7/8"	..... per 1,000 envelopes.....\$ _____
(b) E-20	9-1/4 x 12-1/4"	..... per 1,000 envelopes.....\$ _____
(c) E-25 BR	3-7/8 x 8-7/8"	..... per 1,000 envelopes.....\$ _____
(d) E-25 CR	3-7/8 x 8-7/8"	..... per 1,000 envelopes.....\$ _____
(e) E-44	9-1/2 x 12-1/2"	..... per 1,000 envelopes.....\$ _____
(f) E-44 B	9 x 12"	..... per 1,000 envelopes.....\$ _____
(g) E-47	10 x 15"	..... per 1,000 envelopes.....\$ _____
(h) E-125 L	4-1/8 x 9-1/2"	..... per 1,000 envelopes.....\$ _____
(i) E-125 R	4-1/8 x 9-1/2"	..... per 1,000 envelopes.....\$ _____
(j) E-130	4-1/8 x 9-1/2"	..... per 1,000 envelopes.....\$ _____
(k) E-178	4-3/8 x 9-3/4"	..... per 1,000 envelopes.....\$ _____
(l) E-200 A	6 x 9-3/4"	..... per 1,000 envelopes.....\$ _____
(m) E-205	3-7/8 x 8-7/8"	..... per 1,000 envelopes.....\$ _____
(n) E-207	6 x 9-3/4"	..... per 1,000 envelopes.....\$ _____
(o) E-212	6 x 9-3/4"	..... per 1,000 envelopes.....\$ _____

**II. STOCK/PAPER:** Payment for all stock/paper supplied by the contractor under the terms of these specifications, as ordered on the individual Print Orders, will be based on the finished size of the envelopes. The cost of any paper required for makeready or running spoilage must be included in the prices offered.

<u>Envelope No.</u>	<u>Trim Size</u>	
(a) E-19	3-7/8 x 8-7/8"	..... per 1,000 envelopes ..... \$ _____
(b) E-20	9-1/4 x 12-1/4"	..... per 1,000 envelopes ..... \$ _____
(c) E-25 BR	3-7/8 x 8-7/8"	..... per 1,000 envelopes ..... \$ _____
(d) E-25 CR	3-7/8 x 8-7/8"	..... per 1,000 envelopes ..... \$ _____
(e) E-44	9-1/2 x 12-1/2"	..... per 1,000 envelopes ..... \$ _____
(f) E-44 B	9 x 12"	..... per 1,000 envelopes ..... \$ _____
(g) E-47	10 x 15"	..... per 1,000 envelopes ..... \$ _____
(h) E-125 L	4-1/8 x 9-1/2"	..... per 1,000 envelopes ..... \$ _____
(i) E-125 R	4-1/8 x 9-1/2"	..... per 1,000 envelopes ..... \$ _____
(j) E-130	4-1/8 x 9-1/2"	..... per 1,000 envelopes ..... \$ _____
(k) E-178	4-3/8 x 9-3/4"	..... per 1,000 envelopes ..... \$ _____
(l) E-200 A	6 x 9-3/4"	..... per 1,000 envelopes ..... \$ _____
(m) E-205	3-7/8 x 8-7/8"	..... per 1,000 envelopes ..... \$ _____
(n) E-207	6 x 9-3/4"	..... per 1,000 envelopes ..... \$ _____
(o) E-212	6 x 9-3/4"	..... per 1,000 envelopes ..... \$ _____

**SECTION 4. – SCHEDULE OF PRICES**

**SHIPMENT(S):** Shipments will be made from: City \_\_\_\_\_, State \_\_\_\_\_

The city(ies) indicated above will be used for evaluation of transportation charges when transportation charges are specified to be a factor in determination of award. 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, the contractor will be responsible for any additional shipping costs incurred.

**DISCOUNTS:** Discounts are offered for payment as follows: \_\_\_\_\_ Percent, \_\_\_\_\_ calendar days. See Article 12 “Discounts” of Solicitations Provisions in GPO Contract Terms (Publication 310.2).

**AMENDMENT(S):** Bidder hereby acknowledges amendment(s) number(ed) \_\_\_\_\_

**BID ACCEPTANCE PERIOD:** In compliance with the above, the undersigned agree, 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.

NOTE: Failure to provide a 60-day bid acceptance period may result in expiration of the bid prior to award.

**BIDDER’S NAME AND SIGNATURE:** Unless specific written exception is taken, the bidder, by signing and submitting a bid, agrees with and accepts responsibility for all certifications and representations as required by the solicitation and GPO Contract Terms – Publication 310.2. When responding by email, fill out and return one copy of all pages in “SECTION 4. – SCHEDULE OF PRICES,” including initialing/signing where indicated. Valid electronic signatures will be accepted in accordance with the Uniform Electronic Transactions Act, §2. Electronic signatures must be verifiable of the person authorized by the company to sign bids.

Failure to sign the signature block below may result in the bid being declared non-responsive.

Bidder \_\_\_\_\_  
(Contractor’s Name) (GPO Contractor’s Code)

\_\_\_\_\_  
(Street Address)

\_\_\_\_\_  
(City – State – Zip Code)

By \_\_\_\_\_  
(Printed Name, Signature, and Title of Person Authorized to Sign this Bid) (Date)

\_\_\_\_\_  
(Person to be Contacted) (Telephone Number) (e-mail)

**THIS SECTION FOR GPO USE ONLY**

Contracting Officer: \_\_\_\_\_ Date \_\_\_\_\_ Certifier by: \_\_\_\_\_ Date \_\_\_\_\_  
(Initials) (Initials)

## SECTION 5. – WEBSITE DEVELOPMENT

### WEB-BASED ONLINE ORDERING

The website must be in full operation within 90 days of award of the contract. Prior to the website being fully operational, orders will be submitted via e-mail using IRS Form 9880 and/or GPO Form 2511. See **ORDER SUBMISSION** on page 24.

**User Interface:** The system must have a user-friendly web page so users can select envelope item(s), quantities, and delivery location(s). The website should include an IRS specific user guide for ordering products as well as the ability to post information relative to site maintenance and downtime such as FY closeout dates and times.

Once the user submits an order for approval, the system generates an e-mail to the user indicating the order has been submitted. This e-mail will include the order number.

The contractor must provide a web-based online ordering system site that permits Users to order envelopes. It is anticipated, once the Online site is available for use that fewer than 5% of orders will be placed using means other than the online ordering system. Orders for envelopes will be placed using the online ordering system. In addition to order history, all online orders must always have real-time order status available. Once information is entered on website, it will automatically be populated on all subsequent screens (except credit/purchase card info). No data re-entry or re-keying will be required.

Screen information and “*Order Authorization*” on page 23 provided below is a general format of what is required of the contractor at the time of bid submission. Exact screen content will be determined during development of website. The website will contain screen information that mirrors the IRS Form 9880 and may appear as a fillable PDF. The following screen information is required on the website:

The term “*User*” refers to IRS employees that will be placing orders on the contract (both online and form orders). The term Envelope Program Specialist (EPS) refers to the IRS employee who is the main agency contact on this contract (currently Carl Slater, 801-620-7181, email; [wi.mp.envelope.program@irs.gov](mailto:wi.mp.envelope.program@irs.gov) , and/or named designee).

Contractor is to thoroughly review the online order and if there are errors or incomplete information provided on the order, contractor is to contact the User to obtain the correct information within 24 hours of receipt of order. If further assistance is needed with the order, the EPS/designee must be consulted. Incorrect and/or incomplete orders average approximately 15% of the total annual orders. Helpful hints and tips must be included near fill-ins to assist the user in providing the correct and necessary information.

#### Screen 1

Users will be prompted for a user ID (format to be established at post-award conference, anticipate this will be the individual user’s e-mail address) and password. If the User’s password is forgotten, there will be a system in place to have it reset and emailed to the User.

New Users will be prompted to enter their name, e-mail, phone number. This information will be auto populated for returning Users after entry of user ID and password. The User will be able to overwrite the auto-populated information. The website will ask for confirmation of change to populated fields.

#### Screen 2

Order boxes, similar to IRS Form 9880’s boxes 23 (a) through (f), for each envelope will be required. Each envelope will have an order number box (to be filled in during Screen 8 below), a quantity box with a drop-down menu with quantities from 500 to 15,000 in increments of 500, a price per 1,000 envelopes, the total dollar value (calculated by multiplying appropriate quantity by price per 1,000 envelopes), and a grand total (calculated by adding all total dollar values). The quantity box should be able to allow users to manually input numbers over 15,000 but only in units of 500.

Screen will auto-populate with last order information. The user will be able to overwrite the auto-populated information. The website will ask for confirmation of change to populated fields.

NOTE: Updates to the price per 1,000 envelopes will be made to account for the Economic Price Adjustment and/or Paper Price Adjustment.

### Screen 3

Order boxes, similar to IRS Form 9880's boxes 5, 7 (E-25 BR and/or E-25 CR envelopes), 7 (a) (E-25 BR envelopes), 7 (b) (E-25 CR envelopes), 8 (E-25 BR envelope Mail Permit number).

Users will enter 2 to 4 lines of information for each "Copy Change Area" (see Exhibits 2 through 16, pages 25 to 40). The last two lines of the address (street number and name, and the City/State/Zip) can only be selected from a drop-down list by the User.

The IRS will provide and maintain the list information in Excel table format, with updates sent via e-mail or an updated list provided. Contractor must complete and acknowledge updates have been made within 3 business days after notification. The screen will show a mockup of what a finished envelope will look like with addresses appropriately positioned.

### Screen 4

An expandable drop-down box for each envelope number ordered on Screen 2 will be required. System will generate an enlarged mockup envelope giving the User the option to approve or edit prior to submission. A printer friendly button will allow the User to print out each mockup envelope.

### Screen 5

A shipping address box, similar to IRS Form 9880's box 6 will be required. User will enter shipping information, attention name, and phone number.

### Screen 6

An order summary will be provided showing all the data input to this point and the estimated delivery date in accordance with the contract, see "Schedule", page 15. The User will be given the option to cancel or finalize order.

### Screen 7

The "Credit/Purchase Card Payment" screen will require order boxes similar to IRS Form 9880's boxes 11, 12, 13, 13a, 14, and 15. This information must not auto-populate, it must be keyed in when the User is finalizing the order for submission to the contractor. The User will be prompted to ensure all information pertaining to the order is correct before submission. See the contractor's requirements and responsibilities for processing and handling of credit/purchase card payment information "Credit/Purchase Card Payment - Online Orders" on page 8.

### Screen 8

The system will generate a completed and print friendly representation of IRS Form 9880, including individual contractor order numbers for each envelope ordered, similar to IRS Form 9880 box 23b (to be used as a packing list for the shipment). User is given the option of revising envelopes within 24 hours. The IRS EPS and/or designee will be given this ability also.

The screen must contain a simple text box (max 256 characters) for special comments. The simple text box and comments will print in addition to the IRS Form 9880. NOTE: Contractor must include request for any special delivery instructions to be entered in the comments box. Some IRS offices may have security or physical restrictions for entry/delivery of product.

The website will include helpful tips and hints near user entry points as appropriate. These will facilitate improved data entry by the user to provide complete and accurate entries.

**ORDER AUTHORIZATION:** The IRS EPS/designee must approve all orders requiring a different address than listed on the master list of addresses provided by IRS.

**All approvals are being handled BEFORE the orders are input into the system, however, website must maintain the ability to add an order to the cart, complete with final cost, quantity envelope type and ship to information that can be printed and saved in the cart (or similar) for use when procuring funds prior to submitting the order for production.** TECHNICAL SUPPORT REQUIREMENTS

The contractor is required to provide the ability to make changes and enhancements to the website as necessary to accommodate changes in IRS procedures, content, or other changes required by the Government during the contract term. The IRS EPS must be notified prior to any changes or updates being made to the web-based system. Contractor must have technical support personnel available to resolve computer and printer hardware and software configuration problems that may occur with the online ordering system.



Contractor shall notify the IRS EPS within one hour of technical problem(s) with website and must resolve all reported problem(s) within 3 workdays of notification to IRS EPS. Contractor must be able to accept form orders via e-mail until technical problem(s) are resolved.

**FORM ORDERING:** In lieu of online ordering, items to be furnished under the contract shall also be ordered by the issuance of IRS Form 9880, Envelope Order, by the Government. EXHIBIT 1, page 25, IRS Form 9880, Envelope Order form is for representation only, final version will be provided to the contractor after award.

Contractor is to accept only the official, current revision of the IRS Form 9880. The official revision of the form will be supplied by the EPS to the contractor after award and when revisions are made. Any other versions received by the contractor must be brought to the attention of the IRS Envelope Program Specialist and returned to the requestor for re-submission.

Contractor is to thoroughly review the form and if there are errors or incomplete information provided on the form, contractor is to contact the User to obtain the correct information within 24 hours of receipt of order. If further assistance is needed with the order, the EPS/designee must be consulted. Incorrect and/or incomplete orders average approximately 15% of the total annual orders per month.

Upon receipt of each IRS Form 9880, the contractor must ensure that approval signatures are present for the use of the Government Purchase Cards (2 different signatures in boxes 13a & 16a).

The contractor must review the addresses in boxes 5 and 7 and match these addresses with those in a master list of IRS office addresses (Excel spreadsheet and formatting guidelines provided by IRS after award). Any discrepancies must be reported to the IRS EPS/designee within 24 hours of receipt of order.

An occasional order may be issued on a GPO Form 2511, Print Order.

**ORDER SUBMISSION:** Form orders will be sent by e-mail to the contractor.

NOTE: Until the website is established, all orders will be placed via e-mail.

**TRACKING ORDERS:** End user(s) can track order(s) on online website and upon government's request via email. End user(s) can track by search/filter using any of the following:

- order number,
- customer name (and/or email),
- envelope type/style,
- quantity ordered,
- order cost,
- order received,
- order in production,
- order has shipped,
- expected delivery date,
- delivery company,
- order tracking number,
- delivered and the date of delivery.

**SECTION 6. – EXHIBTS**

**EXHIBIT 1 – IRS Form 9880**

<b>FY 2023 Envelope Order</b>		See <a href="#">Document 9589</a> , FY 2023 Envelope Ordering Information, for instructions. <b>Attention:</b> This form must be typed, <b>handwritten forms will be rejected by the contractor.</b>	
1. IRS office contact	2. Phone number	3. Fax number	4. Date of email or fax
5. Return address to be printed on envelope Internal Revenue Service		7. Mailing address to be printed on E-25 BR and/or E-25 CR Enter the mailing address below. For E-25 BR envelopes, enter the Zip + 4 in box 7a. For E-25 CR envelopes with the same base address, enter the Zip + 4 in box 7b. For multiple addresses, complete a separate Form 9880 for each address.  Internal Revenue Service Enter the Zip + 4 in the appropriate box below	
6. Shipping address Attn: Internal Revenue Service	Phone number	7a. E-25 BR Zip + 4	7b. E-25 CR Zip + 4
		8. BR Mail permit no.	
		9. Mail Coordinator signature (digital signature okay)	
		10. Date	
<b>Publishing Office Use Only (Boxes 17-22)</b>			
11. Purchase card number	12. Exp. date	17. Requisition number	18. Jacket number
13. Name of purchase card holder	13a. Signature (digital signature okay)	19. BAC & TAS/BETC	
14. Phone number	15. Accounting reference	21. Accounting code	
16. Name of approving official	16a. Signature (digital signature okay)	22. Authorized signature (digital signature okay)	

Quantities being shipped to residential/telework locations will be limited to two cartons total, consisting of either 2 cases of the same envelope type, or 1 case each of 2 different envelope types.

23a. Envelope no.	b. Contractor order no. (completed by contractor)	c. Cases for Residential Delivery	d. Quantity ordered	e. Price per 1000 envelopes	f. Total dollar amount
E-19 (max 2,500 per case)		0	0		
E-20 (max 500 per case)		0	0		
E-25 BR (max 2,500 per case)		0	0		
E-25 CR (max 2,500 per case)		0	0		
E-44 (max 500 per case)		0	0		
E-44 B (max 500 per case)		0	0		
E-47 (max 500 per case)		0	0		
E-125 L (max 2,500 per case)		0	0		
E-125 R (max 2,500 per case)		0	0		
E-130 (max 2,500 per case)		0	0		
E-142 B (max 500 per case)		0	0		
E-178 (max 2,500 per case)		0	0		
E-200 A (max 500 per case)		0	0		
E-207 (max 500 per case)		0	0		
E-212 (max 500 per case)		0	0		
24. Envelopes received by		25. Date received	<b>g. Total Cost</b>		

EXHIBIT 2 – E-19 Specification Sheet

## Envelope 19 (Rev. 10-2006) Envelope Specification Sheet

This sheet is for envelope specifications and composition. **Do not use as camera copy.** Envelope must conform to the USPS requirements.

<b>Product ID</b> Envelope 19	Copy change area A (return address) N/A	Copy change area B (mailing address) N/A	Print order number N/A
<b>Revision date</b> (Rev. 10-2006)			Office ID N/A
			Version N/A

### Envelope Specifications

**Construction**  
Printed open side, high cut, diagonal or side seam, flap gummed and folded down.  
This envelope requires black opaquing design printed inside.

### Text Specifications

Front printing is 18 point Helvetica Bold (or equal).  
Back printing is 6 point Helvetica (or equal).

<b>Size</b> 3-7/8" x 8-7/8" (98 mm x 225 mm)	<b>Stock</b> White Writing or Wove 24#
<b>Ink</b> Black	<b>Window</b> None

Additional comments

Margins are 1" (25mm) top, center sides

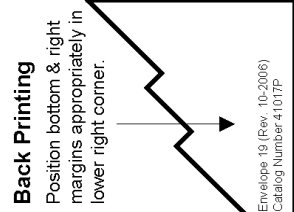
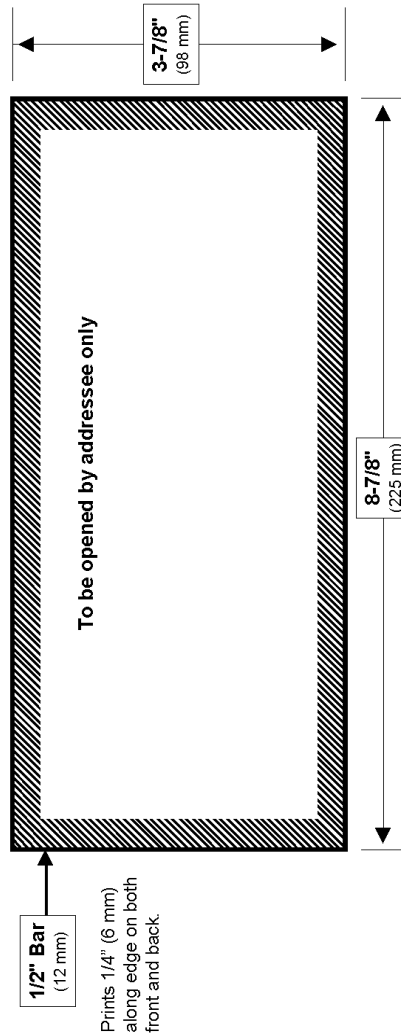


EXHIBIT 3 – E-20 Specification Sheet

## Envelope 20 (Rev. 10-2006) Envelope Specification Sheet

This sheet is for envelope specifications and composition. Do not use as camera copy. Envelope must conform to the USPS requirements.

Product ID <b>Envelope 20</b>	Copy change area A (return address) <b>N/A</b>	Copy change area B (mailing address) <b>N/A</b>	Indicia required <b>N/A</b>	Print order number	Office ID <b>N/A</b>
Revision date <b>(Rev. 10-2006)</b>				Version	<b>N/A</b>

Envelope Specifications	
<p><b>Construction</b> Printed open side, high cut, diagonal or side seam, flap gummed and folded down. This envelope requires black opaquing design printed inside.</p> <p><b>Text Specifications</b> Front printing is 28 point Helvetica Bold (or equal). Back printing is 6 point Helvetica (or equal).</p> <p><b>Size</b> 9-1/4" x 12-1/4" (235 mm x 311 mm)</p> <p><b>Stock</b> White Writing or Wove 24#</p> <p><b>Ink</b> Black</p> <p>Additional comments</p>	<p>Margins are 1" (25mm) top, center sides</p> <p><b>To be opened by addressee only</b></p> <p><b>1/2" Bar</b> (12 mm) Prints 1/4" (6 mm) along edge on both front and back.</p> <p><b>9-1/4"</b> (235 mm)</p> <p><b>12-1/4"</b> (311 mm)</p> <p><b>Back Printing</b> Position bottom &amp; right margins appropriately in lower right corner.</p> <p>Envelope 20 (Rev. 10-2006) Catalog Number 41016A</p>

EXHIBIT 4 – E-25-BR Specification Sheet

## Envelope 25-BR (8-1996) Envelope Specification Sheet

This sheet is for envelope specifications and composition. Do not use as camera copy. Envelope must conform to the USPS requirements.															
Product ID <b>Envelope 25-BR</b> Revision date <b>(8-1996)</b>	Copy change area A (return address) <b>N/A</b>	Copy change area B (mailing address) <b>N/A</b>	Print order number <b>N/A</b> Office ID <b>N/A</b> Version <b>N/A</b>												
<div style="display: flex; justify-content: space-between;"> <div style="width: 25%;"> <p>3/8" (10 mm) top, right &amp; left margins.</p> </div> <div style="width: 50%; text-align: center;"> </div> <div style="width: 25%;"> <p><b>Envelope Specifications</b></p> <p><b>Construction</b> Printed open side, high cut, diagonal or side seam, flap gummed and folded down. This envelope requires black opaquing design printed inside.</p> <p><b>Text Specifications</b> All type is 10 point Helvetica (or equal) except as noted otherwise. 12 point Bold for "Internal Revenue Service" line in return or mailing address. Return Address can be upper and lower case. Addressee lines must be all caps with no punctuation (or as stated in current USPS Domestic Mail Manual). Official Business (two line statement) is 9 point. Back printing is 6 point.</p> </div> </div>															
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%; padding: 5px;"><b>Size</b></td> <td style="width: 20%; padding: 5px;">3-7/8" x 8-7/8" (98 mm x 225 mm)</td> <td style="width: 20%; padding: 5px;"><b>Stock</b></td> <td style="width: 40%; padding: 5px;">White Writing or Wove 24#</td> </tr> <tr> <td style="padding: 5px;"><b>Link</b></td> <td style="padding: 5px;">Black</td> <td style="padding: 5px;"><b>Window</b></td> <td style="padding: 5px;">None</td> </tr> <tr> <td colspan="4" style="padding: 5px;">Additional comments</td> </tr> </table>				<b>Size</b>	3-7/8" x 8-7/8" (98 mm x 225 mm)	<b>Stock</b>	White Writing or Wove 24#	<b>Link</b>	Black	<b>Window</b>	None	Additional comments			
<b>Size</b>	3-7/8" x 8-7/8" (98 mm x 225 mm)	<b>Stock</b>	White Writing or Wove 24#												
<b>Link</b>	Black	<b>Window</b>	None												
Additional comments															

EXHIBIT 5 – E-25-CR Specification Sheet

## Envelope 25-CR (Rev. 5-2001) Envelope Specification Sheet

This sheet is for envelope specifications and composition. **Do not use as camera copy.** Envelope must conform to the USPS requirements.

<b>Product ID</b> Envelope 25-CR	Copy change area A (return address)	Copy change area B (mailing address)	Indicia required
<b>Revision date</b> (Rev. 5-2001)	N/A	N/A	N/A
			Office ID N/A
			Version N/A

### Envelope Specifications

#### Construction

Printed open side, high cut, diagonal or side seam, flap gummed and folded down.  
This envelope requires black opaquing design printed inside.

#### Text Specifications

All type is 10 point Helvetica (or equal) except as noted otherwise.  
12 point Bold for "Internal Revenue Service" line in mailing address.  
Addressee lines must be all caps with no punctuation (or as stated in current USPS Domestic Mail Manual).  
Back printing is 6 point.

<b>Size</b>	3-7/8" x 8-7/8" (98 mm x 225 mm)	<b>Stock</b>	White Writing or Wove 24#
<b>Ink</b>	Black	<b>Window</b>	None

Additional comments

3/8" (10 mm) top, right & left margins.

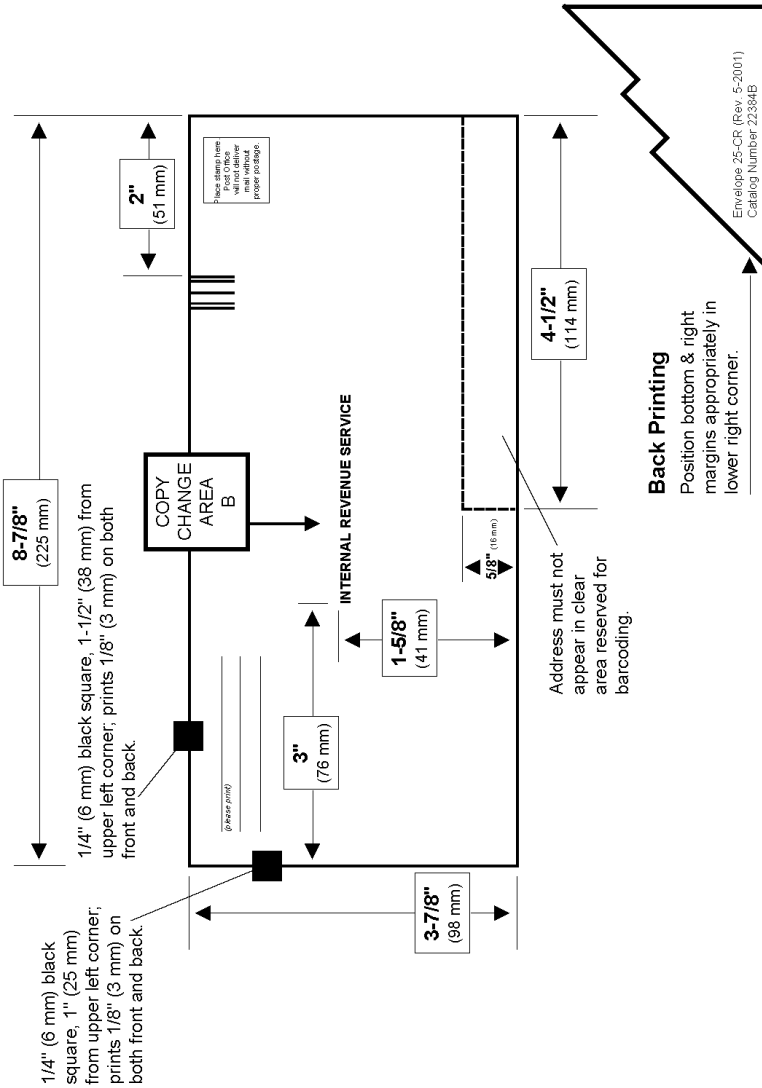


EXHIBIT 6 – E-44 Specification Sheet

<b>Envelope 44 (Rev. 8-1996) Envelope Specification Sheet</b>				
This sheet is for envelope specifications and composition. <b>Do not use as camera copy.</b> Envelope must conform to the USPS requirements.				
Product ID <b>Envelope 44</b>	Copy change area A (return address) <b>N/A</b>	Copy change area B (mailing address) <b>N/A</b>	Indicia required <b>N/A</b>	Print order number <b>N/A</b>
Revision date <b>(Rev. 8-1996)</b>				Version <b>N/A</b>
<b>Envelope Specifications</b>				
<p><b>Construction</b> Printed open side, high cut, diagonal or side seam, flap gummed and folded down. This envelope requires black opaquing design printed inside.</p> <p><b>Text Specifications</b> All type is 10 point Helvetica (or equal) except as noted otherwise. 12 point Bold for "Internal Revenue Service" line in return or mailing address. Return Address can be upper and lower case. Addressee lines must be all caps with no punctuation (or as stated in current USPS Domestic Mail Manual). Official Business (two line statement) is 9 point. Back printing is 6 point.</p>				
<p><b>Back Printing</b> Position bottom &amp; right margins appropriately in lower right corner.</p> <p style="text-align: right; font-size: small;">Envelope 44 (Rev. 8-1996) Catalog Number 41029H</p>				
Additional comments				
<b>Size</b> 9-1/2" x 12-1/2" (241 mm x 318 mm)		<b>Stock</b> White Writing or Wove 28#		<b>Ink</b> Black
<b>Window</b> None				

EXHIBIT 7 – E-44-B Specification Sheet

## Envelope 44-B (Rev. 10-2004) Envelope Specification Sheet

This sheet is for envelope specifications and composition. Do not use as camera copy. Envelope must conform to the USPS requirements.

<b>Product ID</b>	Copy change area A (return address)	Copy change area B (mailing address)	Indicia required
<b>Envelope 44-B</b>	N/A	N/A	N/A
<b>Revision date</b> (Rev. 10-2004)			
			Print order number
			Office ID
			Version
			N/A
			N/A

### Envelope Specifications

#### Construction

Printed open side, high cut, diagonal or side seam, flap gummed and folded down. This envelope requires black opaquing design printed inside.

#### Text Specifications

All type is 10 point Helvetica (or equal) except as noted otherwise.  
12 point Bold for "Internal Revenue Service" line in return address.  
Return Address can be upper and lower case.  
Official Business (two line statement) is 9 point.  
Back printing is 6 point.

<b>Size</b>	9" x 12" (229 mm x 305 mm)	<b>Stock</b>	White Writing or Wove 28#
<b>Ink</b>	Black	<b>Window</b>	5" x 2" (127 mm x 51 mm) Clear Polystyrene

Additional comments

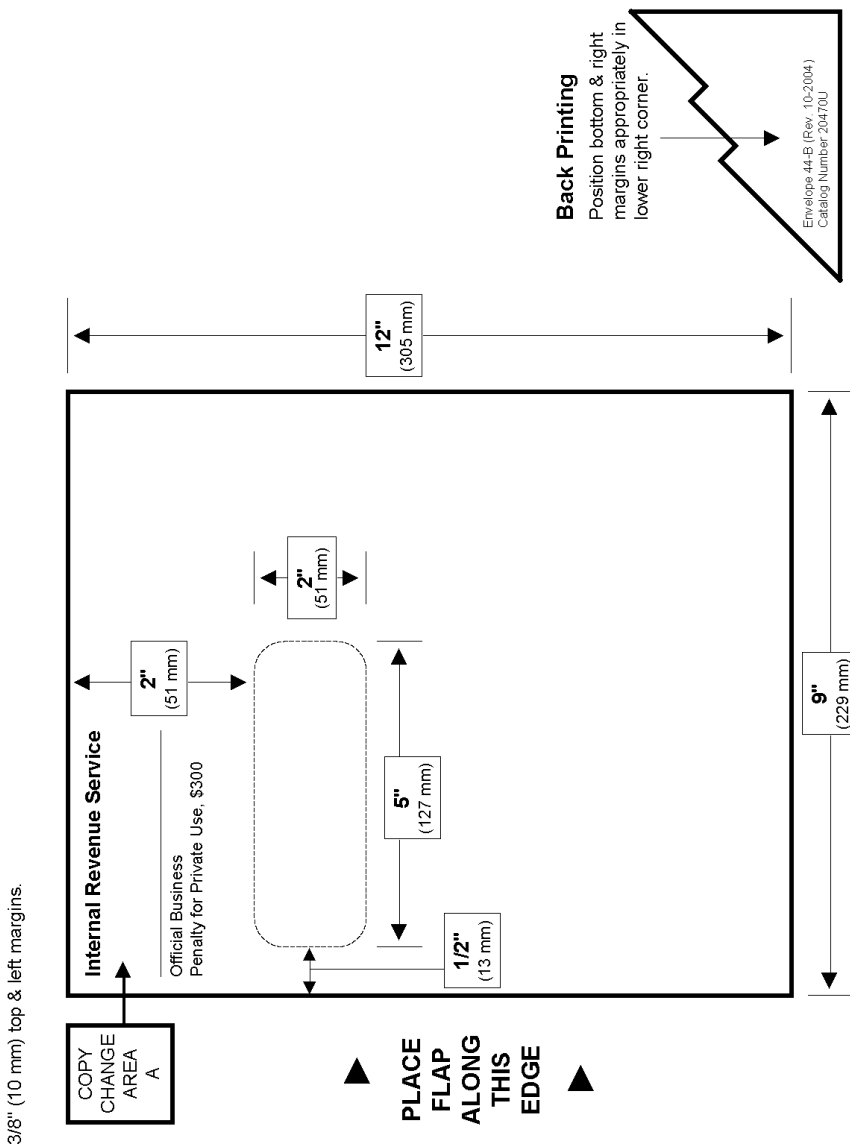




EXHIBIT 8 – E-47 Specification Sheet

## Envelope 47 (Rev. 8-1996) Envelope Specification Sheet

This sheet is for envelope specifications and composition. **Do not use as camera copy.** Envelope must conform to the USPS requirements.

<b>Product ID</b> <b>Envelope 47</b>	Copy change area A (return address) <b>N/A</b>	Copy change area B (mailing address) <b>N/A</b>	Indicia required <b>N/A</b>	Print order number	Office ID
Revision date <b>(Rev. 08-1996)</b>					Version <b>N/A</b>

3/8" (10 mm) top & left margins.

Envelope Specifications	
<b>Construction</b> Printed open side, high cut, diagonal or side seam; flap gummed and folded down. This envelope requires black opaquing design printed inside.	<b>Text Specifications</b> All type is 10 point Helvetica (or equal) except as noted otherwise. 12 point Bold for "Internal Revenue Service" line in return or mailing address. Return Address can be upper and lower case. Addressee lines must be all caps with no punctuation (or as stated in current USPS Domestic Mail Manual). Official Business (two line statement) is 9 point. Back printing is 6 point.
<b>Size</b> 10" x 15" (254 mm x 381 mm)	<b>Stock</b> White Writing or Wove 28#
<b>Ink</b> Black	<b>Window</b> None
Additional comments	

**Back Printing**  
Position bottom & right margins appropriately in lower right corner.

Envelope 47 (Rev. 08-1996)  
Catalog Number 41031T

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Form **12847-G** (Rev. 2-2020) Catalog Number 30840G

Department of the Treasury - Internal Revenue Service

EXHIBIT 9 – E-125-L Specification Sheet

## Envelope 125-L (Rev. 10-1994) Envelope Specification Sheet

This sheet is for envelope specifications and composition. **Do not use as camera copy.** Envelope must conform to the USPS requirements.

<b>Product ID</b> Envelope 125-L	Copy change area A (return address)	Copy change area B (mailing address)	Indicia required	Print order number	Office ID
<b>Revision date</b> (Rev. 10-1994)	N/A	N/A	N/A		N/A
					Version N/A

### Envelope Specifications

**Construction**

Printed open side, high cut, diagonal seam, with tapered V flap, flap gummed and folded down. This envelope requires black opaquing design printed inside.

**Text Specifications**

All type is 10 point Helvetica (or equal) except as noted otherwise.  
 12 point Bold for "Internal Revenue Service" line in return address.  
 Return Address can be upper and lower case.  
 Official Business (two line statement) is 9 point.  
 Back printing is 6 point.

<b>Size</b> 4-1/8" x 9-1/2" (105 mm x 241 mm)	<b>Stock</b> White Writing or Wove 24#
<b>Window</b> Black	<b>Window</b> 4-1/2" x 1-1/8" (114 mm x 29 mm) Clear Polystyrene

**Additional comments**

3/8" (10 mm) top & left margins.

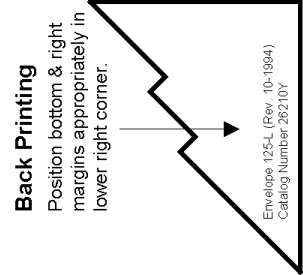
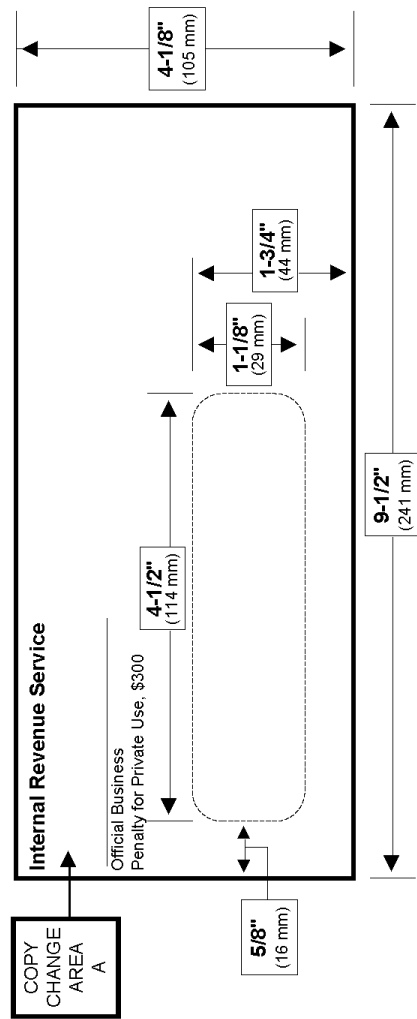


EXHIBIT 10 – E-125-R Specification Sheet

## Envelope 125-R (Rev. 10-1994) Envelope Specification Sheet

This sheet is for envelope specifications and composition. **Do not use as camera copy.** Envelope must conform to the USPS requirements.

Product ID <b>Envelope 125-R</b> (Rev. 10-1994)	Copy change area A (return address) <b>N/A</b>	Copy change area B (mailing address) <b>N/A</b>	Indicia required <b>N/A</b>
Print order number	Office ID <b>N/A</b>		Version <b>N/A</b>

### Envelope Specifications

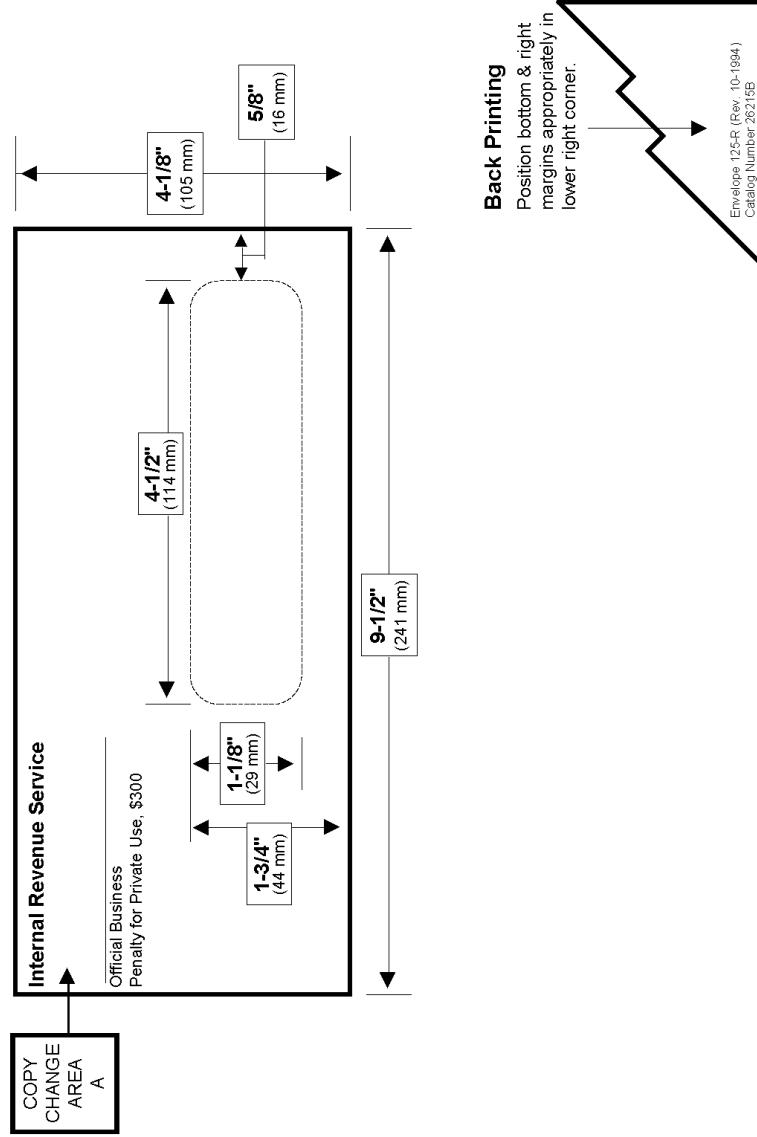
**Construction**  
Printed open side, high cut, diagonal seam, with tapered V flap, flap gummed and folded down. This envelope requires black opaquing design printed inside.

**Text Specifications**  
All type is 10 point Helvetica (or equal) except as noted otherwise.  
12 point Bold for "Internal Revenue Service" line in return address.  
Return Address can be upper and lower case.  
Official Business (two line statement) is 9 point.  
Back printing is 6 point.

<b>Size</b>	4-1/8" x 9-1/2" (105 mm x 241 mm)	<b>Stock</b>	White Writing or Wove 24#
<b>Ink</b>	Black	<b>Window</b>	4-1/2" x 1-1/8" (114 mm x 29 mm) Clear Polystyrene

Additional comments

3/8" (10 mm) top & left margins.



### Back Printing

Position bottom & right margins appropriately in lower right corner.

Envelope 125-R (Rev. 10-1994)  
Catalog Number 26215B

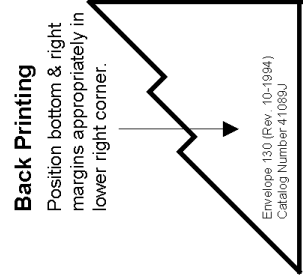
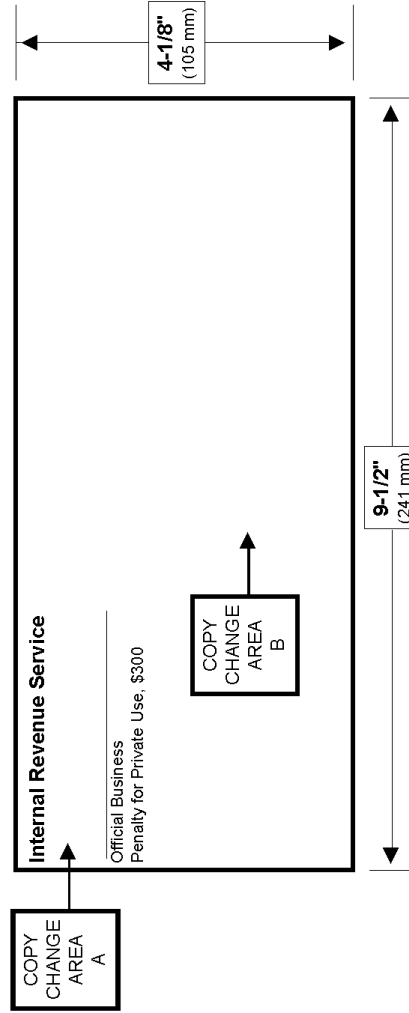
EXHIBIT 11 – E-130 Specification Sheet

## Envelope 130 (Rev. 10-1994) Envelope Specification Sheet

This sheet is for envelope specifications and composition. **Do not use as camera copy.** Envelope must conform to the USPS requirements.

<b>Product ID</b> Envelope 130	Copy change area A (return address)	Copy change area B (mailing address)	Indicia required	Print order number	Office ID
<b>Revision date</b> (Rev. 10-1994)	N/A	N/A	N/A		N/A
					Version N/A

3/8" (10 mm) top & left margins.



### Envelope Specifications

**Construction**  
Printed open side, high cut, diagonal seam, with tapered V flap, flap gummed and folded down. This envelope requires black opaquing design printed inside.

**Text Specifications**  
All type is 10 point Helvetica (or equal) except as noted otherwise.  
12 point Bold for "Internal Revenue Service" line in return address.  
Return Address can be upper and lower case.  
Addressee lines must be all caps with no punctuation (or as stated in current USPS Domestic Mail Manual).  
Official Business (two line statement) is 9 point.  
Back printing is 6 point.

<b>Size</b>	4-1/8" x 9-1/2" 105 mm x (241 mm)	<b>Stock</b>	White Writing or Wove 24#
<b>Ink</b>	Black	<b>Window</b>	None

Additional comments

EXHIBIT 12 – E-178 Specification Sheet

## Envelope 178 (Rev. 9-2003) Envelope Specification Sheet

This sheet is for envelope specifications and composition. **Do not use as camera copy.** Envelope must conform to the USPS requirements.

<b>Product ID</b> <b>Envelope 178</b>	Copy change area A (return address)	Copy change area B (mailing address)	Indicia required
Revision date (Rev. 9-2003)	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>
	Office ID	Print order number	Version
	<b>N/A</b>		<b>N/A</b>

### Envelope Specifications

#### Construction

Printed open side, high cut, diagonal or side seam, with tapered 2-3/16" V flap (not to exceed 2-1/4"), flap gummed and folded down.

This envelope requires black opaquing design printed inside.

Material covering window is 1.5 mil clear polystyrene.

#### Text Specifications

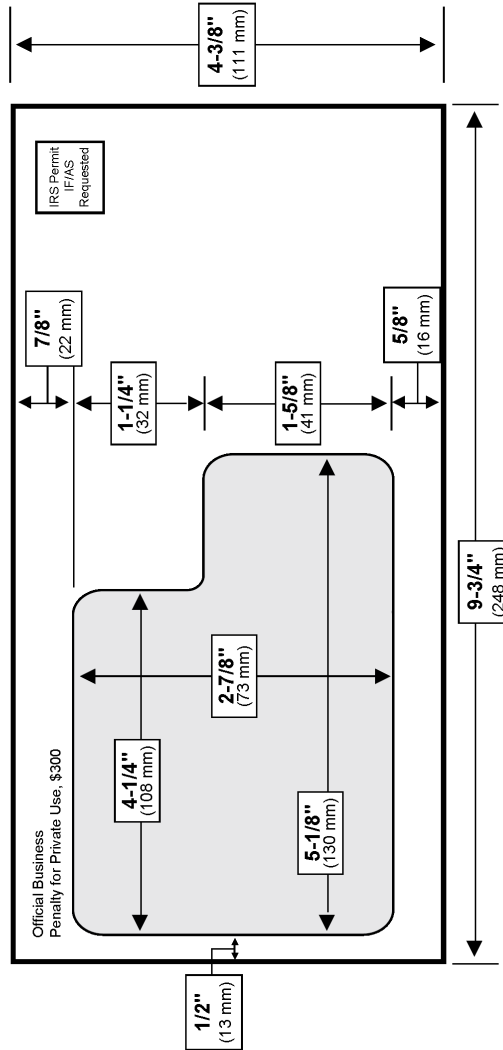
Font is Helvetica (or equal).

Official Business (two line statement) is 9 point.

Back printing is 6 point.

<b>Size</b>	4-3/8" x 9-3/4" 111 mm x (248 mm)	<b>Stock</b>	White Writing or Wove 24#
<b>Ink</b>	Black	<b>Window</b>	Multi-dimensional (see diagram) 1.5 mil thickness

Additional comments



#### Back Printing

Position bottom & right margins appropriately in lower right corner.

Envelope 178 (Rev. 9-2003)  
Catalog Number 62249D

EXHIBIT 13 – E-200-A Specification Sheet

<b>Envelope 200-A (Rev. 9-2017) Envelope Specification Sheet</b>			
This sheet is for envelope specifications and composition. Do not use as camera copy. Envelope must conform to the USPS requirements.			
<b>Product ID</b> Envelope 200-A	<b>Copy change area A (return address)</b> N/A	<b>Copy change area B (mailing address)</b> N/A	<b>Indicia required</b> N/A
<b>Revision date</b> (Rev. 9-2017)	<b>Office ID</b> N/A		
	<b>Version</b> N/A		
<b>Envelope Specifications</b>			
<b>Construction</b> Printed open side, high cut, diagonal or side seam, flap gummed and folded down. This envelope requires black opaquing design printed inside.			
<b>Text Specifications</b> All type is 10 point Helvetica (or equal) except as noted otherwise. 12 point Bold for "Internal Revenue Service" line in return or mailing address. Return Address can be upper and lower case. Mailing Address lines must be all caps with no punctuation (or as stated in current USPS Domestic Mail Manual). Official Business (two line statement) is 9 point. Back printing is 6 point.			
<b>Size</b> 6" x 9-3/4" (152 mm x 248 mm)		<b>Stock</b> White Writing or Wove 28#	
<b>Ink</b> Black		<b>Window</b> None	
<b>Additional comments</b>			

3/8" (10 mm) top & left margins.

Envelope 200-A (Rev. 9-2017)  
Catalog Number 20494E

<b>Form 12847-U</b> (Rev. 2-2020)	Catalog Number 30854U	publish.no.irs.gov
Department of the Treasury - Internal Revenue Service		

EXHIBIT 14 – E-205 Specification Sheet

## Envelope 205 (Rev. 5-2001) Envelope Specification Sheet

This sheet is for envelope specifications and composition. **Do not use as camera copy.** Envelope must conform to the USPS requirements.

<b>Product ID</b> <b>Envelope 205</b>	Copy change area A (return address)	Copy change area B (mailing address)	Print order number	Office ID
Revision date <b>(Rev. 5-2001)</b>	<b>N/A</b>	<b>N/A</b>		<b>N/A</b>
				Version <b>N/A</b>

<p>3/8" (10 mm) top, left margins.</p> <p>1/4" (6 mm) black square, 1" (25 mm) from upper left corner; prints 1/8" (3 mm) on both front and back.</p>	<p>The diagram shows the back of the envelope with various dimensions: 3/8" (10 mm) top and right margins; 8-7/8" (225 mm) width; 1/4" (6 mm) black square at the top left; 1-1/2" (38 mm) from the top left corner to the start of the return address window; 3-1/2" (89 mm) width of the return address window; 1" (25 mm) height of the return address window; 3/4" (19 mm) height of the postage indicia area; 5/8" (16 mm) height of the postage indicia area; and 3-7/8" (98 mm) height of the envelope body.</p>	<p><b>Envelope Specifications</b></p> <p><b>Construction</b> Printed open side, high cut, diagonal or side seam, flap gummed and folded down. This envelope requires black opaquing design printed inside.</p> <p><b>Text Specifications</b> All type is 10 point Helvetica (or equal) except as noted otherwise. Official Business (two line statement) is 9 point. Type on flap is 12 point Bold. Back printing is 6 point (envelope number, revision date and catalog number only).</p> <p><b>Size</b> 3-7/8" x 8-7/8" (98 mm x 225 mm)</p> <p><b>Stock</b> White Writing or Wove 24#</p> <p><b>Ink</b> Black</p> <p><b>Window</b> 3-1/2" x 1" (89 mm x 25 mm) Clear Polystyrene</p>
<p><b>Envelope Back</b></p> <p style="text-align: right;">Note: Diagonal flap for illustration only</p>		

<p><b>For your protection and better service:</b></p> <ul style="list-style-type: none"> <li>• Enter your taxpayer identifying number, form number and tax period on your check or money order.</li> <li>• Do not staple, paper clip or tape check or money order to the notice.</li> <li>• Ensure that the return address shows through the window.</li> <li>• Do not send cash.</li> </ul> <p style="text-align: right; font-size: small;">Envelope 205 (Rev. 5-2001) Catalog Number 22878H</p>	<p><b>Back Printing</b> Position bottom &amp; right margins appropriately in lower right corner.</p>
<p>Additional comments</p>	





EXHIBIT 16 – E-212 Specification Sheet

# Envelope 212 (3-2009) Envelope Specification Sheet

This sheet is for envelope specifications and composition. Do not use as camera copy. Envelope must conform to the USPS requirements.

<b>Product ID</b> <b>Envelope 212</b>	Copy change area A (return address)	Copy change area B (mailing address)	Print order number	Office ID
Revision date (3-2009)	N/A	N/A	N/A	N/A
				Version N/A

**Envelope Specifications**

**Construction**  
Printed open side, high cut, diagonal or side seam, flap gummed and folded down.  
This envelope requires black opaquing design printed inside.  
Material covering window is 1.5 mil clear polystyrene.

**Text Specifications**  
All type is 10 point Helvetica (or equal), except as noted otherwise.  
Set words CERTIFIED MAIL in 16 point Helvetica, reverse, and center inside green box.  
Official Business (two line statement) is 9 point.  
Back printing is 6 point.

**Stock**  
White Writing or Wove 24#

**Window**  
Pistol Shaped  
6-1/8" x 3-1/4"  
(156 mm x 83 mm)  
\*multi-dimensional see diagram  
1.5 mil Clear Polystyrene

**Additional comments**

EXHIBIT 17 – IRS Form 6153

**Read Prior to Producing or Labeling Cartons**

**Labels MUST be generated from the PDF file provided. Handwritten updates are not allowed on any label. If these instructions are not followed, the Contractor will be held responsible for all re-labeling charges.**

**Section I – Prior to Producing Label**

- 1) **Contact the IRS for a new carton label** if any of the following fields are blank when the label is received:  
(a) Catalog number, (b) Revision, (c) Requisition number, (d) Product number, or (e) Product title.
- 2) **Fields for Contractor to Update Electronically:** (a) Carton # of # (see number Section I, 3 below); (b) From address; (c) To address (see exception under Section II, 2, Cartons via Small Package Carrier (SPC) below); and (d) Carton quantity (if carton quantity is blank, it must be updated with the correct packing quantity).
- 3) **Automated Carton # of # fields:** To print the correct number of labels for each address with sequential carton numbers, input the total number of cartons in second # field and press "Print Labels" button. **Warning: Once the print button is pressed, printing cannot be canceled. Be sure all information is correct prior to printing.**
- 4) **Printing:** Labels must be produced same-size in black ink on white paper.
- 5) **Proof:** An electronic proof of the label may be required if indicated on the contract or print order.

**Section II – Labeling for Shipment**

- 1) **Cartons:** All cartons must have IRS shipping label affixed to one end of the carton only (never on top, long-side, or bottom).
- 2) **Cartons via Small Package Carrier (SPC):** Affix SPC label to top of carton on edge nearest to IRS label. If shipping via SPC to the IRS National Distribution Center, leave the "To (Consignee)" address field blank.
- 3) **Small SPC packages/boxes/envelopes via SPC:** Affix IRS label to front of package and SPC label to the back. This includes advance distributions and IRS samples.

cut here ..... cut here

Phaser 7300DX - Room 6231    **Print Labels**    **SAVE AS**    **RESET**

**Carton Shipping Label**

Department of the Treasury <b>Internal Revenue Service</b>		Publishing analyst	Phone number	Carton #	of #
GPO Jacket number		Print order number	Program number		
From (Contractor name and address)			To (Consignee)		
Catalog number	Revision (YYYY-MM-DD)				
Product number (Form, Document, Publication, etc)			Product title		
Carton quantity	Requisition number (YY-nnnn)				

Form **6153** (Rev. 3-2006)    Catalog Number 62724N    Department of Treasury - Internal Revenue Service

Phaser 7300DX - Room 6231    **Print Labels**    **SAVE AS**    **RESET**

EXHIBIT 18 – Mixed Shipment Pallet Label

**MIXED SHIPMENT  
PALLET**

**Contractor order #'s:**

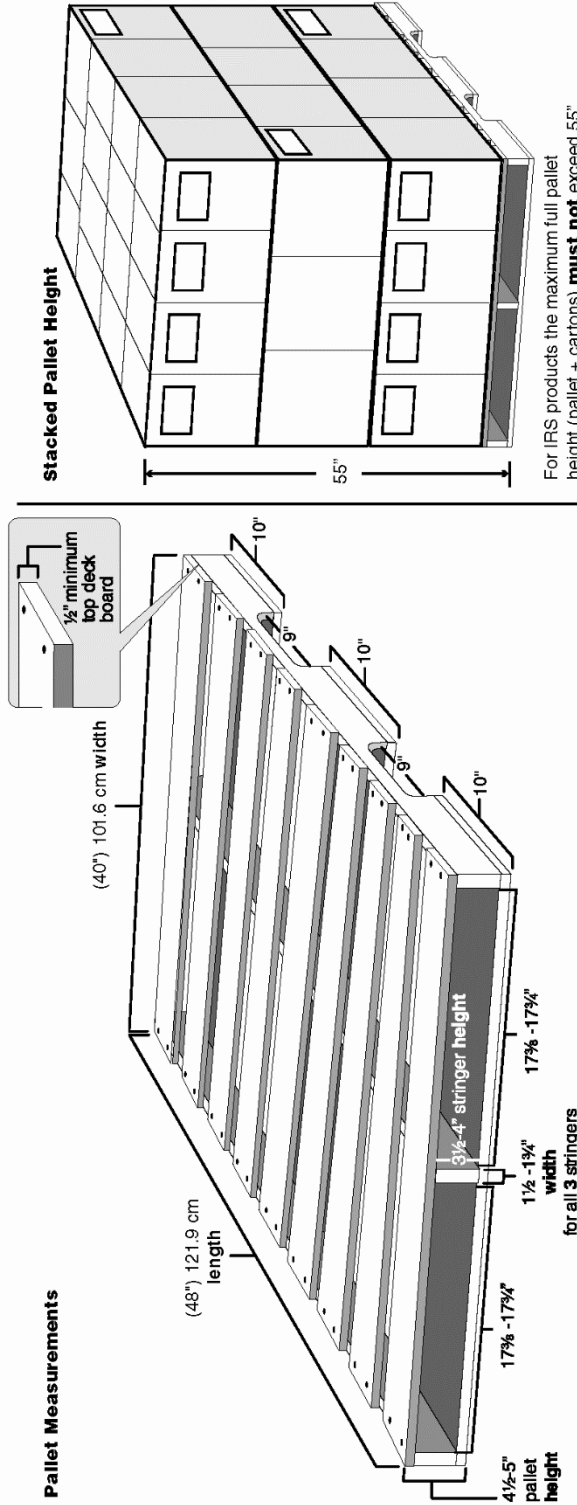
EXHIBIT 19 – IRS Document 12321

**IRS Pallet Specifications**

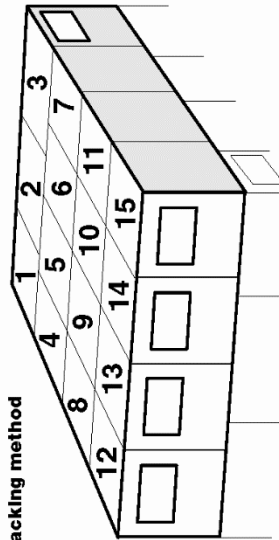
All shipments delivered to the National Distribution Center (NDC), must conform to the specifications outlined in this document. To ensure shipments are 100% compliant and received by the NDC, please reference Publication 4803 and any relating information outlined in the work contract specifications. Non-conformance to the specifications of this document, the standards described in Publication 4803 and or specific instructions outlined in the work contract specifications, may result in corrections at the vendor's expense.



**Pallet Measurements**

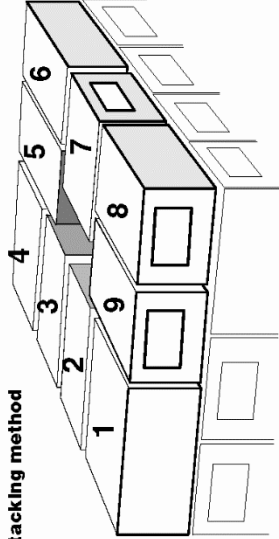


**15 tier stacking method**



Shipments requiring palletization of cartons for non-Standard (i.e. products that are not and can not be folded down to an 8.5' x 11' size without destroying the functionality or integrity of the product) IRS products should be stacked using this 15 tier method.

**9 tier stacking method**



Products that are 8.5' x 11' or can be folded to those dimensions are considered standard IRS products and should be stacked using this 9 tier method.