

PROGRAM TITLE ITEM NO.	2554-S May 16, 2019 through March 31, 2020 Envelopes Used by IRS Mail Processing Centers DESCRIPTION	BASIS OF AWARD	CENVEO WORLDWIDE Stamford, CT		J.J. COLLINS PRINTERS Charleston, IL		HUSKY ENVELOPE Walled Lake, MI		PRINTING RESOURCES Cleveland, OH	
			UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST
I.	<b>PRINTING/CONSTRUCTION:</b>									
1.	Envelope Quantities: 10,000 to 700,000:									
(a)	E-19 ...10-2006...8-7/8 x 3-7/8"...per 1,000 envelopes	51	\$8.32	\$424.32	\$4.85	\$247.35	\$4.52	\$230.52	\$10.23	\$521.73
(b)	E-20...10-2006...12-1/4 x 9-1/4"...per 1,000 envelopes	171	\$46.01	\$7,867.71	\$28.14	\$4,811.94	\$51.33	\$8,777.43	\$59.16	\$10,116.36
(c)	E-25 BR...8-1996...8-7/8 x 3-7/8"...per 1,000 envelopes	15	\$17.13	\$256.95	\$4.85	\$72.75	\$4.52	\$67.80	\$19.75	\$296.25
(d)	E-25 CR...5-2001...8-7/8 x 3-7/8"...per 1,000 envelopes	242	\$14.22	\$3,441.24	\$4.85	\$1,173.70	\$4.52	\$1,093.84	\$10.23	\$2,475.66
(e)	E-44...8-1996...12-1/2 x 9-1/2"...per 1,000 envelopes	514	\$53.59	\$27,545.26	\$28.14	\$14,463.96	\$20.31	\$10,439.34	\$59.16	\$30,408.24
(f)	E-44 B...10-2004...9 x 12"...per 1,000 envelopes	2,666	\$20.62	\$54,972.92	\$28.14	\$75,021.24	\$17.77	\$47,374.82	\$39.42	\$105,093.72
(g)	E-47...8-1996...15 x 10"...per 1,000 envelopes	174	\$130.29	\$22,670.46	\$69.30	\$12,058.20	\$46.01	\$8,005.74	\$75.00	\$13,050.00
(h)	E-73...5-2001...8-7/8 x 3-7/8"...per 1,000 envelopes	944	\$6.62	\$6,249.28	\$4.85	\$4,578.40	\$4.52	\$4,266.88	\$10.23	\$9,657.12
(i)	E-125 L...10-1994...9-1/2 x 4-1/8"...per 1,000 envelopes	2,097	\$9.60	\$20,131.20	\$8.56	\$17,950.32	\$8.39	\$17,593.83	\$15.75	\$33,027.75
(j)	E-125 R...10-1994...9-1/2 x 4-1/8"...per 1,000 envelopes	227	\$9.60	\$2,179.20	\$8.56	\$1,943.12	\$8.39	\$1,904.53	\$20.59	\$4,673.93
(k)	E-130...10-1994...9-1/2 x 4-1/8"...per 1,000 envelopes	480	\$9.60	\$4,608.00	\$8.56	\$4,108.80	\$8.39	\$4,027.20	\$16.50	\$7,920.00
(l)	E-142...2-2002...9-3/4 x 4-1/2"...per 1,000 envelopes	51	\$23.84	\$1,215.84	\$12.84	\$654.84	\$8.99	\$458.49	\$45.00	\$2,295.00
(m)	E-178...9-2003...9-3/4 x 4-3/8"...per 1,000 envelopes	630	\$25.26	\$15,913.80	\$8.78	\$5,531.40	\$8.09	\$5,096.70	\$41.00	\$25,830.00
(n)	E-182 W...3-2000...12-1/2 x 9-1/2"...per 1,000 envelopes	469	\$50.06	\$23,478.14	\$28.14	\$13,197.66	\$27.04	\$12,681.76	\$81.50	\$38,223.50
(o)	E-199...3-1991...9-3/4 x 4-3/8"...per 1,000 envelopes	3,695	\$21.81	\$80,587.95	\$9.37	\$34,622.15	\$6.52	\$24,091.40	\$23.50	\$86,832.50
(p)	E-200 A...9-2017...9-3/4 x 6"...per 1,000 envelopes	93	\$27.70	\$2,576.10	\$12.10	\$1,125.30	\$7.76	\$721.68	\$55.15	\$5,128.95
(q)	E-205...5-2001...8-7/8 x 3-7/8"...per 1,000 envelopes	1,330	\$6.88	\$9,150.40	\$5.88	\$7,820.40	\$5.25	\$6,982.50	\$15.80	\$21,014.00
(r)	E-207...9-2003...9-3/4 x 6"...per 1,000 envelopes	3,391	\$25.00	\$9,775.00	\$12.10	\$4,731.10	\$12.92	\$5,051.72	\$59.45	\$23,244.95
(s)	E-209...9-2003...9 x 12"...per 1,000 envelopes	168	\$93.30	\$15,674.40	\$28.14	\$4,727.52	\$25.05	\$4,208.40	\$88.64	\$14,891.52
(t)	E-211...3-2006...9-3/4 x 4-1/2"...per 1,000 envelopes	76	\$35.63	\$2,707.88	\$12.84	\$975.84	\$8.99	\$683.24	\$56.21	\$4,271.96
(u)	E-212...3-2009...9-3/4 x 6"...per 1,000 envelopes	36	\$51.14	\$1,841.04	\$12.10	\$435.60	\$12.92	\$465.12	\$78.10	\$2,811.60
(v)	E-213...6-2009...9 x 12"...per 1,000 envelopes	10	\$178.29	\$1,782.90	\$28.14	\$281.40	\$25.05	\$250.50	\$165.89	\$1,658.90
2.	Envelope Quantities: 700,001 to 7,000,000:									
(a)	E-142...2-2002...9-3/4 x 4-1/2"...per 1,000 envelopes	24,165	\$12.37	\$298,921.05	\$12.84	\$310,278.60	\$8.43	\$203,710.95	\$26.70	\$645,205.50
(b)	E-178...9-2003...9-3/4 x 4-3/8"...per 1,000 envelopes	5,852	\$10.10	\$59,105.20	\$8.78	\$51,380.56	\$8.09	\$47,342.68	\$23.29	\$136,293.08
(c)	E-182 W...3-2000...12-1/2 x 9-1/2"...per 1,000 envelopes	937	\$44.74	\$41,921.38	\$28.14	\$26,367.18	\$27.05	\$25,345.85	\$73.35	\$68,728.95
(d)	E-205...5-2001...8-7/8 x 3-7/8"...per 1,000 envelopes	21,759	\$5.49	\$119,456.91	\$5.88	\$127,942.92	\$5.25	\$114,234.75	\$14.10	\$306,801.90
3.	Envelope Quantities: 7,000,001 to 50,000,000:									
(a)	E-178...9-2003...9-3/4 x 4-3/8"...per 1,000 envelopes	242,262	\$9.78	\$2,369,322.36	\$8.78	\$2,127,060.36	\$8.09	\$1,959,899.58	\$19.85	\$4,808,900.70
(b)	E-205...5-2001...8-7/8 x 3-7/8"...per 1,000 envelopes	98,878	\$5.43	\$536,907.54	\$5.88	\$581,402.64	\$5.25	\$519,109.50	\$13.65	\$1,349,684.70
II.	<b>STOCK/PAPER:</b>									
1.	<b>24# White Writing or Wove:</b>									
(a)	Trim Size: 8-7/8 x 3-7/8" Envelope Style(s): E-19, E-25 BR, E-25 CR, E-73, & E-205...per 1,000 envelopes	123,219	\$6.10	\$751,635.90	\$6.16	\$759,029.04	\$7.29	\$898,266.51	\$7.08	\$872,390.52
(b)	Trim Size: 9-1/2 x 4-1/8" Envelope Style(s): E-125 L, E-125 R, & E-130...per 1,000 envelopes	2,804	\$7.10	\$19,908.40	\$8.52	\$23,890.08	\$10.62	\$29,778.48	\$10.13	\$28,404.52
(c)	Trim Size: 9-3/4 x 4-1/2" Envelope Style(s): E-142 & E-211...per 1,000 envelopes	24,292	\$10.52	\$255,551.84	\$9.69	\$235,389.48	\$12.04	\$292,475.68	\$16.50	\$400,818.00
(d)	Trim Size: 9-3/4 x 4-3/8" Envelope Style(s): E-178 & E-199...per 1,000 envelopes	254,439	\$7.92	\$2,015,156.88	\$8.50	\$2,162,731.50	\$9.39	\$2,389,182.21	\$17.95	\$4,567,180.05
(e)	Trim Size: 9-3/4 x 6" Envelope Style(s): E-200 A, E-207, & E-212...per 1,000 envelopes	520	\$21.42	\$11,138.40	\$11.56	\$6,011.20	\$12.62	\$6,562.40	\$19.65	\$10,218.00
(f)	Trim Size: 12-1/4 x 9-1/4" Envelope Style(s): E-20...per 1,000 envelopes	171	\$29.69	\$5,076.99	\$26.35	\$4,505.85	\$24.36	\$4,165.56	\$39.33	\$6,725.43
2.	<b>28# White Writing or Wove:</b>									
(a)	Trim Size: 9 x 12" Envelope Style(s): E-44 B, E-209, & E-213...per 1,000 envelopes	2,844	\$28.93	\$82,276.92	\$26.35	\$74,939.40	\$27.25	\$77,499.00	\$48.35	\$137,507.40
(b)	Trim Size: 12-1/2 x 9-1/2" Envelope Style(s): E-44...per 1,000 envelopes	514	\$32.99	\$16,956.86	\$26.35	\$13,543.90	\$22.92	\$11,780.88	\$54.60	\$28,064.40
(c)	Trim Size: 15 x 10" Envelope Style(s): E-47...per 1,000 envelopes	174	\$26.98	\$4,694.52	\$69.30	\$12,058.20	\$54.93	\$9,557.82	\$65.00	\$11,310.00
3.	<b>32# Light Brown Kraft:</b>									
(a)	Trim Size: 12-1/2 x 9-1/2" Envelope Style(s): E-182 W...per 1,000 envelopes	1,406	\$43.44	\$61,076.64	\$50.00	\$70,300.00	\$54.58	\$76,739.48	\$76.62	\$107,727.72

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			UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST
III.	<b>SHIPPING CHARGES:</b>									
1.	Trim Size(s): 8-7/8 x 3-7/8" Envelope No(s): E-19, E-25 BR, E-25 CR, E-73 & E-205:									
(a)	Zone 1...per 1,000 envelopes	454	\$1.85	\$839.90	\$5.06	\$2,297.24	\$3.85	\$1,747.90	\$2.96	\$1,343.84
(b)	Zone 2...per 1,000 envelopes	54,614	\$1.62	\$88,474.68	\$1.13	\$61,713.82	\$3.47	\$189,510.58	\$3.16	\$172,580.24
(c)	Zone 3...per 1,000 envelopes	571	\$3.13	\$1,787.23	\$2.11	\$1,204.81	\$2.95	\$1,684.45	\$3.10	\$1,770.10
(d)	Zone 4...per 1,000 envelopes	365	\$3.06	\$1,116.90	\$1.02	\$372.30	\$2.40	\$876.00	\$2.52	\$919.80
(e)	Zone 5...per 1,000 envelopes	151	\$5.36	\$809.36	\$0.80	\$120.80	\$2.11	\$318.61	\$1.74	\$262.74
(f)	Zone 6...per 1,000 envelopes	188	\$4.00	\$752.00	\$2.44	\$458.72	\$1.76	\$330.88	\$1.63	\$306.44
(g)	Zone 7...per 1,000 envelopes	163	\$4.97	\$810.11	\$1.70	\$277.10	\$0.99	\$161.37	\$1.28	\$208.64
(h)	Zone 8...per 1,000 envelopes	66,023	\$0.54	\$35,652.42	\$0.44	\$29,050.12	\$0.75	\$49,517.25	\$1.28	\$84,509.44
(i)	Zone 9...per 1,000 envelopes	217	\$3.47	\$752.99	\$2.72	\$590.24	\$2.61	\$566.37	\$1.66	\$360.22
(j)	Zone 10...per 1,000 envelopes	178	\$5.71	\$1,016.38	\$2.90	\$516.20	\$2.88	\$512.64	\$2.11	\$375.58
(k)	Zone 11...per 1,000 envelopes	295	\$7.66	\$2,259.70	\$5.03	\$1,483.85	\$4.11	\$1,212.45	\$2.05	\$604.75
2.	Trim Size(s): 9-1/2 x 4-1/8", 9-3/4 x 4-1/2", 9-1/2 x 4-1/2", 9-3/4 x 4-3/8" Envelope No(s): E-125 L, E-125 R, E-130, E-142, E-178, E-199, and E-211									
(a)	Zone 1...per 1,000 envelopes	907	\$2.08	\$1,886.56	\$5.06	\$4,589.42	\$3.85	\$3,491.95	\$5.18	\$4,698.26
(b)	Zone 2...per 1,000 envelopes	138,269	\$1.56	\$215,699.64	\$1.13	\$156,243.97	\$3.47	\$479,793.43	\$5.53	\$764,627.57
(c)	Zone 3...per 1,000 envelopes	1,454	\$2.60	\$3,780.40	\$2.11	\$3,067.94	\$2.95	\$4,289.30	\$5.43	\$7,895.22
(d)	Zone 4...per 1,000 envelopes	933	\$3.25	\$3,032.25	\$1.02	\$951.66	\$2.40	\$2,239.20	\$4.41	\$4,114.53
(e)	Zone 5...per 1,000 envelopes	76	\$10.65	\$809.40	\$0.80	\$60.80	\$2.11	\$160.36	\$3.05	\$231.80
(f)	Zone 6...per 1,000 envelopes	168	\$4.48	\$752.64	\$2.44	\$409.92	\$1.76	\$295.68	\$2.85	\$478.80
(g)	Zone 7...per 1,000 envelopes	829	\$2.31	\$1,914.99	\$1.70	\$1,409.30	\$0.99	\$820.71	\$2.24	\$1,856.96
(h)	Zone 8...per 1,000 envelopes	137,822	\$0.55	\$75,802.10	\$0.44	\$60,641.68	\$0.75	\$103,366.50	\$2.24	\$308,721.28
(i)	Zone 9...per 1,000 envelopes	101	\$7.45	\$752.45	\$2.72	\$274.72	\$2.61	\$263.61	\$2.91	\$293.91
(j)	Zone 10...per 1,000 envelopes	514	\$3.05	\$1,567.70	\$2.90	\$1,490.60	\$2.88	\$1,480.32	\$3.69	\$1,896.66
(k)	Zone 11...per 1,000 envelopes	462	\$7.99	\$3,691.38	\$5.03	\$2,323.86	\$4.11	\$1,898.82	\$3.59	\$1,658.58
3.	Trim Size(s): 9-3/4 x 6" Envelope No(s): E-200 A, E-207, E-212									
(a)	Zone 1...per 1,000 envelopes	18	\$40.16	\$722.88	\$5.06	\$91.08	\$3.85	\$69.30	\$5.92	\$106.56
(b)	Zone 2...per 1,000 envelopes	46	\$16.54	\$760.84	\$1.13	\$51.98	\$3.47	\$159.62	\$6.32	\$290.72
(c)	Zone 3...per 1,000 envelopes	18	\$41.80	\$752.40	\$2.11	\$37.98	\$2.95	\$53.10	\$6.20	\$111.60
(d)	Zone 4...per 1,000 envelopes	76	\$9.90	\$752.40	\$1.02	\$77.52	\$2.40	\$182.40	\$5.04	\$383.04
(e)	Zone 5...per 1,000 envelopes	46	\$17.60	\$809.60	\$0.80	\$36.80	\$2.11	\$97.06	\$3.48	\$160.08
(f)	Zone 6...per 1,000 envelopes	31	\$23.38	\$724.78	\$2.44	\$75.64	\$1.76	\$54.56	\$3.26	\$101.06
(g)	Zone 7...per 1,000 envelopes	31	\$24.27	\$752.37	\$1.70	\$52.70	\$0.99	\$30.69	\$3.26	\$101.06
(h)	Zone 8...per 1,000 envelopes	31	\$24.77	\$767.87	\$0.44	\$13.64	\$0.75	\$23.25	\$3.26	\$101.06
(i)	Zone 9...per 1,000 envelopes	101	\$7.45	\$752.45	\$2.72	\$274.72	\$2.61	\$263.61	\$3.32	\$335.32
(j)	Zone 10...per 1,000 envelopes	46	\$19.27	\$886.42	\$2.90	\$133.40	\$2.88	\$132.48	\$4.22	\$194.12
(k)	Zone 11...per 1,000 envelopes	76	\$15.58	\$1,184.08	\$5.03	\$382.28	\$4.11	\$312.36	\$4.10	\$311.60

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			UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST
4.	Trim Size(s): 9 x 12", 12-1/4 x 9-1/4", 12-1/2 x 9-1/2" Envelope No(s): E-20, E-44, E-44 B, E-182 W, E-209, E-213									
(a)	Zone 1...per 1,000 envelopes	319	\$6.10	\$1,945.90	\$5.06	\$1,614.14	\$8.90	\$2,839.10	\$8.88	\$2,832.72
(b)	Zone 2...per 1,000 envelopes	513	\$6.97	\$3,575.61	\$1.13	\$579.69	\$6.95	\$3,565.35	\$9.48	\$4,863.24
(c)	Zone 3...per 1,000 envelopes	953	\$6.47	\$6,165.91	\$2.11	\$2,010.83	\$7.90	\$7,528.70	\$9.30	\$8,862.90
(d)	Zone 4...per 1,000 envelopes	394	\$8.56	\$3,372.64	\$1.02	\$401.88	\$3.98	\$1,568.12	\$7.56	\$2,978.64
(e)	Zone 5...per 1,000 envelopes	1,498	\$5.17	\$7,744.66	\$0.80	\$1,198.40	\$2.66	\$3,984.68	\$5.22	\$7,819.56
(f)	Zone 6...per 1,000 envelopes	359	\$6.29	\$2,258.11	\$2.44	\$875.96	\$2.85	\$1,023.15	\$4.89	\$1,755.51
(g)	Zone 7...per 1,000 envelopes	391	\$1.85	\$723.35	\$1.70	\$664.70	\$1.90	\$742.90	\$3.84	\$1,501.44
(h)	Zone 8...per 1,000 envelopes	23	\$32.71	\$752.33	\$0.44	\$10.12	\$0.75	\$17.25	\$3.84	\$88.32
(i)	Zone 9...per 1,000 envelopes	124	\$6.07	\$752.68	\$2.72	\$337.28	\$5.22	\$647.28	\$4.98	\$617.52
(j)	Zone 10...per 1,000 envelopes	153	\$10.25	\$1,568.25	\$2.90	\$443.70	\$3.47	\$530.91	\$6.33	\$968.49
(k)	Zone 11...per 1,000 envelopes	208	\$20.29	\$4,220.32	\$5.03	\$1,046.24	\$8.95	\$1,861.60	\$6.15	\$1,279.20
5.	Trim Size(s): 15 x 10" Envelope No(s): E-47									
(a)	Zone 1...per 1,000 envelopes	16	\$45.18	\$722.88	\$5.06	\$80.96	\$8.90	\$142.40	\$11.84	\$189.44
(b)	Zone 2...per 1,000 envelopes	19	\$39.60	\$752.40	\$1.13	\$21.47	\$6.95	\$132.05	\$12.64	\$240.16
(c)	Zone 3...per 1,000 envelopes	11	\$68.40	\$752.40	\$2.11	\$23.21	\$7.90	\$86.90	\$12.40	\$136.40
(d)	Zone 4...per 1,000 envelopes	17	\$44.26	\$752.42	\$1.02	\$17.34	\$3.98	\$67.66	\$10.08	\$171.36
(e)	Zone 5...per 1,000 envelopes	21	\$39.09	\$820.89	\$0.80	\$16.80	\$2.66	\$55.86	\$6.96	\$146.16
(f)	Zone 6...per 1,000 envelopes	14	\$51.77	\$724.78	\$2.44	\$34.16	\$2.85	\$39.90	\$6.52	\$91.28
(g)	Zone 7...per 1,000 envelopes	15	\$50.16	\$752.40	\$1.70	\$25.50	\$1.90	\$28.50	\$5.12	\$76.80
(h)	Zone 8...per 1,000 envelopes	20	\$37.62	\$752.40	\$0.44	\$8.80	\$0.75	\$15.00	\$5.12	\$102.40
(i)	Zone 9...per 1,000 envelopes	11	\$68.40	\$752.40	\$2.72	\$29.92	\$5.22	\$57.42	\$6.64	\$73.04
(j)	Zone 10...per 1,000 envelopes	19	\$46.66	\$886.54	\$2.90	\$55.10	\$3.47	\$65.93	\$8.44	\$160.36
(k)	Zone 11...per 1,000 envelopes	11	\$83.33	\$916.63	\$5.03	\$55.33	\$8.95	\$98.45	\$8.20	\$90.20
	<b>SUBTOTAL</b>			<b>\$7,458,650.95</b>		<b>\$7,137,692.24</b>		<b>\$7,701,140.69</b>		<b>\$15,326,361.23</b>
	<b>PROMPT PAYMENT DISCOUNT</b>		<b>0.00%</b>	<b>\$0.00</b>	<b>0.00%</b>	<b>\$0.00</b>	<b>0.00%</b>	<b>\$0.00</b>	<b>0.00%</b>	<b>\$0.00</b>
	<b>DISCOUNTED TOTALS</b>			<b>\$7,458,650.95</b>		<b>\$7,137,692.24</b>		<b>\$7,701,140.69</b>		<b>\$15,326,361.23</b>

AWARDED

Abstracted by: Linda Price 04/23/2019  
Verified by: Russell Woodmancy/Linda Price 04/23/2019

Awarded To: J.J. Collins & Sons/Printers



**FILE COPY**

April 18, 2019

This is Amendment No. 1. The specifications in our invitation for bids on Program 2554-S, scheduled for opening at April 23, 2019 at 2:00 pm (EDT), are amended as follows:

1. The bid opening date is not extended.
2. On page 13 of the contract specifications, under "Labeling and Marking", after the second paragraph, add, "A sample envelope shall be attached to the outside of each carton near the shipping label. Exact position will be discussed at the post-award conference."
3. On page 14 of the contract specifications, under "Palletizing", at the end of the first paragraph, add, "NOTE: It is anticipated that orders for E-142, E-178, E-199, and E-211 envelopes may require alternate pallet configurations. Exact pallet requirements for these envelopes to be discussed at the post-award conference."

All other specifications remain the same.

If amendment is not acknowledged on bid, direct acknowledgement to:

U.S. Government Publishing Office  
Columbus Regional Office  
1335 Dublin Road, Suite 112-B  
Columbus, OH 43215-7034

Amended bid or acknowledgement must be submitted using the method(s) specified in the solicitation for bid submission. Telephone or e-mail submission is not acceptable.

BIDDER MUST ACKNOWLEDGE RECEIPT OF THIS AMENDMENT PRIOR TO BID OPENING.

Failure to acknowledge receipt of amendment, by amendment number, prior to bid-opening time, may be reason for bid being declared nonresponsive.

Sincerely,

WILLIAM M. LANSKY  
Contracting Officer

WL/lip

**FILE COPY**

2019 APR 19 AM 9:22

REG. MAILING OFFICE

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**THIS SOLICITATION IS FOR THE REPURCHASE OF THE RECENT TERMINATION OF THIS PROGRAM.**

U.S. GOVERNMENT PUBLISHING OFFICE

Columbus, Ohio

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

Envelopes Used by IRS Mail Processing Centers

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

Internal Revenue Service

Single Award

GPO (GPI) PURCHASE  
REGUL. INSTR. 1 REVISED 01/10  
2019 APR -9 PM 3:01

**TERM OF CONTRACT**

The term of this contract is for 1 year (base year period of Date of Award through March 31, 2020) and 4 option year periods (April 1, 2020 through March 31, 2021; April 1, 2021 through March 31, 2022; April 1, 2022 through March 31, 2023; and April 1, 2023 through March 31, 2024). Special attention is directed to the following provision and clauses in Section 1 of this contract: "Option to Extend Term of Contract", and "Economic Price Adjustment."

**BID OPENING**

**Bids shall be publicly opened at 2:00 p.m., prevailing Columbus, Ohio time on April 23, 2019**

**SUBMIT SEALED BID TO**

U.S. Government Publishing Office, Columbus Regional Office, 1335 Dublin Road, Suite 112-B, Columbus, OH 43215. Bid must be clearly marked on the outermost envelope/package with company name and address of the bidder, program number, and bid opening date. Bidder's option to telefax bid to Columbus RO, (614) 488-4577. Telegraphic and e-mail bids transmitted to GPO offices WILL NOT be considered. GPO personnel WILL NOT validate receipt of any bid prior to bid opening.

**BIDDERS PLEASE NOTE**

Bidders are cautioned to familiarize themselves with all provisions of this contract before bidding.

The GPO 910 "BID" Form is no longer required. Bidders are to fill out, sign/initial, as applicable, all pages of SECTION 4. – SCHEDULE OF PRICES.

GPO has issued a new GPO Publication 310.2, GPO Contract Terms – Solicitations Provisions, Supplemental Specifications, and Contract Clause (Rev. 1-18). Prospective bidders should carefully read this publication as the applicable terms within become an integral part of this contract. The document is posted at: <https://www.gpo.gov/how-to-work-with-us/vendors/forms-and-standards> along with a list of major revisions.

Abstract of bids available at: <https://www.gpo.gov/how-to-work-with-us/vendors/contract-pricing>.

For information of a technical nature call Linda Price at (614) 488-4616, ext. 7 (No collect calls).

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**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 (Rev. 08/02)).

- 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.pdf>

**SUBCONTRACTING**

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

**QUALITY ASSURANCE LEVELS AND STANDARDS**

The following levels and standards shall apply to these specifications:

Product Quality Levels:

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

Inspection Levels (from ANSI/ASQC Z 1.4):

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

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

<u>Attribute</u>	<u>Specified Standard</u>
P-7. Type Quality and Uniformity	Average Type Dimension (see Envelope Specification Sheets attached)
P-9. Solid and Screen Tint Color Match	Pantone Matching System

**CONTRACTOR'S QUALITY CONTROL PROCEDURES**

The contractor shall, prior to start-up, put into effect within his own organization, and maintain throughout the life of this contract, an independent quality assurance organization.

This unit shall be of sufficient size and expertise to monitor, perform, or have performed the process controls, inspections, and tests necessary to assure that production and delivery of envelopes meets these specifications and Government requirements.

The contractor shall be required to correct each defect or error found during the inspection of work either in process or completed.

The contractor shall submit in writing to the Contracting Office, within 2 workdays after request by GPO, the details of their Quality Control Program. The proposed program is subject to Government approval. This program shall, at a minimum, address the following:

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1. Where and by whom daily process controls and inspections will be performed. Contractor shall state the number of people and the assignments that shall be permanently assigned to this program.
2. Appointment of an official or officials who shall be responsible for both the operation of the quality control system/department and for investigating and ascertaining the causes of defects/deficiencies found during production and in envelopes shipped, as reported by IRS.
3. How and when daily inspection and tests or reviews will be held to check for:
  - a. correct addressing;
  - b. acceptable printing, and
  - c. size, squareness, and parallel measurements.
4. Actions that will be taken when defects/deficiencies are detected.

Failure to maintain the Quality Control Program in accordance with the plan submitted and approved by the Government may result in the Government's termination of the contract for default.

#### **OPTION TO EXTEND 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 5 years (**March 31, 2024**) 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" clause 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.

#### **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 **Date of Award through March 31, 2020**, 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.



### **PRE-AWARD SURVEY**

In order to determine the responsibility of the prime contractor or any subcontractor, the Government reserves the right to conduct an on-site pre-award 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.

### **POST-AWARD CONFERENCE**

Unless waived by the Government, the total requirements of the job as indicated in these specifications will be reviewed by Government representative(s) with the contractor's representative(s) at the contractor's plant immediately after award.

### **ASSIGNMENT OF JACKETS, PURCHASE AND PRINT ORDERS**

A GPO jacket number will be assigned and a purchase order issued to the contractor to cover work performed. The purchase order may be supplemented by an individual "Print Order" for each job placed with the contractor. The print order, when issued, will indicate the quantity to be produced and any other information pertinent to the particular order.

### **ORDERING**

Items to be furnished under the contract shall be ordered by the issuance of print orders by the Government. Orders may be issued under the contract from **Date of Award through March 31, 2020** plus for such additional period(s) as the contract is extended. All print orders issued hereunder are subject to the terms and conditions of the contract. The contract shall control in the event of conflict with any print order. A print order shall be "issued" upon notification by the Government for purposes of the contract when it is electronically transmitted or otherwise physically furnished to the contractor in conformance with the schedule.

### **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(s) 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(s), requirements in excess of the limit on total orders under this contract, if any.

Orders issued during the effective period of this contract and not completed within that time shall be completed by the contractor(s) within the time specified in the order, and the rights and obligations of the contractor(s) 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(s) 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 print orders issued in accordance with the "Ordering" clause of this contract.

**DELIVERY/SHIPPING STATUS INFORMATION**

Contractors are to report information regarding each order for compliance reporting purposes and include date of delivery (or shipment if applicable) for proofs and delivery schedules in accordance with the contract requirements by contacting Columbus RO via e-mail to [trackcolumbus@gpo.gov](mailto:trackcolumbus@gpo.gov), or by calling (614) 488-4616, ext. 6, or by faxing to (614) 488-4577. Personnel receiving e-mail, phone call, or fax may be unable to respond to questions of a technical nature or transfer any inquiries.

**PAYMENT**

Partial Payments, as defined in GPO Pub. 310.2, Contract Terms, Contract Clause 25, are authorized.

Submitting all invoices for payment via the GPO fax gateway (if no samples are required) utilizing the GPO barcode coversheet program application is the fastest method of getting paid. The information for using this method can be found at: <https://winapps.access.gpo.gov/fms/vouchers/barcode/instructions.html>.

Invoices may also be mailed to: U.S. Government Publishing Office, Office of Financial Management, Attn: Comptroller, Stop: FMCE, Washington, DC 20401. 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>.

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 e-mail to: [infocolumbus@gpo.gov](mailto:infocolumbus@gpo.gov).

Contractor's billing invoice must be itemized in accordance with the line items in the "SECTION 4. -SCHEDULE OF PRICES." Failure to itemize invoice may result in delay of payment.

**SECTION 2. – SPECIFICATIONS**

**SCOPE**

These specifications cover the production of envelopes requiring such operations as reproducibles, printing, construction, packing, and distribution.

These envelopes are used in the processing of time sensitive taxpayer correspondence. Complete production and timely delivery, are critical to the mission of the IRS. Failure to receive envelopes on schedule can cause stock outages and excess cost and/or work stoppages or costly work-arounds at IRS processing centers.

**TITLE**

Envelopes Used by IRS Mail Processing Centers.

**NUMBER OF ORDERS/FREQUENCY OF ORDERS/QUANTITY**

Based on anticipated usage, approximately 219 orders will be placed on this program for various IRS offices.

Approximately 10,000 to 50,000,000 envelopes per order. Minimum quantity is 10,000 envelopes.

Orders may be placed throughout the year, however it is anticipated at this time that the majority of orders will be placed quarterly. Refer to “Schedule” under “Partial Deliveries” for additional information concerning orders for CPS-East, Detroit, MI; CPS-West, Ogden, UT; and NDC, Bloomington, IL locations.

No variation in quantities ordered on the individual print orders will be allowed.

The following estimated annual orders and estimated annual quantities are anticipated:

**ORDERS FROM 10,000 TO 700,000 ENVELOPES PER ORDER**

Envelope	Rev Date	Trim Size	Annual Orders	Annual Quantity	Most Orders Between	
E-19	10-2006	8-7/8 x 3-7/8”	1	51,000	25,000	75,000
E-20	10-2006	12-1/4 x 9-1/4”	4	171,000	10,000	75,000
E-25 BR	8-1996	8-7/8 x 3-7/8”	1	15,000	10,000	25,000
E-25 CR	5-2001	8-7/8 x 3-7/8”	12	242,000	10,000	75,000
E-44	8-1996	12-1/2 x 9-1/2”	13	514,000	10,000	75,000
E-44 B	10-2004	9 x 12”	29	2,666,000	10,000	525,000
E-47	8-1996	15 x 10”	11	174,000	10,000	25,000
E-73	5-2001	8-7/8 x 3-7/8”	9	944,000	50,000	225,000
E-125 L	10-1994	9-1/2 x 4-1/8”	32	2,097,000	10,000	250,000
E-125 R	10-1994	9-1/2 x 4-1/8”	2	227,000	50,000	175,000
E-130	10-1994	9-1/2 x 4-1/8”	10	480,000	10,000	100,000
E-142	2-2002	9-3/4 x 4-1/2”	1	51,000	25,000	75,000

Envelope	Rev Date	Trim Size	Annual Orders	Annual Quantity	Most Orders Between	
E-178	9-2003	9-3/4 x 4-3/8"	5	630,000	50,000	325,000
E-182 W	3-2000	12-1/2 x 9-1/2"	1	469,000	450,000	475,000
E-199	3-1991	9-3/4 x 4-3/8"	20	3,695,000	50,000	525,000
E-200 A	9-2017	9-3/4 x 6"	3	93,000	25,000	50,000
E-205	5-2001	8-7/8 x 3-7/8"	15	1,330,000	10,000	175,000
E-207	9-2003	9-3/4 x 6"	6	391,000	25,000	125,000
E-209	9-2003	9 x 12"	5	168,000	10,000	100,000
E-211	3-2006	9-3/4 x 4-1/2"	1	76,000	50,000	100,000
E-212	3-2009	9-3/4 x 6"	2	36,000	10,000	25,000
E-213	6-2009	9 x 12"	1	10,000	10,000	25,000

**ORDERS FROM 700,001 TO 7,000,000 ENVELOPES PER ORDER**

Envelope	Rev Date	Trim Size	Annual Orders	Annual Quantity	Most Orders Between	
E-142	2-2002	9-3/4 x 4-1/2"	10	24,165,000	1,750,000	3,625,000
E-178	9-2003	9-3/4 x 4-3/8"	1	5,852,000	5,825,000	5,875,000
E-182 W	3-2000	12-1/2 x 9-1/2"	1	937,000	925,000	950,000
E-205	5-2001	8-7/8 x 3-7/8"	4	21,759,000	3,875,000	6,025,000

**ORDERS FROM 7,000,001 TO 50,000,000 ENVELOPES PER ORDER**

Envelope	Rev Date	Trim Size	Annual Orders	Annual Quantity	Most Orders Between	
E-178	9-2003	9-3/4 x 4-3/8"	11	244,262,000	7,475,000	29,275,000
E-205	5-2001	8-7/8 x 3-7/8"	8	98,878,000	7,750,000	16,525,000

**GOVERNMENT TO FURNISH**

Print Orders and furnished material will be submitted via e-mail, files will be in PDF. An occasional order may be issued via fax.

IRS Specification Sheets.

IRS Form 6153 (Rev. 3-2006) Cat. No. 62724N carton shipping label with marking specifications. See Exhibit 1.

Print Orders (GPO Form 2511).

Blue and Yellow Labels and Selection Certificates (GPO Form 2678).

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

### **ENVELOPE SPECIFICATION SHEETS**

The specification sheets of envelopes, Attachments 1 to 22 are representative of the requirements which will be ordered under this contract. Contractor will be expected to create necessary artwork from the furnished Envelope Specification Sheet. Artwork shall be in accordance with USPS DMM regulations.

Note that each specification sheet contains copy change areas for return and mailing addresses and for the inclusion of Permit Mail Indicum (Indicia required) which are allowable for that envelope. An N/A in the copy change or indicia required boxes means that no copy change is allowed in that area. Additional copy change areas are anticipated throughout the term of the contract, including the addition of envelope version identifiers on the constructed back of envelope.

IMb barcoding is to be applied when mailing addresses are requested. Envelopes E-25 BR, E-25 CR, E-44, E-47, E-73, E-130, and E-200 A have copy changes for mailing address.

### **CONTRACTOR TO FURNISH**

All materials and operations, other than those listed under "Government to Furnish", necessary to produce the products in accordance with these specifications.

### **QUARTERLY ORDER TRACKING REPORT**

Contractor to create a Quarterly Order Tracking Report in Excel or similar spreadsheet software. See Exhibit 6, for a sample report layout with required column headers. The report will be completed in three phases with multiple editions. Each edition of the report will have its own naming convention. File naming conventions will be determined at the Post-Award Conference.

#### **Phase 1: Initial Quarterly Order Tracking Report**

The Quarterly Order Tracking Report will be created by the contractor and sent to the IRS Program Specialist and GPO personnel, via e-mail, within 2 workdays after all quarterly orders have been placed.

The Initial Report will list all print orders received for that quarter and all cells for each print order will be completed with the exception of "Actual Ship", "Expected Delivery", "Actual Delivery", "Trucking Company", and "PRO Number".

#### **Phase 2: Updates to Quarterly Order Tracking Report**

The Quarterly Order Tracking Report will be updated by the contractor and sent to the IRS Program Specialist and GPO personnel via e-mail. Frequency of the reports will be discussed at the Post-Award Conference.

Contractor to update the Quarterly Order Tracking Report with each "Actual Ship" date and each "Actual Delivery" date. The updates to the report will include completing cells for "Actual Ship", "Expected Delivery", "Actual Delivery", "Trucking Company", and "PRO Number". If contractor uses LTL or company trucks for delivery, adequate shipping documentation must be included in the "Trucking Company" and "PRO Number" cells.

### **Phase 3: Final Quarterly Order Tracking Report**

The Quarterly Order Tracking Report will be updated by the contractor and sent to the IRS Program Specialist and GPO personnel, via e-mail, within 2 workdays of the last order delivery.

Contractor to update the Quarterly Order Tracking Report and all cells for each print order placed during that quarter.

### **REPRODUCIBLES**

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

### **PROOFS**

None required, however, the contractor will be responsible for performing all necessary proofreading to insure that the final product is in conformity with the Envelope Specification Sheet submitted and USPS postal regulations. Should there be a discrepancy between the Print Order and the Envelope Specification Sheet provided, and/or USPS postal regulations, the contractor must contact IRS to ensure the correct information is printed.

### **STOCK/PAPER**

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

White Writing or Wove Envelopes, basis size 17 x 22", 24 lbs. per 500 sheets, equal to JCP Code V20 (E-19, E-20, E-25 BR, E-25 CR, E-73, E-125 L, E-125 R, E-130, E-142, E-178, E-199, E-200 A, E-205, E-207, E-211, and E-212).

EXCEPTION TO V20: The requirement for post-consumer fiber (as specified in the Government Paper Specification Standards No. 12) for this contract is waived; however, the addition of post-consumer fiber is encouraged provided that the requirements of this standard are met. All other attributes remain the same.

White Writing or Wove Envelopes, basis size 17 x 22", 28 lbs. per 500 sheets, equal to JCP Code V20 (E-44, E-44 B, E-47, E-209, and E-213). EXCEPTION TO V20: The requirement for post-consumer fiber (as specified in the Government Paper Specification Standards No. 12) for this contract is waived; however, the addition of post-consumer fiber is encouraged provided that the requirements of this standard are met. The basis weight requirement for the envelopes listed in this paragraph is 28 lbs. per 500 sheets. All other attributes remain the same.

Light-Brown (Kraft Shade) Envelopes, basis size 17 x 22", 32 lbs. per 500 sheets, equal to JCP Code V10 (E-182 W only). EXCEPTION TO V10: The requirement for post-consumer fiber (as specified in the Government Paper Specification Standards No. 12) for this contract is waived; however, the addition of post-consumer fiber is encouraged provided that the requirements of this standard are met. All other attributes remain the same.

### **PRINTING**

Envelopes print face and back after construction as indicated on the furnished specification sheets. The E-142, E-211, E-212, and E-213 print in black ink plus 1 additional Pantone ink color. All other envelopes print in black ink only.

The E-142, E-212, and E-213 envelopes print black ink with a PMS 347U Green box with "Certified Mail" reversed to white. Box bleeds onto flap and prints to window edge.

The E-211 envelope prints in black ink with a PMS 185U Red box with "Registered Mail" reversed to white. The box bleeds onto flap and prints to window edge.

The E-19, E-20, and E-205 envelopes do not provide for ordering offices to submit copy changes to the return address, mailing address, or indicia area and are to be printed as they appear on their respective specification sheet without alteration or personalization.

All other envelopes will have copy change areas and/or indicia requirements, with or without postal markings. Envelopes with copy changes in Area B, E-25 BR, E-25 CR, E-44, E-47, E-73, E-130, and E-200 A, will require contractor to correctly apply USPS IMb. Contractor must produce and position individual bar codes to match mailing address printed on envelope.

The E-19 and E-20 envelopes both have a 1/2" bleed border that prints 1/4" on constructed face and 1/4" constructed back of envelopes.

The E-25 CR, E-73, E-199, and E-205 envelopes have 1/4" solid black boxes in two locations. Boxes print 1/8" on constructed face and 1/8" constructed back and flap.

Printing shall be in accordance with the requirements for the type of envelope ordered. 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).

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

All envelopes, with the exception of the E-182 W require a security tint printed on the constructed interior of the envelope in black ink. Contractor may use stock design (no proprietary design or company logos allowed) for security tint but must guarantee that the product will ensure complete opacity, and prevent show through of any material contained therein.

### **MARGINS**

Follow margins on the Government furnished specification sheets.

### **CONSTRUCTION OF ENVELOPES**

These specifications must be adhered to at all times to ensure accuracy of the system and to provide smooth flowing operations through the following equipment:

- Inserters:
  - Bell & Howell Enduro
  - Bell & Howell Forerunner
  - Bowe Bell & Howell A743
  - Neopost DS140
  - Mailcrafter 98-6+4 RM Edge
- Postage Meters:
  - Neopost IS-5000

Unless indicated otherwise on the Envelope Specification Sheet and with exceptions for the E-178 and E-182 W provided below, envelopes shall be open side with high cut diagonal or side seam construction. Flaps to be constructed as indicated on individual specification sheets. Follow specifications sheets, Attachments 1 to 22 for the exact requirements of each envelope for construction including seam and flap requirement.

Envelopes with diagonal seams shall be sufficiently high cut so as to prevent the flap adhesive from contacting the envelope contents. The sealed seams shall not adhere to the inside of the envelope.

The construction of the E-178 envelope, when ordered in excess of 700,000 envelopes per print order, will require a side seam with a McIntyre cut.

The E-182 W envelope shall be open side with a center seam. The open side with center seam of envelope creates a flap (safety fold) along the bottom 12-1/2" dimension, this flap to be sufficiently glued on to the back of the envelope with a minimum height of 1-1/16". Finished trim size is 12-1/2 x 9-1/2".

Envelopes shall be free from cuts, folds, tears, machine marks, foreign matter, dirt, ink smears, and adhesive stains.

### **FLAP ADHESIVE**

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. Cohesive flap glue required for the E-182 W envelope.

The flap adhesive shall be uniformly applied and have a minimum thickness of 0.015mm (0.0006 inch). The flap shall be capable of being quickly and securely sealed using finger tips 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.

Size of flap: The minimum flap size shall be as follows:

- For envelopes equal to or less than 9-3/4 x 5-3/4" sealing flap must exceed the throat by at least 3/4".
- For envelopes larger than 9-3/4 x 5-3/4" the sealing flap must exceed the throat by at least 1-1/2".

NOTE: See individual specification sheets for additional flap requirements.

EXCEPTION: The E-182 W envelope has a pressure sensitive cohesive coating and is not folded down in packaging.

**SPLIT GUMMING IS NOT PERMITTED ON ANY ENVELOPE.**

### **WINDOWS**

Windows for the E-44 B, E-125 L, E-125 R, E-142, E-178, E-182 W, E-199, E-205, E-207, E-209, E-211, E-212, and E-213 envelopes, shall have rounded or slightly rounded corners, shall be the size and location specified on the specification sheets included on this contract, and shall comply with all applicable U.S. Postal Service regulations.

Windows for the E-44 B, E-125 L, E-125 R, E-182 W, E-199, and E-205 envelopes are rectangular in shape.

Windows for the E-142, E-178, E-207, E-209, E-211, E-212, and E-213 envelopes are multi-dimensional in shape.

The window shall be covered on the inside with a clear polystyrene window material glued securely on all interior edges so as not to interfere with insertion of contents. The clear polystyrene window material shall be free of conditions which would prevent being machine read by USPS and IRS equipment.

NOTE: All window covering material MUST BE TRANSPARENT. Window covering for E-178, E-207, E-209, E-212, and E-213 must have 1.5 mil thickness. All other window coverings to be between 1.2 mil and 1.5 mil thickness.

## **PACKING**

Envelopes shall be un-banded and sealing flap on open side shall be folded down, except the E-182 W. The shipping container shall be closed/sealed in accordance with GPO Contract Terms.

Envelopes must not be packed in oversized containers. All envelopes shall be securely packed in containers so as to prevent curling or warping due to excessive space. Spacers or fillers should only be added to the last shipping container to complete an odd order quantity.

Envelope sizes smaller than 9-3/4 x 6": Pack in units of 500 envelopes in close-fitting boxes and then pack 5 boxes into shipping containers.

Envelope size 9-3/4 x 6": Pack in units of 1,500 envelopes per shipping container, no inner packaging.

Envelope sizes larger than 9-3/4 x 6": Pack in units of 500 envelopes per shipping container, no inner packaging.

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).

## **LABELING AND MARKING**

Reproduce partially completed IRS Form 6153 Carton Shipping Label from furnished PDF file, filling in appropriate information for Carton numbers and From (Contractor name and address) boxes and attach to shipping containers. See Exhibit 1.

A contractor generated label may be used in lieu of the provided label except for shipments delivered to the IRS NDC, Bloomington, IL. IRS NDC containers must be labeled with IRS Form 6153. IRS must approve any contractor generated label proposed. See Exhibit 2.

When pallets contain mixed shipments, contractor to apply the "Mixed Shipment Pallet" label, with the print order numbers indicated that are on the pallet. See Exhibit 3.

When Blue Label and/or Yellow Label cartons are included on a pallet, the pallet is to be labeled with the "Sample Boxes Pallet" label, with the print order numbers indicated that are on the pallet. See Exhibit 4.

## **PALLETIZING**

Palletizing is required if an order has at least 18 shipping containers going to one destination. Multiple print orders may be palletized together, provided that there shall be no more than one partial pallet per destination. When shipping mixed pallets, a "Mixed Shipment" Pallet label must be affixed to the pallet, with the print order numbers indicated that are on the pallet. See Exhibit 3.

Except for Size, pallets must conform with Federal Specifications NN-P 71C, and any amendments thereto, as follows: Type III, Group 2 or 3, four way (partial) flush pallet, size L 48" x W 40". Full entry MUST be on the 40" width.

Strict adherence to these dimensions is necessary to meet requirements of IRS storage facilities. Receipt of incorrect pallet construction 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. Shipping containers must be fastened securely to the pallet in a manner that will prevent lateral movement but will permit ready removal without damage to the containers.

Pallets shall be stacked with reverse layer pattern to insure acceptance and safe delivery by common carriers. Maximum height (including pallet) 55". See Exhibit 5. If this is not possible due to custom carton sizes for envelopes, other stacking patterns may be accepted with the application of corner protectors.

Palletized material shall be secured on pallet(s) by stretch-wrap plastic or plastic shrink-wrap. Pallets shall be suitably packed so as to insure acceptance and safe delivery by common carrier.

Non-compliance with any of the palletizing requirements may be cause for the Government to reject the shipment at destination and return it to the contractor at the contractor's expense. After giving notice of deficiency and affording the contractor an opportunity and a reasonable time to correct, the Government, at its option, may re-palletize in accordance with the specifications and charge all costs to the contractor.

### **DEPARTMENTAL RANDOM COPIES (BLUE LABEL/YELLOW LABEL)**

Each order will require two sets of departmental random copies with each partial delivery and with the complete and final delivery. One set must be labeled with the government furnished Blue Label (GPO Form 2678 – Certificate of Selection of Random Copies) and one set must be labeled with a contractor furnished Yellow Label (Blue Label information copied onto yellow paper). See Exhibit 4.

All orders must be divided into equal sublots as indicated on the individual print order, usually 200 sublots. A random "Blue Label" copy and a random "Yellow Label" copy must be selected from each subplot (usually 200 Blue Label copies and 200 Yellow Label copies). Do not choose copies from the same general area in each subplot.

The contractor will be required to certify that all copies were selected as directed using GPO Form 917 – Certificate of Selection of Random Copies (located on [www.gpo.gov](http://www.gpo.gov)). The GPO Form 917 shall be packaged with the "Blue Label" copies. The random copies constitute a part of the total quantity ordered, and no additional charge will be allowed.

These randomly selected copies must be packed separately and identified by a special label (GPO Form 2678 – Departmental Random Copies (Blue Label)) that must be printed on blue paper for "Blue Label Copies" and yellow paper for "Yellow Label Copies" and affixed to each affected container. The containers and their contents shall be recorded separately on all shipping documents and sent in accordance with the "Distribution" clause below.

A copy of the print order/specification and a signed Certificate of Selection of Random Copies must be included with the "Blue Label" copies. These forms can be downloaded from [www.gpo.gov](http://www.gpo.gov).

A copy of the print order/specification must be included with the "Yellow Label" copies.

### **INSPECTION SAMPLES**

When indicated on the print order, or otherwise requested, two samples shall be sent for inspection to the U.S. Government Publishing Office, Columbus Regional Office, 1335 Dublin Road, Suite 112B, Columbus, Ohio 43215-7034, Attn: Inspection Samples.

These samples cannot be deducted from the total quantity ordered. The package or envelope containing the samples shall be identified by the GPO jacket number, program number, print order number, title, and include a facsimile of the print order on which they were ordered. The contractor will comply with the shipping schedule regardless of this requirement and will be notified of the test results only if there are deficiencies.

### **DISTRIBUTION**

Deliver f.o.b. destination to the address(s) indicated on the individual print order. Most of the orders will deliver to California, Utah, Texas, Missouri, Illinois, Tennessee, Kentucky, Michigan, Georgia, West Virginia, and New York. See "Explanation of Shipping Zones" in Section 4 "Schedule of Prices".

Due to high security at IRS Facilities, detailed information may be required from delivery carriers to confirm the identity of the driver and equipment used for delivery. Additionally, 24 to 48 hour advance e-mail notification of intended deliveries shall be required to schedule availability of loading/unloading docks. Notification to delivery point and scheduling of deliveries is an integral part of the distribution requirements and will be discussed at the post-award conference.

At same time as bulk delivery is made, 10 printed samples of each order must be banded with a copy of the print order wrapped around or attached to the front of the envelopes. Sample packages are to be consolidated into a large carton and delivered to: IRS ATTN: Brian Anderson, Stop 69A, 201 W. Rivercenter Blvd., Covington, KY 41011.

On the same day that the product ships/delivers, the contractor must notify the ordering agency via e-mail (addresses provided on individual print orders) of the distribution. The subject line of the message shall be "Distribution Notice for Program 2554-S, Print Order (enter print order number)". The e-mail must provide all applicable tracking numbers, shipping method, and program title. Contractor must be able to provide copies of all delivery, mailing, and shipping receipts (as applicable) upon agency request.

### **SCHEDULE**

Adherence to this schedule must be maintained. Contractor must not start production of any job prior to receipt of the individual print order (GPO Form 2511) and specification sheet via e-mail or fax.

Orders will be placed/confirmed as follows:

1. The agency will notify the contractor, by e-mail or telephone, when an order(s) is/are ready to be placed.
2. The agency will then e-mail or fax the print order(s) and specification sheet(s) and will indicate the agency individual(s) to be contacted upon receipt of the e-mail or fax.
3. The contractor must notify the individual(s) as indicated within 60 minutes after notification to confirm receipt of print order(s) and specification sheet(s).

The ship/deliver date indicated on the print order is the date products must be received at each destination.

Upon completion of each order, the contractor is to notify the Columbus RO of the date of delivery. See Exhibit 6.

Although orders may be placed at any time during the contract term, it is anticipated that most orders will be placed per the schedule below:

- Quarter 1 – Orders to contractor the first or second full week of November
- Quarter 2 – Orders to contractor the first or second full week of February
- Quarter 3 – Orders to contractor the first or second full week of May
- Quarter 4 – Orders to contractor the first or second full week of August

It is anticipated that End of Fiscal Year (EOFY) orders may be placed during the month of September.

### **PARTIAL DELIVERIES**

Any envelope delivering to any location may require partial deliveries. It is anticipated that orders delivering to the CPS-East (Detroit, MI), CPS-West (Ogden, UT), and some orders delivering to NDC (Bloomington, IL) locations for the E-142, E-178, E-182 W, and E-205 envelopes will require partial deliveries. When partial deliveries are required, the Government will make every attempt to order partial deliveries in quantities constituting a full truckload. Anticipate the following:

- E-142: Anticipate up to 5 partial deliveries per order.
- E-178: Anticipate up to 25 partial deliveries per order.
- E-182 W: Anticipate up to 5 partial deliveries per order.
- E-205: Anticipate up to 20 partial deliveries per order.

### **ACCELERATED SCHEDULE**

Approximately 2% to 3% of orders will require complete production and delivery within 8 to 15 workdays. Quantity requested per envelope for single deliveries will not exceed 100,000. Quantity requested per envelope for partial deliveries will not exceed 500,000 (initial partial delivery plus up to 4 additional partial deliveries). Premium payments for accelerated schedule are not authorized.

### **REGULAR SCHEDULE**

Complete production and delivery (or initial partial delivery) will be required within 25 and 45 workdays of receipt of print order. Subsequent partial deliveries will occur between 2 and 30 workdays of delivery of previous partial delivery. Partial deliveries will consist of 250,000 to 4,000,000 envelopes. Individual print order will indicate the quantity of and the due dates of each partial delivery.

### **RECEIPT FOR DELIVERY**

Contractor must furnish own receipts for delivery. These receipts must include the GPO jacket, program, and print order numbers; 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.

**SECTION 3. – DETERMINATION OF AWARD**

The Government will determine the lowest bid by applying the prices offered in the “Schedule of Prices” to the following units of production which are the estimated requirements to produce one year’s orders 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 “Schedule of Prices”.

I. 1.	(a) 51	III. 1.	(a) 454	III. 4.	(a) 319
	(b) 171		(b) 54,614		(b) 513
	(c) 15		(c) 571		(c) 953
	(d) 242		(d) 365		(d) 394
	(e) 514		(e) 151		(e) 1,498
	(f) 2,666		(f) 188		(f) 359
	(g) 174		(g) 163		(g) 391
	(h) 944		(h) 66,023		(h) 23
	(i) 2,097		(i) 217		(i) 124
	(j) 227		(j) 178		(j) 153
	(k) 480		(k) 295		(k) 208
	(l) 51				
	(m) 630	2.	(a) 907	5.	(a) 16
	(n) 469		(b) 138,269		(b) 19
	(o) 3,695		(c) 1,454		(c) 11
	(p) 93		(d) 933		(d) 17
	(q) 1,330		(e) 76		(e) 21
	(r) 391		(f) 168		(f) 14
	(s) 168		(g) 829		(g) 15
	(t) 76		(h) 137,822		(h) 20
	(u) 36		(i) 101		(i) 11
	(v) 10		(j) 514		(j) 19
			(k) 462		(k) 11
2.	(a) 24,165	3.	(a) 18		
	(b) 5,852		(b) 46		
	(c) 937		(c) 18		
	(d) 21,759		(d) 76		
3.	(a) 244,262		(e) 46		
	(b) 98,878		(f) 31		
			(g) 31		
II. 1.	(a) 123,219		(h) 31		
	(b) 2,804		(i) 101		
	(c) 24,292		(j) 46		
	(d) 254,439		(k) 76		
	(e) 520				
	(f) 171				
2.	(a) 2,844				
	(b) 514				
	(c) 174				
3.	(a) 1,406				

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**SECTION 4. – SCHEDULE OF PRICES**

Bids offered are f.o.b. destination to various destinations.

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.

**I. PRINTING/CONSTRUCTION:** Prices must be all-inclusive and must include the cost of all required materials and operations necessary for the complete production (including printing, construction, shipping containers, all necessary pallets, packaging materials, labeling and marking) of the product listed in accordance with these specifications except for Items II. Stock/Paper and III. Shipping Charges.

1. Envelope Quantities: 10,000 to 700,000

	<u>Env #</u>	<u>Rev Date</u>	<u>Trim Size</u>	
(a)	E-19	10-2006	8-7/8 x 3-7/8"	.....per 1,000 envelopes .....\$ _____
(b)	E-20	10-2006	12-1/4 x 9-1/4"	.....per 1,000 envelopes .....\$ _____
(c)	E-25 BR	8-1996	8-7/8 x 3-7/8"	.....per 1,000 envelopes .....\$ _____
(d)	E-25 CR	5-2001	8-7/8 x 3-7/8"	.....per 1,000 envelopes .....\$ _____
(e)	E-44	8-1996	12-1/2 x 9-1/2"	.....per 1,000 envelopes .....\$ _____
(f)	E-44 B	10-2004	9 x 12"	.....per 1,000 envelopes .....\$ _____
(g)	E-47	8-1996	15 x 10"	.....per 1,000 envelopes .....\$ _____
(h)	E-73	5-2001	8-7/8 x 3-7/8"	.....per 1,000 envelopes .....\$ _____
(i)	E-125 L	10-1994	9-1/2 x 4-1/8"	.....per 1,000 envelopes .....\$ _____
(j)	E-125 R	10-1994	9-1/2 x 4-1/8"	.....per 1,000 envelopes .....\$ _____
(k)	E-130	10-1994	9-1/2 x 4-1/8"	.....per 1,000 envelopes .....\$ _____
(l)	E-142	2-2002	9-3/4 x 4-1/2"	.....per 1,000 envelopes .....\$ _____
(m)	E-178	9-2003	9-3/4 x 4-3/8"	.....per 1,000 envelopes .....\$ _____
(n)	E-182 W	3-2000	12-1/2 x 9-1/2"	.....per 1,000 envelopes .....\$ _____
(o)	E-199	3-1991	9-3/4 x 4-3/8"	.....per 1,000 envelopes .....\$ _____
(p)	E-200 A	9-2017	9-3/4 x 6"	.....per 1,000 envelopes .....\$ _____
(q)	E-205	5-2001	8-7/8 x 3-7/8"	.....per 1,000 envelopes .....\$ _____

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*(Initials)*

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**SCHEDULE OF PRICES**

**I. PRINTING/CONSTRUCTION (CONTINUED):**

1. Envelope Quantities: 10,000 to 700,000 (Continued)

	<u>Env #</u>	<u>Rev Date</u>	<u>Trim Size</u>	
(r)	E-207	9-2003	9-3/4 x 6"	.....per 1,000 envelopes .....\$ _____
(s)	E-209	9-2003	9 x 12"	.....per 1,000 envelopes .....\$ _____
(t)	E-211	3-2006	9-3/4 x 4-1/2"	.....per 1,000 envelopes .....\$ _____
(u)	E-212	3-2009	9-3/4" x 6"	.....per 1,000 envelopes .....\$ _____
(v)	E-213	6-2009	9 x 12"	.....per 1,000 envelopes .....\$ _____

2. Envelope Quantities: 700,001 to 7,000,000:

	<u>Env #</u>	<u>Rev Date</u>	<u>Trim Size</u>	
(a)	E-142	2-2002	9-3/4 x 4-1/2"	.....per 1,000 envelopes .....\$ _____
(b)	E-178	9-2003	9-3/4 x 4-3/8"	.....per 1,000 envelopes .....\$ _____
(c)	E-182 W	3-2000	12-1/2 x 9-1/2"	.....per 1,000 envelopes .....\$ _____
(d)	E-205	5-2001	8-7/8 x 3-7/8"	.....per 1,000 envelopes .....\$ _____

3. Envelope Quantities: 7,000,001 to 50,000,000:

	<u>Env #</u>	<u>Rev Date</u>	<u>Trim Size</u>	
(a)	E-178	9-2003	9-3/4 x 4-3/8"	.....per 1,000 envelopes .....\$ _____
(b)	E-205	5-2001	8-7/8 x 3-7/8"	.....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.

1. 24# White Writing or Wove:

- (a) Trim Size: 8-7/8 x 3-7/8" Envelope Style(s):  
**E-19, E-25 BR, E-25 CR, E-73, and E-205**.....per 1,000 envelopes .....\$ \_\_\_\_\_
- (b) Trim Size: 9-1/2 x 4-1/8" Envelope Style(s):  
**E-125 L, E-125 R, and E-130** .....per 1,000 envelopes .....\$ \_\_\_\_\_
- (c) Trim Size: 9-3/4 x 4-1/2" Envelope Style(s):  
**E-142 and E-211** .....per 1,000 envelopes .....\$ \_\_\_\_\_
- (d) Trim Size: 9-3/4 x 4-3/8" Envelope Style(s):  
**E-178 and E-199** .....per 1,000 envelopes .....\$ \_\_\_\_\_
- (e) Trim Size: 9-3/4 x 6" Envelope Style(s):  
**E-200 A, E-207, and E-212** .....per 1,000 envelopes .....\$ \_\_\_\_\_
- (f) Trim Size: 12-1/4 x 9-1/4" Envelope Style(s):  
**E-20** .....per 1,000 envelopes .....\$ \_\_\_\_\_

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*(Initials)*

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**SCHEDULE OF PRICES**

**III. SHIPPING CHARGES (CONTINUED):**

2. Trim Size(s):	9-1/2 x 4-1/8"	Envelope No(s):	E-125 L
	9-3/4 x 4-1/2"		E-125 R
	9-1/2 x 4-1/2"		E-130
	9-3/4 x 4-3/8"		E-142
			E-178
			E-199
			E-211

- (a) Zone 1 .....per 1,000 envelopes .....\$ \_\_\_\_\_
- (b) Zone 2 .....per 1,000 envelopes .....\$ \_\_\_\_\_
- (c) Zone 3 .....per 1,000 envelopes .....\$ \_\_\_\_\_
- (d) Zone 4 .....per 1,000 envelopes .....\$ \_\_\_\_\_
- (e) Zone 5 .....per 1,000 envelopes .....\$ \_\_\_\_\_
- (f) Zone 6 .....per 1,000 envelopes .....\$ \_\_\_\_\_
- (g) Zone 7 .....per 1,000 envelopes .....\$ \_\_\_\_\_
- (h) Zone 8 .....per 1,000 envelopes .....\$ \_\_\_\_\_
- (i) Zone 9 .....per 1,000 envelopes .....\$ \_\_\_\_\_
- (j) Zone 10 .....per 1,000 envelopes .....\$ \_\_\_\_\_
- (k) Zone 11 .....per 1,000 envelopes .....\$ \_\_\_\_\_

3. Trim Size(s):	9-3/4 x 6"	Envelope No(s):	E-200 A
			E-207
			E-212

- (a) Zone 1 .....per 1,000 envelopes .....\$ \_\_\_\_\_
- (b) Zone 2 .....per 1,000 envelopes .....\$ \_\_\_\_\_
- (c) Zone 3 .....per 1,000 envelopes .....\$ \_\_\_\_\_
- (d) Zone 4 .....per 1,000 envelopes .....\$ \_\_\_\_\_
- (e) Zone 5 .....per 1,000 envelopes .....\$ \_\_\_\_\_
- (f) Zone 6 .....per 1,000 envelopes .....\$ \_\_\_\_\_
- (g) Zone 7 .....per 1,000 envelopes .....\$ \_\_\_\_\_
- (h) Zone 8 .....per 1,000 envelopes .....\$ \_\_\_\_\_
- (i) Zone 9 .....per 1,000 envelopes .....\$ \_\_\_\_\_
- (j) Zone 10 .....per 1,000 envelopes .....\$ \_\_\_\_\_
- (k) Zone 11 .....per 1,000 envelopes .....\$ \_\_\_\_\_

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**SCHEDULE OF PRICES**

**III. SHIPPING CHARGES (CONTINUED):**

4. Trim Size(s):	9 x 12" 12-1/4 x 9-1/4" 12-1/2 x 9-1/2"	Envelope No(s):	E-20 E-44 E-44 B E-182 W E-209 E-213
------------------	---	-----------------	---

- (a) Zone 1 .....per 1,000 envelopes .....\$ \_\_\_\_\_
- (b) Zone 2 .....per 1,000 envelopes .....\$ \_\_\_\_\_
- (c) Zone 3 .....per 1,000 envelopes .....\$ \_\_\_\_\_
- (d) Zone 4 .....per 1,000 envelopes .....\$ \_\_\_\_\_
- (e) Zone 5 .....per 1,000 envelopes .....\$ \_\_\_\_\_
- (f) Zone 6 .....per 1,000 envelopes .....\$ \_\_\_\_\_
- (g) Zone 7 .....per 1,000 envelopes .....\$ \_\_\_\_\_
- (h) Zone 8 .....per 1,000 envelopes .....\$ \_\_\_\_\_
- (i) Zone 9 .....per 1,000 envelopes .....\$ \_\_\_\_\_
- (j) Zone 10 .....per 1,000 envelopes .....\$ \_\_\_\_\_
- (k) Zone 11 .....per 1,000 envelopes .....\$ \_\_\_\_\_

5. Trim Size(s):	15 x 10"	Envelope No(s):	E-47
------------------	----------	-----------------	------

- (a) Zone 1 .....per 1,000 envelopes .....\$ \_\_\_\_\_
- (b) Zone 2 .....per 1,000 envelopes .....\$ \_\_\_\_\_
- (c) Zone 3 .....per 1,000 envelopes .....\$ \_\_\_\_\_
- (d) Zone 4 .....per 1,000 envelopes .....\$ \_\_\_\_\_
- (e) Zone 5 .....per 1,000 envelopes .....\$ \_\_\_\_\_
- (f) Zone 6 .....per 1,000 envelopes .....\$ \_\_\_\_\_
- (g) Zone 7 .....per 1,000 envelopes .....\$ \_\_\_\_\_
- (h) Zone 8 .....per 1,000 envelopes .....\$ \_\_\_\_\_
- (i) Zone 9 .....per 1,000 envelopes .....\$ \_\_\_\_\_
- (j) Zone 10 .....per 1,000 envelopes .....\$ \_\_\_\_\_
- (k) Zone 11 .....per 1,000 envelopes .....\$ \_\_\_\_\_

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(Initials)

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**SCHEDULE OF PRICES**

**EXPLANATION OF SHIPPING ZONES:** Destinations are broken down into Shipping Zones within the 48 contiguous United States and the District of Columbia as follows:

<b>SHIPPING ZONE</b>	<b>COVERAGE AREA</b>	<b>MAJORITY OF ORDERS DELIVER TO</b>
1	CA, NV, OR, WA	IRS Fresno Campus, Fresno, CA
2	CO, ID, MT, UT, WY	IRS Ogden Campus, Ogden, UT IRS CPS-West, Ogden, UT
3	AZ, NM, OK, TX	IRS Austin Campus, Austin, TX
4	KS, MO, NE, ND, SD	IRS Kansas City Campus, Kansas City, MO
5	IA, MN, WI, IL	IRS NDC, Bloomington, IL
6	AL, AR, LA, MS, TN	IRS Memphis Campus, Memphis, TN
7	IN, KY, OH	IRS Cincinnati Campus, Florence, KY
8	MI	IRS CPS-East, Detroit, MI
9	GA, FL, NC, SC	IRS Atlanta Campus, Atlanta, GA
10	DE, MD, NJ, PA, VA, WV, DC	IRS ECC-MTB, Kearneysville, WV
11	CT, ME, MA, NH, NY, RI, VT	IRS Brookhaven Campus, Holtsville, NY

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*(Initials)*

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**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 shipment f.o.b. contractor's city is specified. If no shipping point is indicated above, it will be deemed that the bidder has selected the city and state shown below in the address block, and the bid will be evaluated and the contract awarded on that basis. If shipment is not made from evaluation point, 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 fax or mail, fill out and return one copy of all pages in "SECTION 4. - SCHEDULE OF PRICES," including initialing/signing where indicated.

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

Bidder \_\_\_\_\_  
(Contractor 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) (Email)

**THIS SECTION FOR GPO USE ONLY**

Contracting Officer Review \_\_\_\_\_ Date \_\_\_\_\_ Certifier \_\_\_\_\_ Date \_\_\_\_\_

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**EXHIBIT 1: CARTON SHIPPING LABEL, FORM 6153 (REV. 3-2006)**

**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 <b>Brian Anderson</b>	Phone number <b>859-488-3701</b>	Carton #	of #
GPO Jacket number <b>640-468</b>		Print order number	Program number		
From (Contractor name and address)			To (Consignee) <b>Internal Revenue Service National Distribution Center 1201 N. Mitsubishi Motorway Bloomington, IL 61705</b>		
Catalog number <b>64288W</b>	Revision (YYYY-MM-DD) <b>2000-03-00</b>	 <b>*64288W2000-03-00*</b>			
Product number (Form, Document, Publication, etc) <b>E-182 W</b>		Product title <b>CIDS Mailer Envelope</b>			
Carton quantity <b>500</b>	Requisition number (YY-nnnn) <b>19-01687</b>	 <b>*50019-01687*</b>			

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

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

**EXHIBIT 2: CONTRACTOR GENERATED CARTON SHIPPING LABEL**

All shipping cartons must have the Carton Shipping Label affixed on one end (never on top, sides, or bottom).

The Program/Print Order No., Purchase Order No., Product No., Dept. Requisition No., Issue/Revision, and Catalog No. must be completed by the contractor using 30 Point BOLD typeface.

All other entries must be completed by the contractor using 18 Point BOLD typeface.

The label must be reproduced in an appropriate size in black ink on white paper.

From	Contractor order no.
Department	Product no.
Dept. Requisition no.	Issue/Revision
GPO Jacket no.	Catalog no.
Program / Print Order no.	Quantity / container
GPO Purchase Order no.	Carton no. / of
Office ID / Version	
Ship to	

**EXHIBIT 3: MIXED SHIPMENT PALLET LABEL**

# MIXED SHIPMENT PALLET

Print Order #'s:

**EXHIBIT 4: SAMPLE BOXES PALLET LABEL**

BLUE LABEL

YELLOW LABEL

SAMPLES BOXES ARE ON THIS  
PALLET

Print Order #'s:

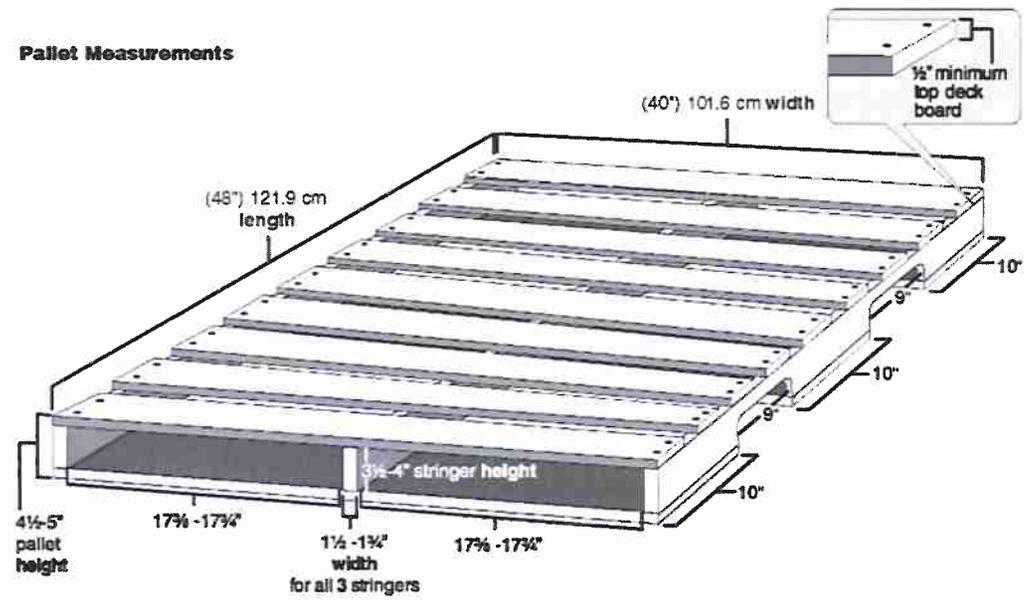
**EXHIBIT 5: IRS PALLET SPECIFICATIONS**



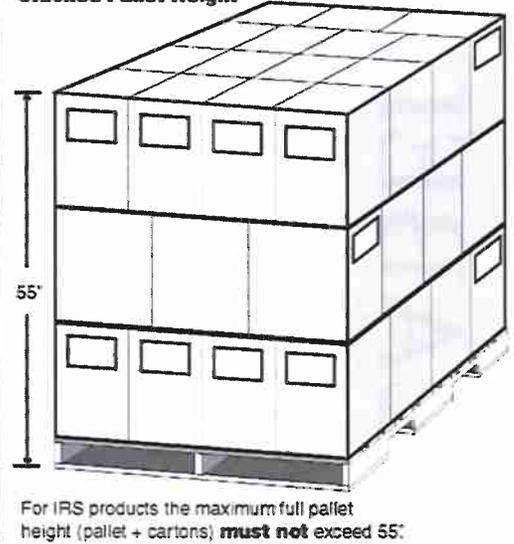
**IRS Pallet Specifications**

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.

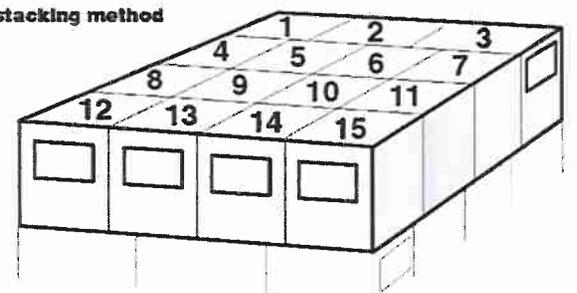
**Pallet Measurements**



**Stacked Pallet Height**

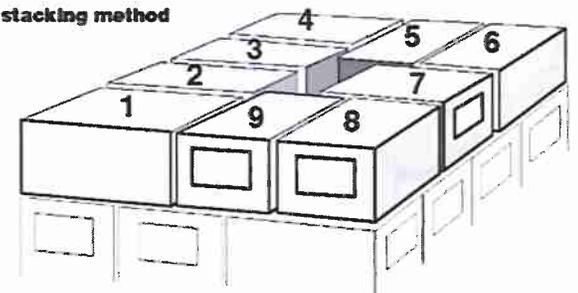


**15 tier stacking method**



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.

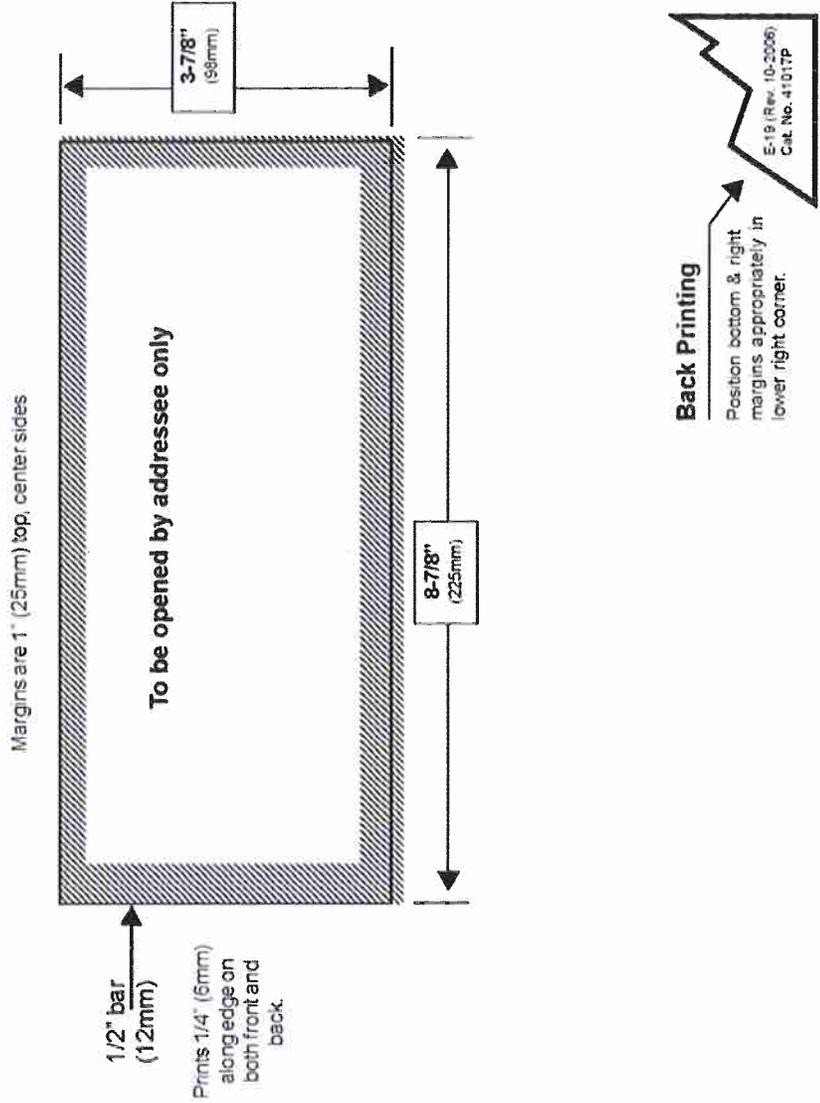
**EXHIBIT 6: QUARTERLY ORDER TRACKING REPORT**

FY 17	QTR: 3	Program 2554-S -- Quarterly Order Tracking Report											As of: 7/1/2017	
Print Order No.	IRS Req. No.	Vendor Job No.	Date Rec'd	Envelope No.	Indicia	Quantity Ordered	Due Date	Quantity Shipped	Actual Ship	Expected Delivery	Actual Delivery	Ship to Location	Trucking Company	PRO Number
83817	2017-01484	91748	5/10	E-142	G481C	1,950,400	6/22	1,950,400	6/15	6/22	6/22	Ogden, UT	YRC	1234567 P
83818	2017-01485	91754	5/10	E-178	G481C	1,950,400	6/23	1,950,400	6/16	6/23	6/23	Ogden, UT	YRC	1234568 P
83818	2017-01485	91755	5/10	E-178	G481C	1,950,400	6/30	1,950,400	6/23	6/30	6/29	Ogden, UT	ODFL	PRO 12345
83818	2017-01485	91756	5/10	E-178	G481C	1,950,400	7/7	1,950,400	6/30	7/7		Ogden, UT	YRC	1234572 P
83818	2017-01485	91757	5/10	E-178	G481C	3,900,800	7/14					Ogden, UT		
83819	2017-01486	91762	5/11	E-205	None	1,950,400	6/22	1,950,400	6/12	6/19	6/16	Ogden, UT	ODFL	PRO 12346
83819	2017-01486	91763	5/11	E-205	None	1,950,400	7/13					Ogden, UT		
85506	2017-1592	91765	5/9	E-130	None	100,400	6/21	100,400	6/12	6/19	6/20	Austin, TX	SAIA	PR 456789

**ATTACHMENT 1: E-19 (REV. 10-2006) ENVELOPE SPECIFICATION SHEET**

<b>Envelope Specification Sheet</b>		This sheet is for envelope specifications and composition, as well as manuscript for changeable print areas. Do not use as camera copy. Envelope must conform to USPS requirements.	
Envelope Number <b>E-19</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>
Issue/Revision Date <b>(Rev. 10-2006)</b>		Program number <b>2554-S</b>	Sheet of

<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>	Front printing is 18 pt. Helvetica Bold (or equal). Back printing is 6 pt. Helvetica (or equal).
<b>Size</b>	<b>Stock</b> 8-7/8" x 3-7/8" (225mm x 98mm) White Writing or Wove 24#
<b>Ink</b>	<b>Window</b> Black None
Additional comments	



**ATTACHMENT 2: E-20 (REV. 10-2006) ENVELOPE SPECIFICATION SHEET**

<b>Envelope Specification Sheet</b>			
This sheet is for envelope specifications and composition, as well as manuscript for changeable print areas. Do not use as camera copy. Envelope must conform to USPS requirements.			
<b>Envelope Number</b> <b>E-20</b>	<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>Issue/Revision Date</b> <b>(Rev. 10-2006)</b>	<b>Program number</b> <b>2554-S</b>		<b>Sheet</b> of
<b>Print order number:</b>			
<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> Front printing is 26 pt. Helvetica Bold (or equal). Back printing is 6 pt. Helvetica (or equal).			
<b>Size</b> 12-1/4" x 9-1/4" (311mm x 235mm)	<b>Stock</b> White Writing or Wove 24#		
<b>Ink</b> Black	<b>Window</b> None		
<b>Additional comments</b>			

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

**1/2" bar (12mm)**

**9-1/4" (235mm)**

**12-1/4" (311mm)**

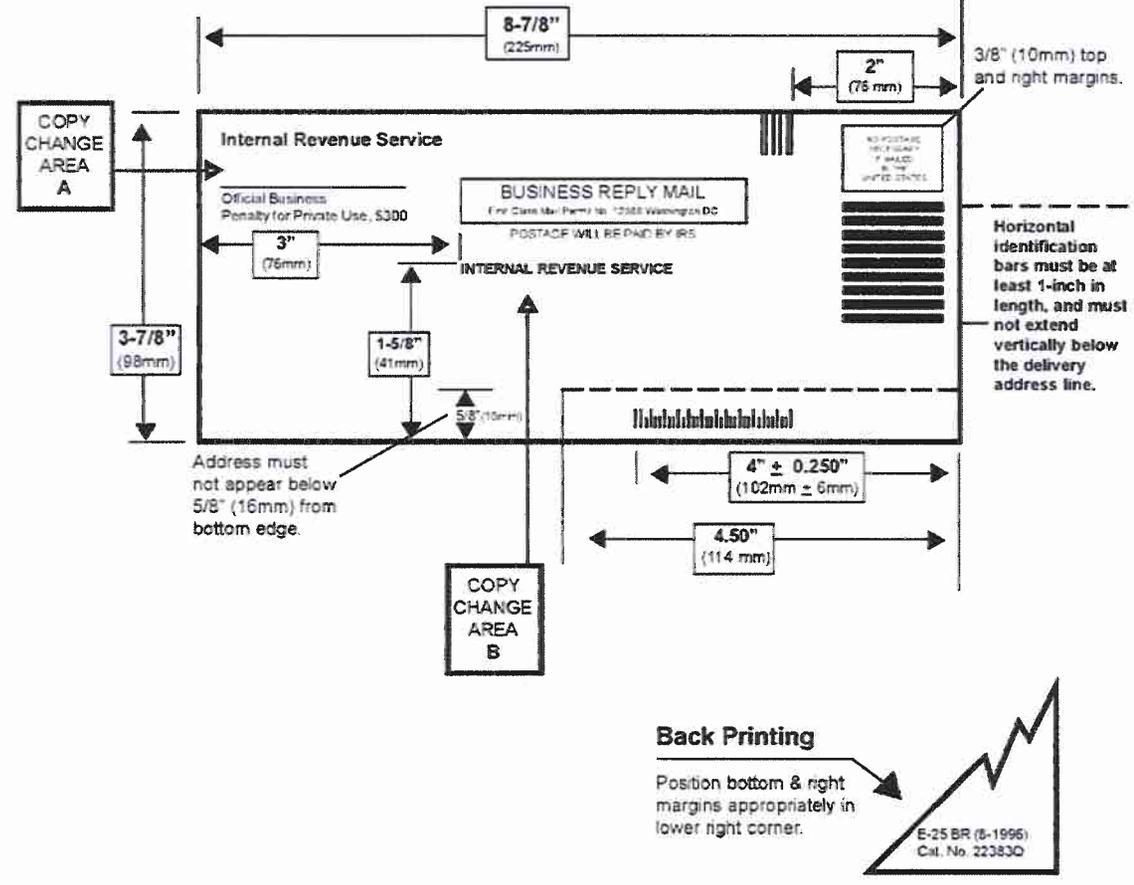
**To be opened by addressee only**

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

E-20 (Rev. 10-2006)  
Cat. No. 41018A

Envelope Specification Sheet		This sheet is for envelope specifications and composition, as well as manuscript for changeable print areas. Do not use as camera copy. Envelope must conform to USPS requirements.			
Envelope Number <b>E-25 BR</b>	Copy change area A (return address) <b>Internal Revenue Service</b>	Copy change area B (mailing address) <b>INTERNAL REVENUE SERVICE</b>	Indicia required <b>N/A</b>	Program number <b>2554-S</b>	Sheet _____ of _____
Issue/Revision Date <b>(8-1996)</b>				Print order number	

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



### 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 pt. 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 pt.  
Back printing is 6 pt.

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

Additional comments

**Back Printing**

Position bottom & right margins appropriately in lower right corner.



**ATTACHMENT 4: E-25 CR (REV. 5-2001) ENVELOPE SPECIFICATION SHEET**

<b>Envelope Specification Sheet</b>		This sheet is for envelope specifications and composition, as well as manuscript for changeable print areas. Do not use as camera copy. Envelope must conform to USPS requirements.	
Envelope Number <b>E-25 CR</b> <small>Issue/Revision Date</small> <b>(Rev. 5-2001)</b>	Copy change area A (return address) <b>N/A</b>	Copy change area B (mailing address) <b>INTERNAL REVENUE SERVICE</b>	Indicia required <b>N/A</b>
Program number <b>2554-S</b>		Sheet _____ of _____	
Print order number _____		_____	

**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 pt. 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 pt.

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

**ATTACHMENT 5: E-44 (REV. 8-1996) ENVELOPE SPECIFICATION SHEET**

**Envelope Specification Sheet**  
This sheet is for envelope specifications and composition, as well as manuscript for changeable print areas. Do not use as camera copy. Envelope must conform to USPS requirements.

Envelope Number <b>E-44</b>	Copy change area A (return address) <b>Internal Revenue Service</b>	Indicia required <input type="checkbox"/> None <input type="checkbox"/> G-48 First Class	Program number <b>2554-S</b>	Sheet Of
Issue/Revision Date (Rev. 8-1996)	3/8" (10mm) top and left margins.		Print order number	

**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 pt. 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 pt.  
Back printing is 6 pt.

<b>Size</b> 12-1/2" x 9-1/2" (318mm x 241mm)	<b>Stock</b> White Writing or Wave 28#
<b>Ink</b> Black	<b>Window</b> None

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

Department of the Treasury - Internal Revenue Service  
Publish no.irs.gov  
Form 12847-E (Rev. 10-2002) Catalog Number 30638U  
E-44 (Rev. 8-1996)  
Cat. No. 41029H



**ATTACHMENT 7: E-47 (REV. 8-1996) ENVELOPE SPECIFICATION SHEET**

**Envelope Specification Sheet**  
This sheet is for envelope specifications and composition, as well as manuscript for changeable print areas. Do not use as camera copy. Envelope must conform to USPS requirements.

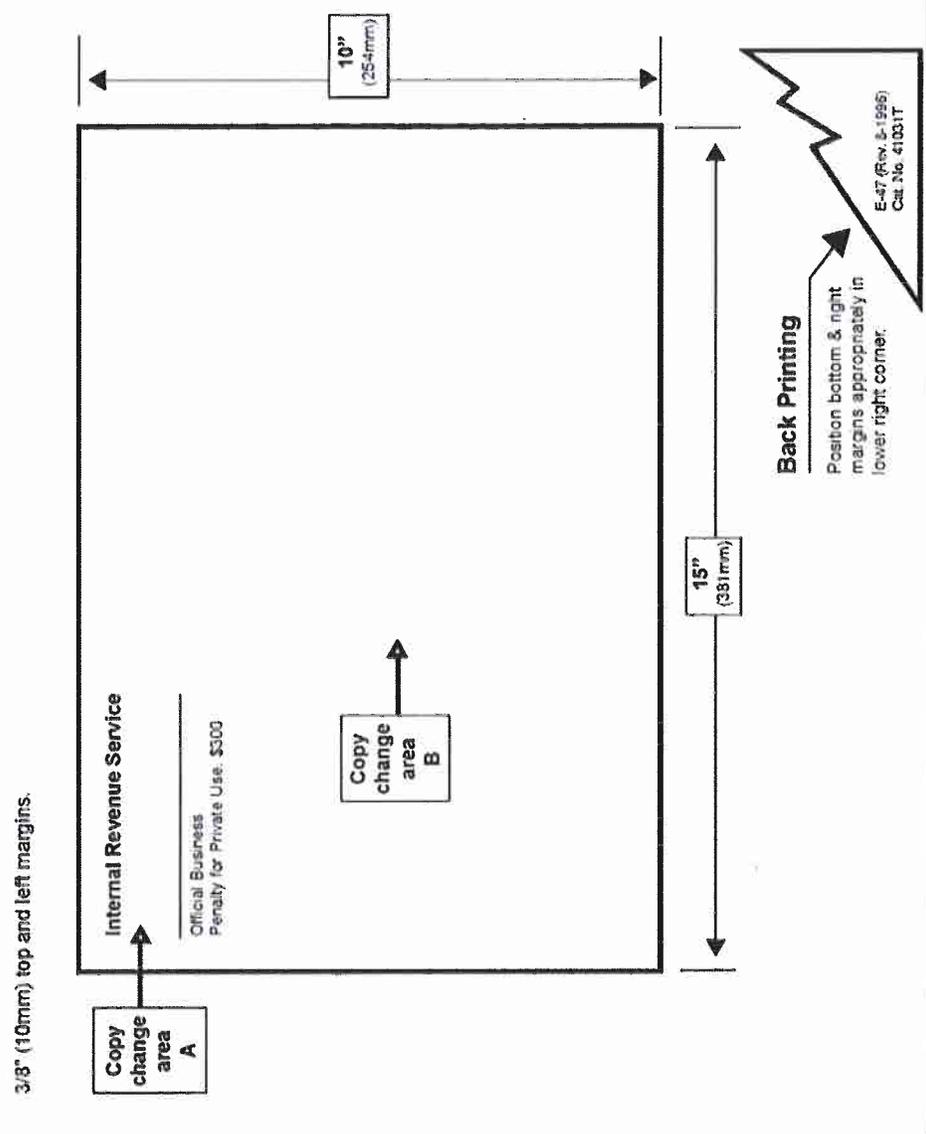
Envelope Number <b>E-47</b>	Copy change area A (return address) <b>Internal Revenue Service</b>	Indicia required <input type="checkbox"/> None <input type="checkbox"/> G-48 First Class	Program number <b>2554-S</b>	Sheet of _____
Issue Date <b>(Rev. 8-1996)</b>		<input type="checkbox"/>	Print order number _____	

**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 pt. 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 pt.  
Back printing is 6 pt.

<b>Size</b> 15" x 10" (381mm x 254mm)	<b>Stock</b> White Writing or Viove 28#
<b>Ink</b> Black	<b>Window</b> None
Additional comments	



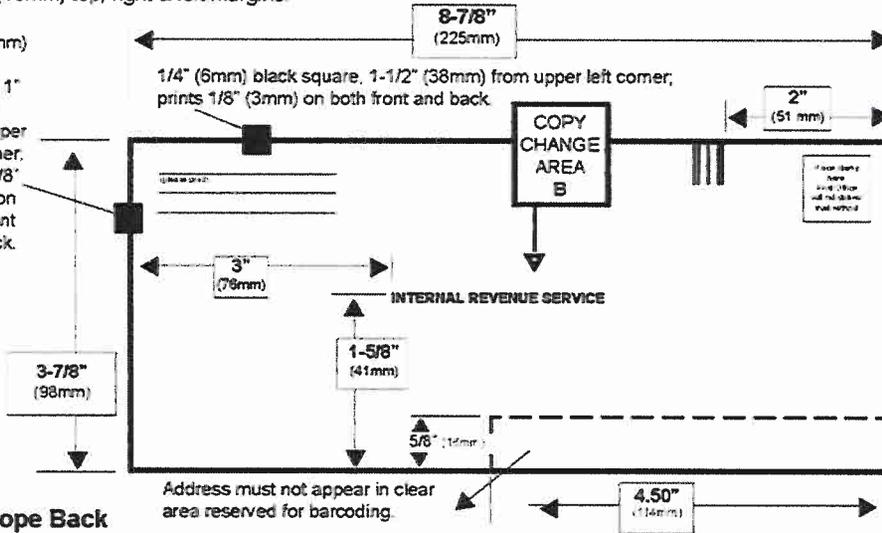
# Envelope Specification Sheet

This sheet is for envelope specifications and composition, as well as manuscript for changeable print areas. Do not use as camera copy. Envelope must conform to USPS requirements.

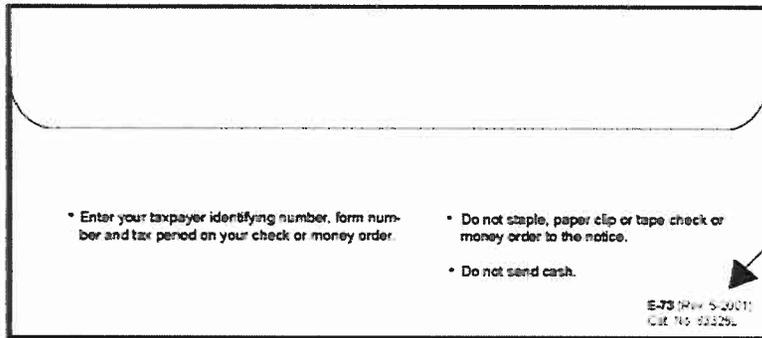
Envelope Number <b>E-73</b>	Copy change area A (return address) <b>N/A</b>	Copy change area B (mailing address) <b>INTERNAL REVENUE SERVICE</b>	Indicia required <b>N/A</b>	Program number <b>2554-S</b>	Sheet <b>of</b>
Issue/Revision Date <b>(Rev. 5-2001)</b>				Print order number	

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

1/4" (6mm) black square, 1" (25mm) from upper left corner, prints 1/8" (3mm) on both front and back.



Envelope Back



### Back Printing

Position bottom & right margins appropriately in lower right corner.

## Envelope Specifications

### Construction

Printed open side, high cut, diagonal or side seam with square flap, flap gummed and folded down.

This envelope requires black opaquing design printed inside.

### Text Specifications

All type is 10 pt. Helvetica (or equal) except as noted otherwise.

12 point Bold for "Internal Revenue Service" line in mailing address.

Mailing Address lines must be all caps with no punctuation (or as stated in current USPS Domestic Mail Manual).

Back printing is 6 pt (Envelope no. (use Bold font), Rev. date, and Cat. No. only).

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

**ATTACHMENT 9: E-125 L (REV. 10-1994) ENVELOPE SPECIFICATION SHEET**

<b>Envelope Specification Sheet</b>		This sheet is for envelope specifications and composition, as well as manuscript for changeable print areas. Do not use as camera copy. Envelope must conform to USPS requirements.	
<b>Envelope Number</b> <b>E-125 L</b> <small>Issue/Revision Date</small> <b>(Rev. 10-1994)</b>	<small>Copy change area A (return address)</small> <b>Internal Revenue Service</b>  <small>Copy change area B (mailing address)</small> <b>N/A</b>	<small>Program number:</small> <b>2554-S</b> <small>Print order number</small> _____ of _____ Sheet	
<b>3/8" (10mm) top and left margins.</b>		<b>Envelope Specifications</b>	
<div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <b>COPY CHANGE AREA A</b> </div>		<p><b>Construction</b> Printed open side, high cut, diagonal seam with tapered V flap, flap gummed and folded down. This envelope requires black opaquing design printed inside</p> <p><b>Text Specifications</b> All type is 10 pt. 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 pt. Back printing is 6 pt.</p> <p><b>Size</b> 9-1/2" x 4-1/8" (241mm x 105mm)</p> <p><b>Stock</b> White Writing or Wove 24#</p> <p><b>Ink</b> Black</p> <p><b>Window</b> 4-1/2" x 1-1/8" (114mm x 29mm) Clear Polystyrene</p> <p>Additional comments</p>	
<p><b>Back Printing</b> Position bottom &amp; right margins appropriately in lower right corner.</p>		<p>Department of the Treasury - Internal Revenue Service</p> <p>Form <b>12847 K</b> (Rev. 10-2002) Catalog Number 30844Y</p> <p style="text-align: right;">publish.no.irs.gov</p>	

# Envelope Specification Sheet

This sheet is for envelope specifications and composition, as well as manuscript for changeable print areas. Do not use as camera copy. Envelope must conform to USPS requirements.

Envelope Number <b>E-125 R</b>	Copy change area A (return address) <b>Internal Revenue Service</b>	Copy change area B (mailing address) <b>N/A</b>	Indicia required <input type="checkbox"/> None <input type="checkbox"/> G-48 First Class <input type="checkbox"/>	Program number <b>2554-S</b>	Sheet _____ of _____
Issue/Revision Date <b>(Rev. 10-1994)</b>				Print order number	

## 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 pt. 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.

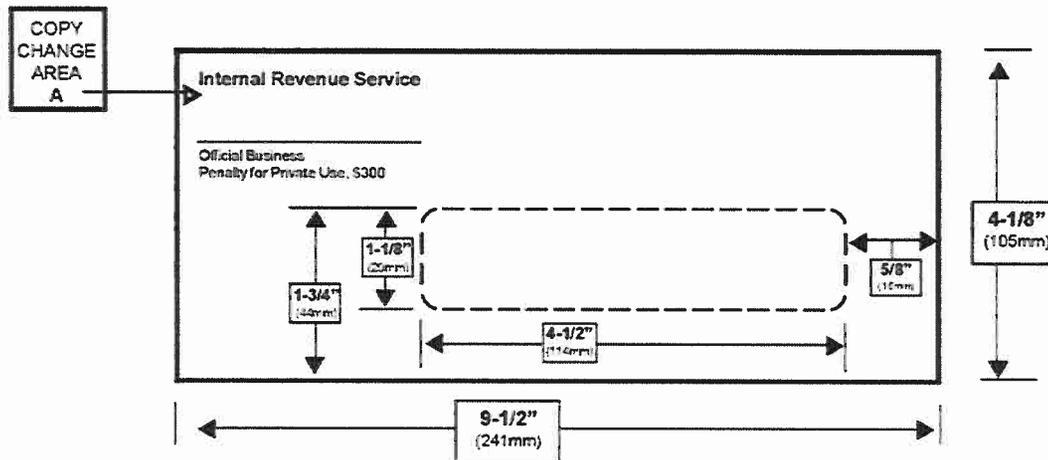
Official Business (two line statement) is 9 pt.

Back printing is 6 pt.

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

Additional comments

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



### Back Printing

Position bottom & right margins appropriately in lower right corner.



**ATTACHMENT 11: E-130 (REV. 10-1994) ENVELOPE SPECIFICATION SHEET**

<b>Envelope Specification Sheet</b>		This sheet is for envelope specifications and composition, as well as manuscript for changeable print areas. Do not use as camera copy. Envelope must conform to USPS requirements.	
<b>Envelope Number</b> <b>E-130</b> <small>Issue/Revision Date</small> <b>(Rev. 10-1994)</b>	<small>Copy change area A (return address)</small> <b>Internal Revenue Service</b>	<small>Copy change area B (mailing address)</small> <input type="checkbox"/> None <input type="checkbox"/> <b>G-48 First Class</b>	<small>Program number</small> <b>2554-S</b> <small>Print order number</small> _____ of _____ Sheet
<p>3/8" (10mm) top and left margins.</p>			
<b>Envelope Specifications</b>			
<b>Construction</b>			
Printed open side, high cut, diagonal seam with tapered V flap gummed and folded down.			
This envelope requires black opaquing design, printed inside			
<b>Text Specifications</b>			
All type is 10 pt. 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 pt.			
Back printing is 6 pt.			
<b>Size</b>	9-1/2 x 4 - 1/8" (241mm x 105mm)	<b>Stock</b>	White Writing or Wove 24#
<b>Ink</b>	Black	<b>Window</b>	None
<b>Additional comments</b>			
<p style="text-align: right;"><b>Back Printing</b> Position bottom &amp; right margins appropriately in lower right corner.</p>			

**ATTACHMENT 12: E-142 (REV. 2-2002) ENVELOPE SPECIFICATION SHEET**

<b>Envelope Specification Sheet</b>		This sheet is for envelope specifications and composition, as well as manuscript for changeable print areas. Do not use as camera copy. Envelope must conform to USPS requirements.	
Envelope Number <b>E-142</b>	Copy change area A (return address) <b>N/A</b>	Copy change area B (mailing address) <b>N/A</b>	Indicia required * <input type="checkbox"/> None <input type="checkbox"/> G-48 First Class <input type="checkbox"/> PRESORTED <input type="checkbox"/> G-48 First Class
Issue/Revision Date <b>(Rev. 2-2002)</b>			Program number <b>2554-S</b>
			Sheet Print order number _____ of _____

**Envelope Specifications**

**Construction**

Printed open side, high cut, diagonal seam with 2" tapered V flap, flap gurneed and folded down.

This envelope requires black opaquing design printed inside.

**Text Specifications**

Official Business (two line statement) is 9 pt. Set words CERTIFIED MAIL in 16 point Helvetica, reverse, and center inside green box.  
Back printing is 6 pt.

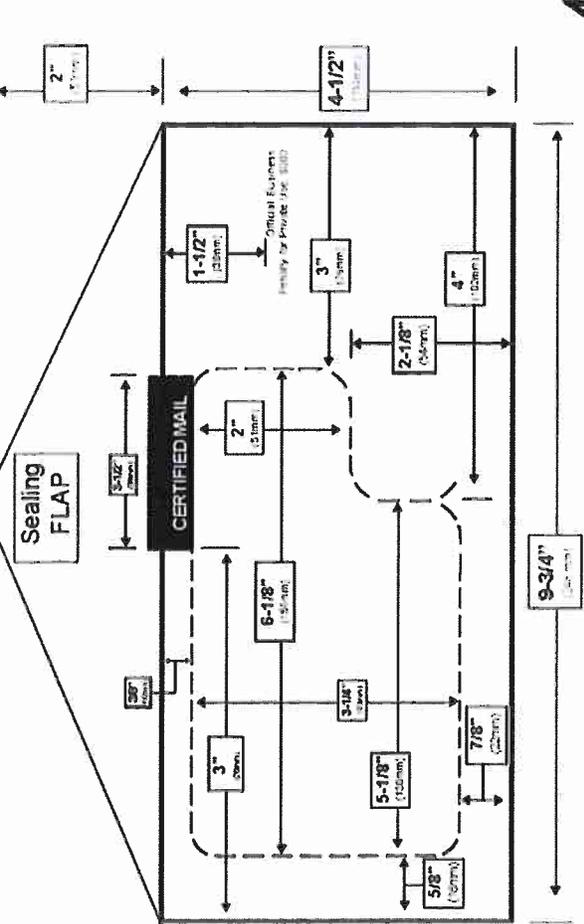
\* Indicia is displayed for visual illustration only. Not all orders will require an indicia. Vendor is to assure that when an indicia is requested it conforms to USPS requirements.

<b>Size</b>	9-3/4 x 4 1/2" (248mm x 114mm)
<b>Stock</b>	White Writing or Wove 24#

<b>Ink</b>	Black & PMS 347 Green
<b>Window</b>	Pistol Shaped 6-1/8" x 3-1/4" (156mm x 83mm) *multi-dimensional see diagram Clear Polystyrene

Additional comments

Print 3-1/2 x 1/2" (89mm x 13mm) box in PMS 347 Green ink. Box prints 1/8" (3mm) onto flap. Set words CERTIFIED MAIL in 16 point Helvetica, reverse, align to top right edge of window, on top as shown below. Window is pistol shaped with multi-dimensions, see illustration for exact dimensions. Window corners are rounded.



**Back Printing**  
Position bottom & right margins appropriately in lower right corner.  
E-142 (Rev. 2-2002)  
Cat. No. 252233

# Envelope Specification Sheet

This sheet is for envelope specifications and composition, as well as manuscript for changeable print areas. Do not use as camera copy. Envelope must conform to USPS requirements.

Envelope Number <b>E 178</b>	Copy change area A (return address) <b>N/A</b>	Copy change area B (mailing address) <b>N/A</b>	Indicia required <input type="checkbox"/> None <input type="checkbox"/> G-48 First Class <input type="checkbox"/> G-48 Presorted First Class	Program number <b>2554-S</b>	Sheet  of _____
Issue/Revision Date <b>(Rev. 9-2003)</b>				Print order number	

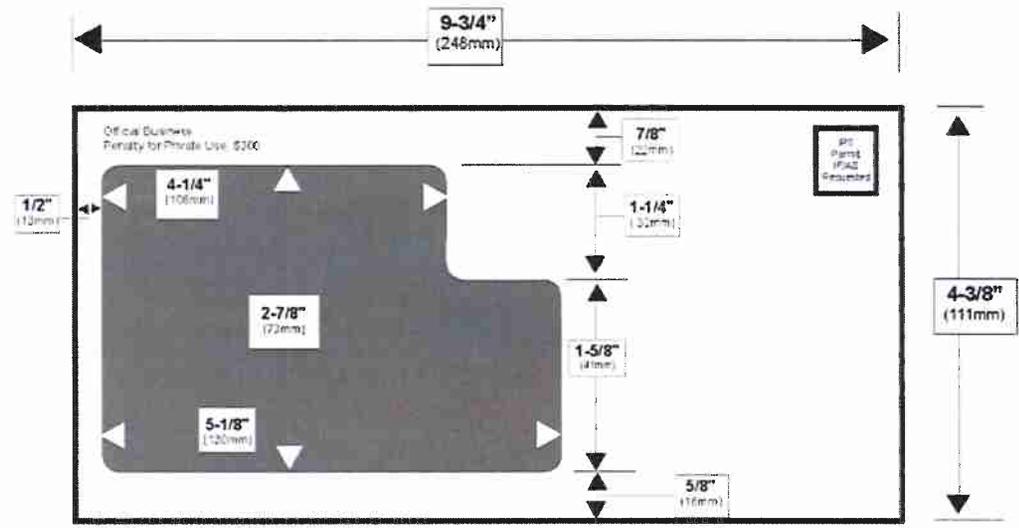
## Envelope Specifications

**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 pt.  
Back printing is 6 pt.

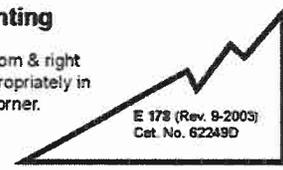
<b>Size</b> 9-3/4" x 4-3/8" (248mm x 111mm)	<b>Stock</b> White Writing or Wave 24#
<b>Ink</b> Black	<b>Window</b> Multi-Dimensional (see diagram) 1.5 mil thickness

Additional comments



### Back Printing

Position bottom & right margins appropriately in lower right corner.



**ATTACHMENT 14: E-182 W (REV. 3-2000) ENVELOPE SPECIFICATION SHEET**

<b>Envelope Specification Sheet</b>		This sheet is for envelope specifications and composition, as well as manuscript for changeable print areas. Do not use as camera copy. Envelope must conform to USPS requirements.	
Envelope Number <b>E-182 W</b>	Copy change area A (return address) <b>N/A</b>	Copy change area B (mailing address) <b>N/A</b>	Indicia required <input type="checkbox"/> None <input type="checkbox"/> G-48 First Class
Issue/Revision Date (Rev. 3-2000)		Program number <b>2554-S</b>	Sheet _____ of _____
		Print order number	

**Envelope Specifications**

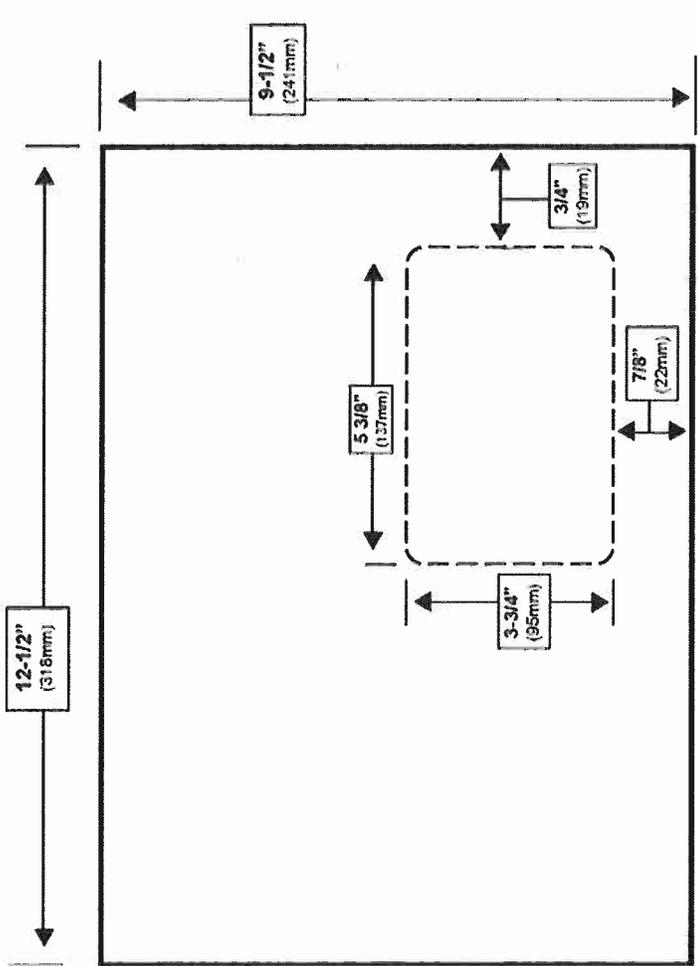
**Construction**  
Printed open side, center seam, flap to be 2-3/4" (70mm) with self-seal latex area. Flap to be scored and not folded down.  
The envelope flap and body are to be coated with a pressure-sensitive cohesive coating. The adhesive areas must be solid and not require the application of moisture for sealing. The cohesive material must be guaranteed to function satisfactorily for a period of not less than 12 months after date of delivery. Cohesive material must be such as will permit attachment only when the two coated areas are pressed together.  
Glue flap on bottom back of envelope should be as long as possible (minimum length is 1-1/16" (27mm)).

**Text Specifications**

Back printing is 6 pt. Helvetica (or equal).

<b>Size</b>	<b>Stock</b>
12-1/2" x 9-1/2" (318mm x 241mm)	Light Brown Kraft 32#
<b>Ink</b>	<b>Window</b>
Black	5-3/8" x 3-3/4" (137mm x 95mm)
Clear Polystyrene	

Additional comments



**Back Printing**

Position bottom & right margins appropriately in lower right corner.

E-182 W (Rev. 3-2000)  
Cat. No. 54225/W

**ATTACHMENT 15: E-199 (3-1991) ENVELOPE SPECIFICATION SHEET**

<b>Envelope Specification Sheet</b>		This sheet is for envelope specifications and composition, as well as manuscript for changeable print areas. Do not use as camera copy. Envelope must conform to USPS Requirements.	
Envelope Number <b>E-199</b>	Copy change area A (return address) Internal Revenue Service	Copy change area B (mailing address) <b>N/A</b>	Indicia required <input type="checkbox"/> None <input type="checkbox"/> G-48 First Class <input type="checkbox"/>
Issue Date <b>(3-1991)</b>			Program number <b>2554-S</b>
			Print order number _____ of _____ Sheet

**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**

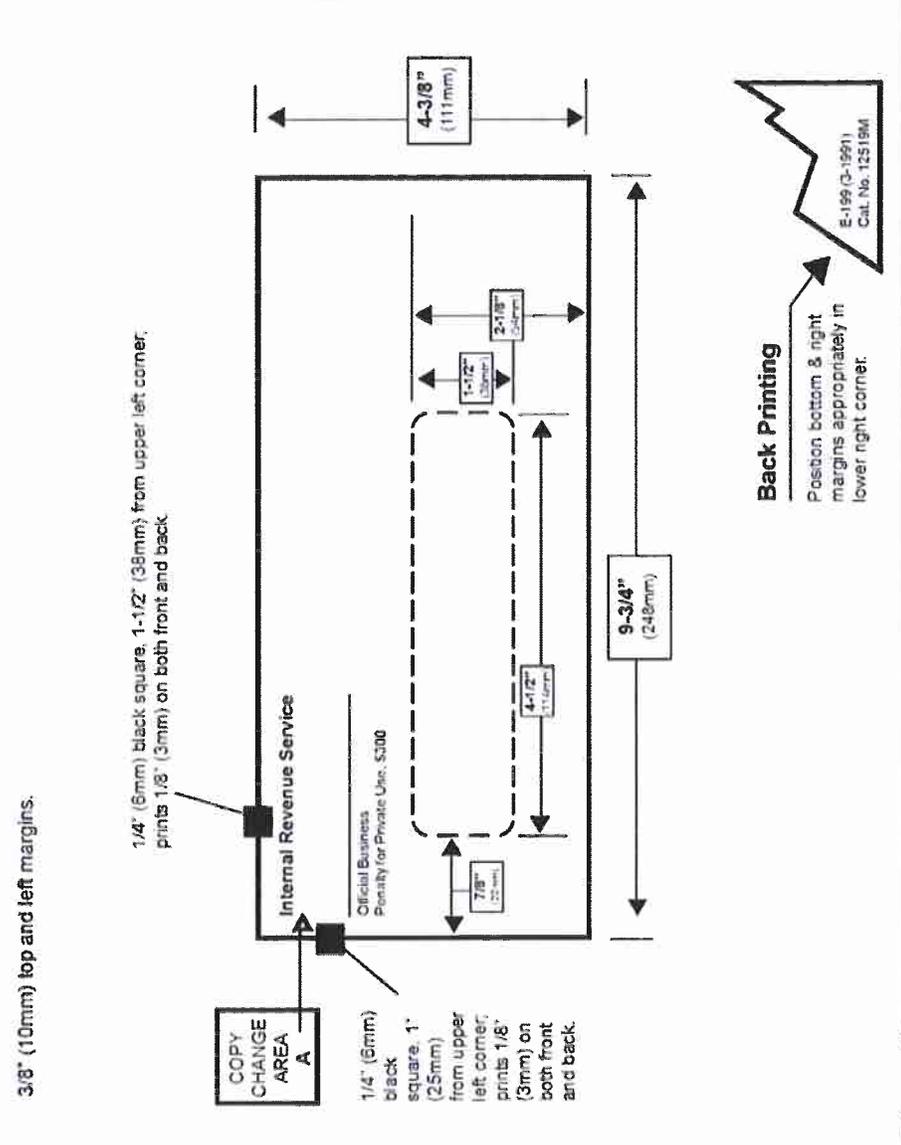
All type is 10 pt. Helvetica (or equal) except as noted otherwise.  
12 point Bold for "Internal Revenue Service" line in return address.  
Return Address can be upper and lower case.

Official Business (two line statement) is 9 pt.  
Back printing is 6 pt.

<b>Size</b>	<b>Stock</b>
9-3/4 x 4-3/8" (248mm x 111mm)	White Writing or Wave 24#

<b>Ink</b>	<b>Window</b>
Black	4-1/2" x 1-1/2" (114mm x 38mm) Clear Polystyrene

Additional comments



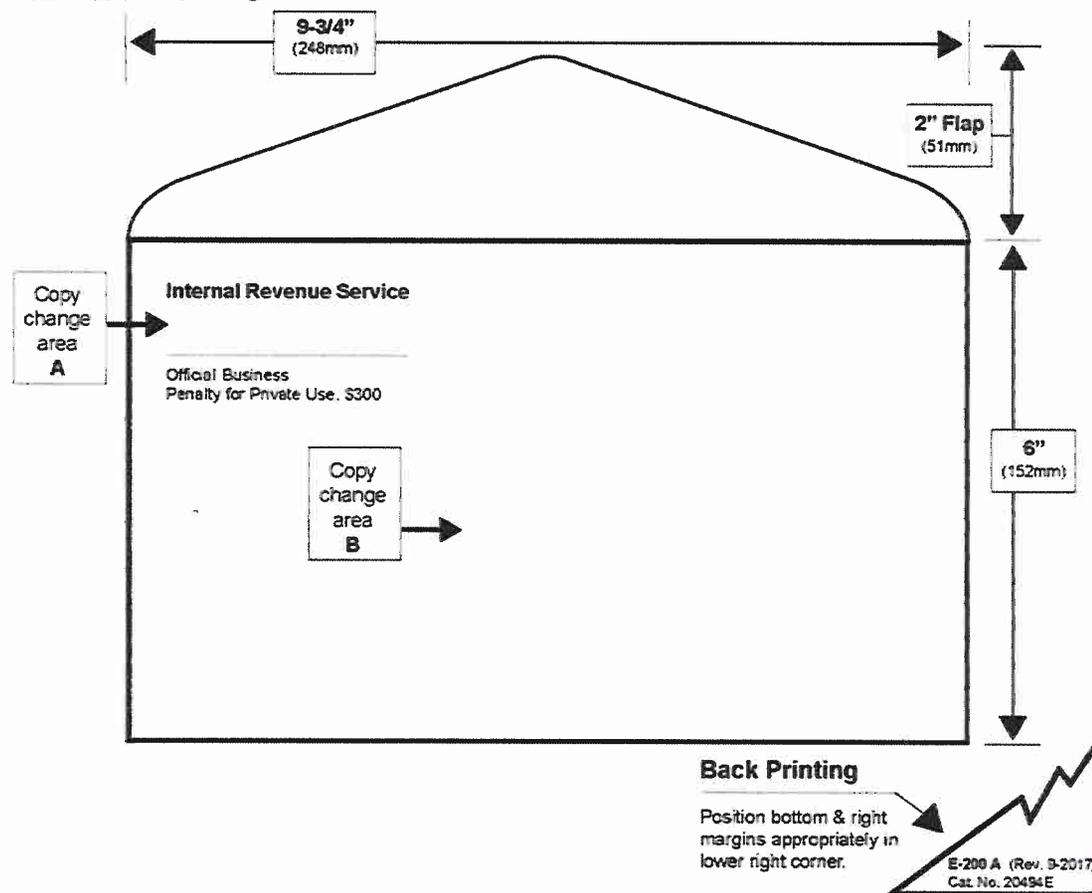
ATTACHMENT 16: E-200 A (REV. 9-2017) ENVELOPE SPECIFICATION SHEET

# Envelope Specification Sheet

This sheet is for envelope specifications and composition, as well as manuscript for changeable print areas. **Do not use as camera copy.** Envelope must conform to USPS requirements.

Envelope Number <b>E-200 A</b>	Copy change area A (return address) <b>Internal Revenue Service</b>	Copy change area B (mailing address)	Indicia required <input type="checkbox"/> None <input type="checkbox"/> G-48 First Class <input type="checkbox"/>	Program number <b>2554-S</b>	Sheet <b>1 of 1</b>
Issue/Revision Date <b>(Rev. 9-2017)</b>				Print order number	

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



## 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 pt. 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 pt.

Back printing is 6 pt (envelope number is bold)

<b>Size</b> 9 3/4" x 6" (248mm x 152mm)	<b>Stock</b> White Writing or Wove 24#
<b>Ink</b> Black	<b>Window</b> None

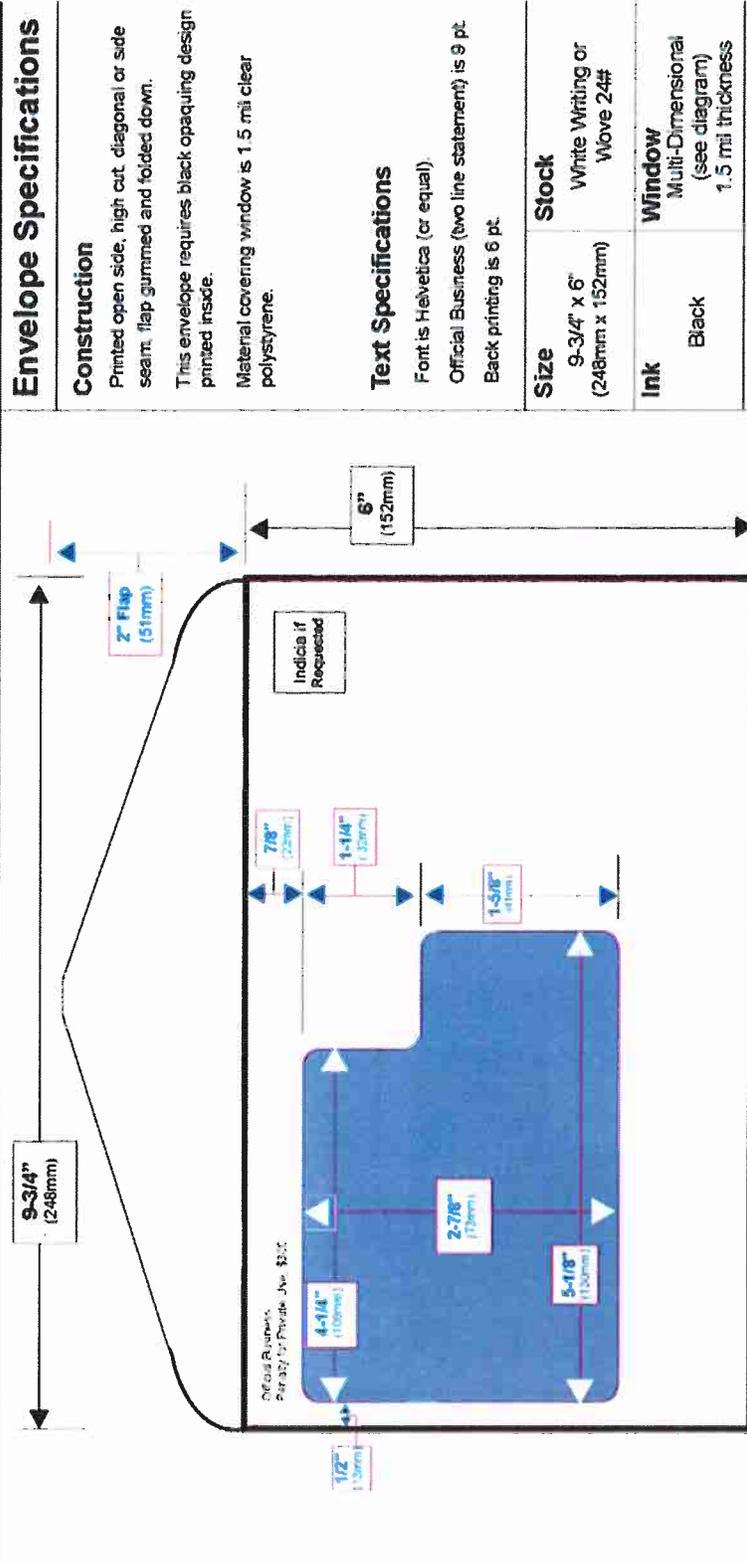
Additional comments

**ATTACHMENT 17: E-205 (REV. 5-2001) ENVELOPE SPECIFICATION SHEET**

<b>Envelope Specification Sheet</b>		This sheet is for envelope specifications and composition, as well as manuscript for changeable print areas. Do not use as camera copy. Envelope must conform to USPS requirements.	
Envelope Number <b>E-205</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>
Issue Date <b>(Rev. 5-2001)</b>			Program number <b>2554-S</b>
			Print order number _____ of _____ Sheet
<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 pt. Helvetica (or equal) except as noted otherwise. Official Business (two line statement) is 9 pt. Type on flap is 12 pt. bold. Back printing is 6 pt. (Envelope no., Rev. date, and cat. no. only).</p>			
<p><b>Size</b> 8-7/8" x 3-7/8" (225mm x 98mm)</p>		<p><b>Stock</b> White Writing or Wave 24#</p>	
<p><b>Ink</b> Black</p>		<p><b>Window</b> 3 1/2" x 1" (89mm x 25mm) Clear Polystyrene</p>	
<p>Additional comments</p>			
<p><b>Envelope Back</b></p> <p style="text-align: center;"><b>For your protection and better service:</b></p> <ul style="list-style-type: none"> <li>• Staple your business card/return number form number into the printed or yield check or money order.</li> <li>• Ensure that the return address shows through the window.</li> </ul> <p style="text-align: right;">             • Do not staple, staple disc or tape check or money order to the packet.              • Do not wrap date.              E-205 (Rev. 5-2001)              Cat No 22-2704         </p> <p style="text-align: right;"><b>Back Printing</b> Position bottom &amp; right margins appropriately in lower right corner.</p>			
<p>Form <b>12847-V</b> (Rev. 10-2002) Catalog Number 30655F</p>		<p>publish.no.irs.gov</p>	
<p>Department of the Treasury - Internal Revenue Service</p>			

**ATTACHMENT 18: E-207 (REV. 9-2003) ENVELOPE SPECIFICATION SHEET**

<b>Envelope Specification Sheet</b>		This sheet is for envelope specifications and composition, as well as manuscript for changeable print areas. Do not use as camera copy. Envelope must conform to USPS requirements.	
Envelope Number <b>E-207</b>	Copy change area A (return address) <b>N/A</b>	Copy change area B (mailing address) <b>N/A</b>	Indicia required <input type="checkbox"/> None <input type="checkbox"/> G-48 First Class <input type="checkbox"/> G-48 Presorted First Class
Issue/Revision Date (Rev. 9-2003)		Program number <b>2554-S</b>	Sheet _____ of _____



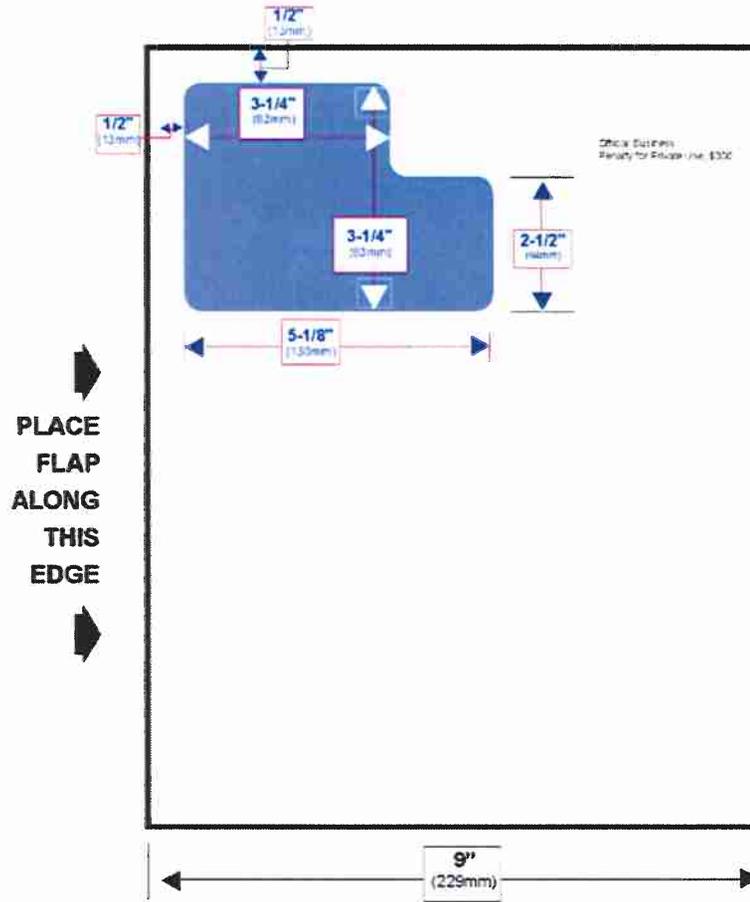
**Back Printing**  
 Position bottom & right margins appropriately in lower right corner.

E-207 (Rev. 9-2003)  
 Cat. No. 35878A

# Envelope Specification Sheet

This sheet is for envelope specifications and composition, as well as manuscript for changeable print areas. Do not use as camera copy. Envelope must conform to USPS requirements.

Envelope Number <b>E-209</b>	Copy change area A (return address) <b>N/A</b>	Copy change area B (mailing address) <b>N/A</b>	Indicia required <input type="checkbox"/> None <input type="checkbox"/> G-48 First Class <input type="checkbox"/> G-48 Presorted First Class	Program number <b>2554-S</b>	Sheet _____ of _____
Issue/Revision Date <b>(9-2003)</b>				Print order number	



## 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

Font is Helvetica (or equal).

Official Business (two line statement) is 9 pt.

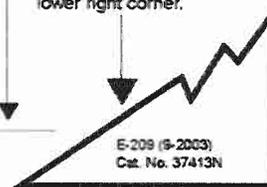
Back printing is 6 pt.

<b>Size</b> 9" x 12" (229mm x 305mm)	<b>Stock</b> White Writing or Wove 28#
<b>Ink</b> Black	<b>Window</b> Multi-dimensional (see diagram) 1.5 mil Clear Polystyrene

Additional comments

### Back Printing

Position bottom & right margins appropriately in lower right corner.

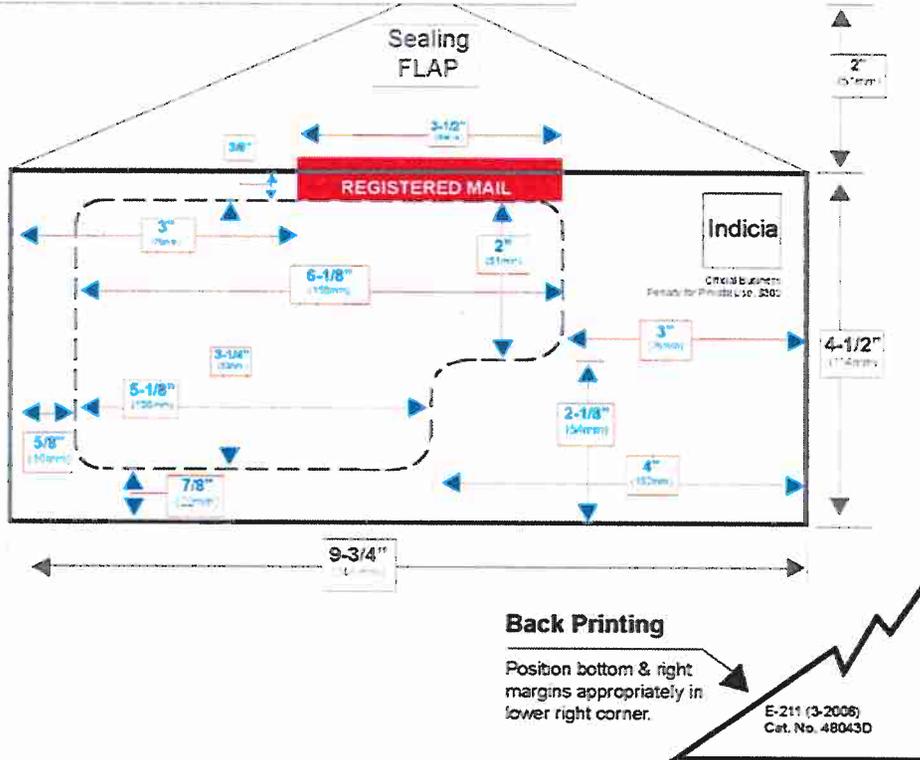


# Envelope Specification Sheet

This sheet is for envelope specifications and composition, as well as manuscript for changeable print areas. Do not use as camera copy. Envelope must conform to USPS requirements.

Envelope Number <b>E-211</b>	Copy change area A (return address) <b>N/A</b>	Copy change area B (mailing address) <b>N/A</b>	Indicia required * <input type="checkbox"/> None <input type="checkbox"/> G-48 First Class <input type="checkbox"/> PRESORTED G-48 First Class	Program number <b>2554-S</b>	Sheet _____ of _____
Issue/Revision Date <b>(3-2006)</b>				Print order number	

Print 3-1/2 x 1/2" (89mm x 13mm) box in PMS 185 Red ink. Box prints 1/8" (3mm) onto flap. Set words REGISTERED MAIL in 16 point Helvetica, reverse, and align above top right edge of window as shown. Window is pistol shaped with multi-dimensions see illustration for exact dimensions. Window corners are rounded.



## Envelope Specifications

### Construction

Printed open side, high cut, diagonal seam with 2" tapered V flap, flap gummed and folded down.

This envelope requires black opaquing design printed inside.

### Text Specifications

Official Business (two line statement) is 9 pt.

Set words REGISTERED MAIL in 16 point Helvetica, reverse, and center inside red box.

Back printing is 6 pt.

\* Indicia is displayed for visual illustration only. Not all orders will require an indicia. Vendor is to assure that when an indicia is requested it conforms to USPS requirements

<b>Size</b> 9-3/4 x 4 1/2" (248mm x 114mm)	<b>Stock</b> White Writing or Wove 24#
<b>Ink</b> Black & PMS 185 Red	<b>Window</b> Pistol Shaped 6-1/8" x 3-1/4" (156mm x 83mm) *multi-dimensional see diagram Clear Polystyrene

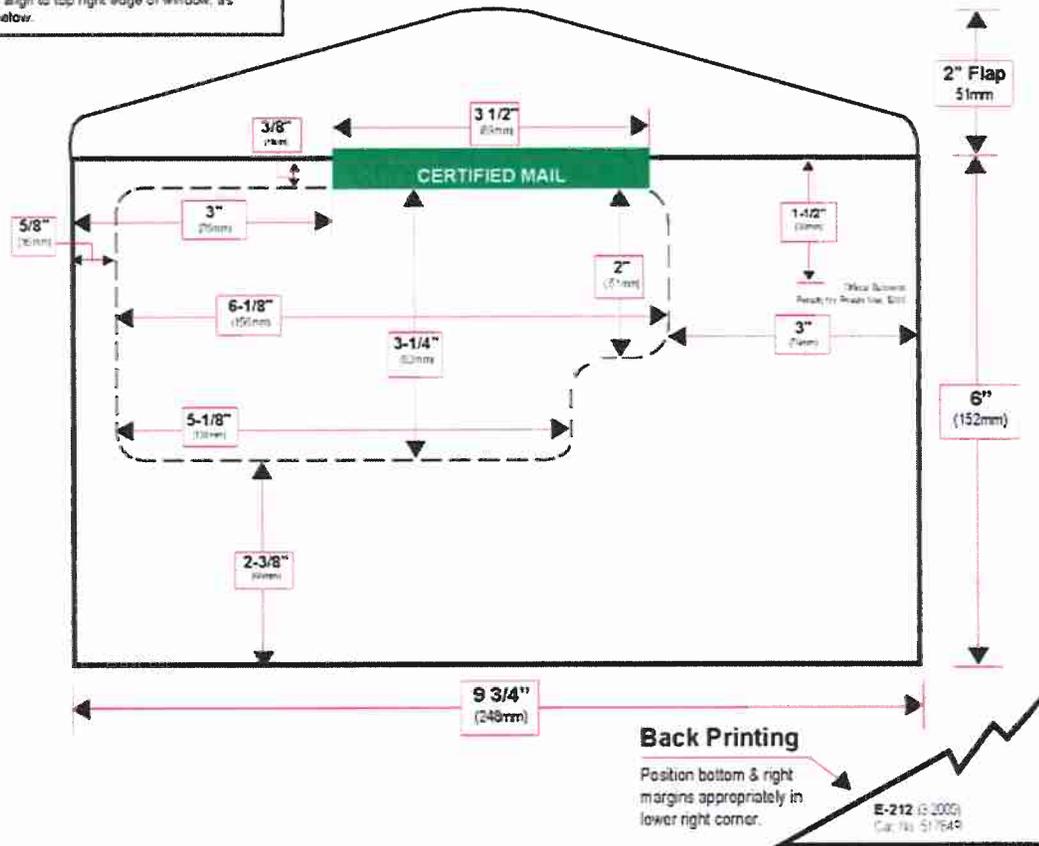
Additional comments

# Envelope Specification Sheet

This sheet is for envelope specifications and composition, as well as manuscript for changeable print areas. **Do not use as camera copy.** Envelope must conform to USPS requirements.

Envelope Number <b>E-212</b>	Copy change area A (return address) <b>N/A</b>	Copy change area B (mailing address) <b>N/A</b>	India required <input type="checkbox"/> None <input type="checkbox"/> G-48 First Class <input type="checkbox"/> G-48 Presorted First Class	Program number <b>2554-S</b>	Sheet _____ of _____
Issue/Revision Date <b>(3-2009)</b>				Print order number	

Print 3-1/2 x 1/2" (89mm x 13mm) box in PMS 347 Green Ink. Box prints 1/8" (3mm) onto flap. Set words CERTIFIED MAIL in 16 point Helvetica, reverse, align to top right edge of window, as shown below.



## 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 thickness 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 pt.

Back printing is 6 pt.

<b>Size</b> 9-3/4" x 6" (248mm x 152mm)	<b>Stock</b> White Writing or Wove 24#
<b>Ink</b> Black & PMS 347 Green	<b>Window</b> Pistol Shaped 6-1/8" x 3-1/4" (151mm x 83mm) *multi-dimensional see diagram 1.5 mil Clear Polystyrene

Additional comments

### Back Printing

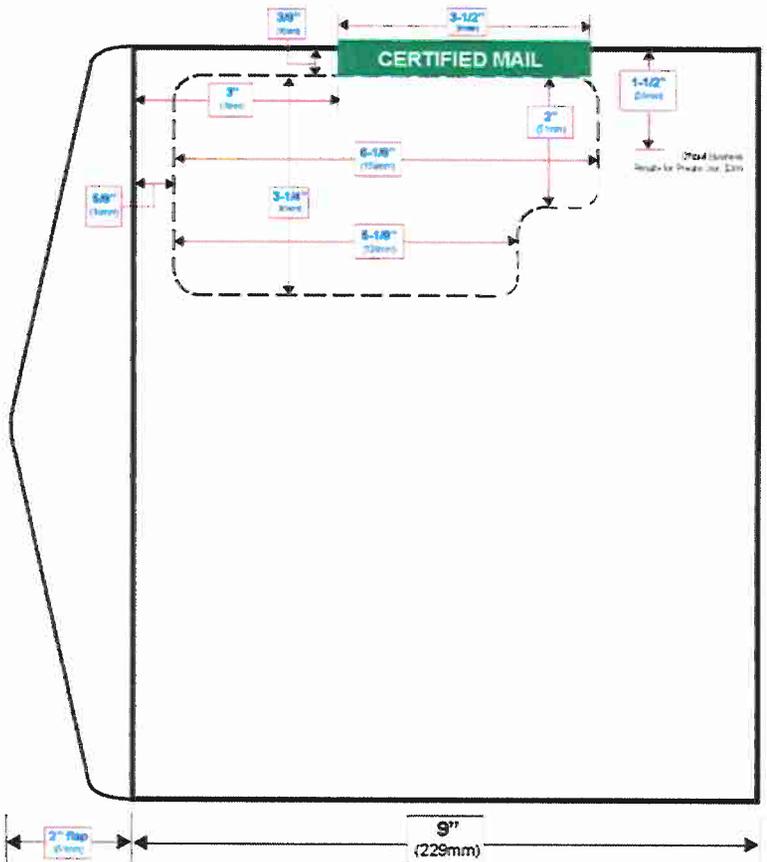
Position bottom & right margins appropriately in lower right corner.

E-212 (3-2009)  
Cat No. 517549

# Envelope Specification Sheet

This sheet is for envelope specifications and composition, as well as manuscript for changeable print areas. Do not use as camera copy. Envelope must conform to USPS requirements.

Envelope Number <b>E-213</b>	Copy change area A (return address) <b>N/A</b>	Copy change area B (mailing address) <b>N/A</b>	Indicia required <input type="checkbox"/> None <input type="checkbox"/> G-48 First Class <input type="checkbox"/> G-48 Presorted First Class	Program number <b>2554-S</b>	Sheet  of
Issue/Revision Date <b>(6-2009)</b>				Print order number	



Print 3-1/2 x 1/2 (89mm x 13mm) box in PMS 347 Green ink. Box prints 1/8 (3mm) onto back. Set words CERTIFIED MAIL in 16 point Helvetica, reverse, align to top right edge of window, as shown at left.

12"  
(305mm)

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

E-213 (6-2009)  
Cat. No. 52651X

## 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 thickness 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 pt.  
Back printing is 6 pt.

<b>Size</b> 9" x 12" (229mm x 305mm)	<b>Stock</b> White Writing or Wove 28#
<b>Ink</b> Black & PMS 347 Green	<b>Window</b> Pistol Shaped 6-1/8" x 3-1/4" (156mm x 83mm) *multi-dimensional see diagram 1.5 mil Clear Polystyrene

Additional comments