

PROGRAM TITLE ITEM NO.	2556-S February 3, 2025 through December 31, 2025 and 4 Option Years IRS Envelopes for Tri-Fold Products DESCRIPTION	BASIS OF AWARD	CENVEO		THE ENVELOPE PRINTERY		JJ COLLINS PRINTERS		KM MEDIA		PRINTING RESOURCES	
			UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST
			Dallas, TX		Van Buren Township, MI		Charleston, IL		Clifton, NJ		Cleveland, OH	
I.	PROOFS AND PRIOR-TO-PRODUCTION SAMPLES											
(a)	PDF Proofs, per PDF Proof	85	NC	\$0.00	NC	\$0.00	NC	\$0.00	\$10.00	\$850.00	NC	\$0.00
(b)	Prior-to-Production Samples (100 samples per set), per set	9	NC	\$0.00	\$25.00	\$225.00	NC	\$0.00	\$500.00	\$4,500.00	\$500.00	\$4,500.00
II.	PRINTING/CONSTRUCTION:											
(a)	10,000 to 100,000 Envelopes:											
(1)	E-19, Trim Size 3-7/8 x 8-7/8", per 1,000 envelopes	11	\$55.13	\$606.43	\$8.65	\$95.15	\$9.00	\$99.00	\$30.00	\$330.00	\$19.99	\$219.89
(2)	E-25-BR, Trim Size 3-7/8 x 8-7/8", per 1,000 envelopes	41	\$55.13	\$2,260.33	\$8.65	\$354.65	\$9.00	\$369.00	\$30.00	\$1,230.00	\$19.99	\$819.59
(3)	E-25-CR, Trim Size 3-7/8 x 8-7/8", per 1,000 envelopes	190	\$55.13	\$10,474.70	\$8.65	\$1,643.50	\$9.00	\$1,710.00	\$30.00	\$5,700.00	\$19.99	\$3,798.10
(4)	E-73, Trim Size 3-7/8 x 8-7/8", per 1,000 envelopes	300	\$55.13	\$16,539.00	\$8.65	\$2,595.00	\$9.00	\$2,700.00	\$30.00	\$9,000.00	\$19.99	\$5,997.00
(5)	E-125-L, Trim Size 4-1/8 x 9-1/2", per 1,000 envelopes	640	\$71.28	\$45,619.20	\$9.69	\$6,201.60	\$16.50	\$10,560.00	\$32.50	\$20,800.00	\$24.80	\$15,872.00
(6)	E-125-R, Trim Size 4-1/8 x 9-1/2", per 1,000 envelopes	140	\$71.28	\$9,979.20	\$9.69	\$1,356.60	\$16.50	\$2,310.00	\$35.00	\$4,900.00	\$24.80	\$3,472.00
(7)	E-130, Trim Size 4-1/8 x 9-1/2", per 1,000 envelopes	275	\$55.61	\$15,292.75	\$9.69	\$2,664.75	\$13.90	\$3,822.50	\$30.00	\$8,250.00	\$22.65	\$6,228.75
(8)	E-199, Trim Size 4-3/8 x 9-3/4", per 1,000 envelopes	513	\$72.78	\$37,336.14	\$17.30	\$8,874.90	\$23.30	\$11,952.90	\$32.50	\$16,672.50	\$32.80	\$16,826.40
(9)	E-211, Trim Size 4-1/2 x 9-3/4", per 1,000 envelopes	20	\$99.31	\$1,986.20	\$26.57	\$531.40	\$36.50	\$730.00	\$90.00	\$1,800.00	\$57.95	\$1,159.00
(b)	100,001 to 1,000,000 Envelopes:											
(1)	E-19, Trim Size 3-7/8 x 8-7/8", per 1,000 envelopes	450	\$13.45	\$6,052.50	\$8.06	\$3,627.00	\$9.00	\$4,050.00	\$15.00	\$6,750.00	\$15.46	\$6,957.00
(2)	E-25-BR, Trim Size 3-7/8 x 8-7/8", per 1,000 envelopes	101	\$13.45	\$1,358.45	\$8.06	\$814.06	\$9.00	\$909.00	\$15.00	\$1,515.00	\$15.46	\$1,561.46
(3)	E-25-CR, Trim Size 3-7/8 x 8-7/8", per 1,000 envelopes	101	\$13.45	\$1,358.45	\$8.06	\$814.06	\$9.00	\$909.00	\$15.00	\$1,515.00	\$15.46	\$1,561.46
(4)	E-73, Trim Size 3-7/8 x 8-7/8", per 1,000 envelopes	110	\$13.45	\$1,479.50	\$8.06	\$886.60	\$9.00	\$990.00	\$15.00	\$1,650.00	\$15.46	\$1,700.60
(5)	E-125-L, Trim Size 4-1/8 x 9-1/2", per 1,000 envelopes	530	\$17.54	\$9,296.20	\$9.10	\$4,823.00	\$16.50	\$8,745.00	\$17.50	\$9,275.00	\$21.30	\$11,289.00
(6)	E-125-R, Trim Size 4-1/8 x 9-1/2", per 1,000 envelopes	102	\$17.54	\$1,789.08	\$9.10	\$928.20	\$16.50	\$1,683.00	\$20.00	\$2,040.00	\$21.30	\$2,172.60
(7)	E-130, Trim Size 4-1/8 x 9-1/2", per 1,000 envelopes	1,123	\$13.54	\$15,205.42	\$9.10	\$10,219.30	\$13.90	\$15,609.70	\$20.00	\$22,460.00	\$19.30	\$21,673.90
(8)	E-199, Trim Size 4-3/8 x 9-3/4", per 1,000 envelopes	1,632	\$23.06	\$37,633.92	\$13.74	\$22,423.68	\$23.30	\$38,025.60	\$17.50	\$28,560.00	\$29.90	\$48,796.80
(9)	E-211, Trim Size 4-1/2 x 9-3/4", per 1,000 envelopes	300	\$28.02	\$8,406.00	\$22.90	\$6,870.00	\$36.50	\$10,950.00	\$40.00	\$12,000.00	\$55.05	\$16,515.00
III.	STOCK/PAPER:											
(a)	3-7/8 x 8-7/8" (E-19, E-25-BR, E-25-CR, and E-73), per 1,000 envelopes	1,115	\$8.06	\$8,986.90	\$8.61	\$9,600.15	\$9.40	\$10,481.00	\$15.00	\$16,725.00	\$8.04	\$8,964.60
(b)	4-1/8 x 9-1/2" (E-125-L, E-125-R, and E-130), per 1,000 envelopes	2,917	\$9.16	\$26,719.72	\$9.65	\$28,149.05	\$11.60	\$33,837.20	\$16.00	\$46,672.00	\$14.74	\$42,996.58
(c)	4-3/8 x 9-3/4" (E-199), per 1,000 envelopes	2,245	\$10.14	\$22,764.30	\$13.70	\$30,756.50	\$13.40	\$30,083.00	\$17.50	\$39,287.50	\$16.99	\$38,142.55
(d)	4-1/2 x 9-3/4" (E-211), per 1,000 envelopes	302	\$15.16	\$4,578.32	\$10.17	\$3,071.34	\$38.80	\$11,717.60	\$20.00	\$6,040.00	\$30.00	\$9,060.00
IV.	PACKING AND SHIPPING CHARGES:											
(a)	Deliveries to Ogden, Utah:											
(1)	3-7/8 x 8-7/8" (E-19, E-25-BR, E-25-CR, and E-73), per 1,000 envelopes	130	\$8.96	\$1,164.80	\$4.15	\$539.50	\$5.20	\$676.00	\$5.85	\$760.50	\$10.20	\$1,326.00
(2)	4-1/8 x 9-1/2" (E-125-L, E-125-R, and E-130), per 1,000 envelopes	740	\$8.96	\$6,630.40	\$4.15	\$3,071.00	\$5.20	\$3,848.00	\$6.55	\$4,847.00	\$10.20	\$7,548.00
(3)	4-3/8 x 9-3/4" (E-199), per 1,000 envelopes	810	\$8.96	\$7,257.60	\$4.15	\$3,361.50	\$5.20	\$4,212.00	\$6.75	\$5,467.50	\$10.20	\$8,262.00
(4)	4-1/2 x 9-3/4" (E-211), per 1,000 envelopes	90	\$8.96	\$806.40	\$4.15	\$373.50	\$5.20	\$468.00	\$6.85	\$616.50	\$10.20	\$918.00
(b)	Deliveries to Austin, Texas:											
(1)	3-7/8 x 8-7/8" (E-19, E-25-BR, E-25-CR, and E-73), per 1,000 envelopes	300	\$9.08	\$2,724.00	\$3.05	\$915.00	\$4.00	\$1,200.00	\$5.20	\$1,560.00	\$8.90	\$2,670.00
(2)	4-1/8 x 9-1/2" (E-125-L, E-125-R, and E-130), per 1,000 envelopes	400	\$9.08	\$3,632.00	\$3.05	\$1,220.00	\$4.00	\$1,600.00	\$5.85	\$2,340.00	\$8.90	\$3,560.00
(3)	4-3/8 x 9-3/4" (E-199), per 1,000 envelopes	220	\$9.08	\$1,997.60	\$3.05	\$671.00	\$4.00	\$880.00	\$6.05	\$1,331.00	\$8.90	\$1,958.00
(4)	4-1/2 x 9-3/4" (E-211), per 1,000 envelopes	40	\$9.08	\$363.20	\$3.05	\$122.00	\$4.00	\$160.00	\$6.15	\$246.00	\$8.90	\$356.00
(c)	Deliveries to Kansas City, Missouri:											
(1)	3-7/8 x 8-7/8" (E-19, E-25-BR, E-25-CR, and E-73), per 1,000 envelopes	14	\$4.92	\$68.88	\$2.05	\$28.70	\$2.50	\$35.00	\$3.35	\$46.90	\$7.60	\$106.40
(2)	4-1/8 x 9-1/2" (E-125-L, E-125-R, and E-130), per 1,000 envelopes	800	\$4.92	\$3,936.00	\$2.05	\$1,640.00	\$2.50	\$2,000.00	\$3.75	\$3,000.00	\$7.60	\$6,080.00
(3)	4-3/8 x 9-3/4" (E-199), per 1,000 envelopes	320	\$4.92	\$1,574.40	\$2.05	\$656.00	\$2.50	\$800.00	\$3.90	\$1,248.00	\$7.60	\$2,432.00
(4)	4-1/2 x 9-3/4" (E-211), per 1,000 envelopes	50	\$4.92	\$246.00	\$2.05	\$102.50	\$2.50	\$125.00	\$4.00	\$200.00	\$7.60	\$380.00
(d)	Deliveries to Bloomington, Illinois:											
(1)	3-7/8 x 8-7/8" (E-19, E-25-BR, E-25-CR, and E-73), per 1,000 envelopes	840	\$3.80	\$3,192.00	\$1.25	\$1,050.00	\$1.40	\$1,176.00	\$3.35	\$2,814.00	\$4.90	\$4,116.00
(2)	4-1/8 x 9-1/2" (E-125-L, E-125-R, and E-130), per 1,000 envelopes	600	\$3.80	\$2,280.00	\$1.25	\$750.00	\$1.40	\$840.00	\$3.75	\$2,250.00	\$4.90	\$2,940.00
(3)	4-3/8 x 9-3/4" (E-199), per 1,000 envelopes	770	\$3.80	\$2,926.00	\$1.25	\$962.50	\$1.40	\$1,078.00	\$3.90	\$3,003.00	\$4.90	\$3,773.00
(4)	4-1/2 x 9-3/4" (E-211), per 1,000 envelopes	90	\$3.80	\$342.00	\$1.25	\$112.50	\$1.40	\$126.00	\$4.00	\$360.00	\$4.90	\$441.00
(e)	Deliveries to Detroit, Michigan:											
(1)	3-7/8 x 8-7/8" (E-19, E-25-BR, E-25-CR, and E-73), per 1,000 envelopes	10	\$6.65	\$66.50	\$0.50	\$5.00	\$3.50	\$35.00	\$3.35	\$33.50	\$4.90	\$49.00
(2)	4-1/8 x 9-1/2" (E-125-L, E-125-R, and E-130), per 1,000 envelopes	20	\$6.65	\$133.00	\$0.50	\$10.00	\$3.50	\$70.00	\$3.75	\$75.00	\$4.90	\$98.00
(3)	4-3/8 x 9-3/4" (E-199), per 1,000 envelopes	10	\$6.65	\$66.50	\$0.50	\$5.00	\$3.50	\$35.00	\$3.90	\$39.00	\$4.90	\$49.00
(4)	4-1/2 x 9-3/4" (E-211), per 1,000 envelopes	30	\$6.65	\$199.50	\$0.50	\$15.00	\$3.50	\$105.00	\$4.00	\$120.00	\$4.90	\$147.00
(f)	Deliveries to Cincinnati, Ohio and/or Florence, Kentucky:											
(1)	3-7/8 x 8-7/8" (E-19, E-25-BR, E-25-CR, and E-73), per 1,000 envelopes	10	\$3.87	\$38.70	\$1.60	\$16.00	\$1.70	\$17.00	\$2.55	\$25.50	\$4.40	\$44.00
(2)	4-1/8 x 9-1/2" (E-125-L, E-125-R, and E-130), per 1,000 envelopes	250	\$3.87	\$967.50	\$1.60	\$400.00	\$1.70	\$425.00	\$2.85	\$712.50	\$4.40	\$1,100.00
(3)	4-3/8 x 9-3/4" (E-199), per 1,000 envelopes	15	\$3.87	\$58.05	\$1.60	\$24.00	\$1.70	\$25.50	\$3.00	\$45.00	\$4.40	\$66.00
(4)	4-1/2 x 9-3/4" (E-211), per 1,000 envelopes	20	\$3.87	\$77.40	\$1.60	\$32.00	\$1.70	\$34.00	\$4.00	\$80.00	\$4.40	\$88.00
IV.	PREMIUM PAYMENTS											
(a)	Percentage Increase (3% of Line Items II. (a) (1) through (9))	3.00%	5.00%	\$210.14	18.00%	\$131.32	5.00%	\$51.38	25.00%	\$515.12	10.00%	\$163.18
SUBTOTAL (All Line Items)				\$326,681.28		\$163,739.51		\$222,265.38		\$300,258.02		\$318,954.86
Stock/Paper Only:			\$63,049.24		\$71,577.04		\$86,118.80		\$108,724.50		\$99,163.73	
Subtotal Minus Stock/Paper			\$263,632.04		\$92,162.47		\$136,146.58		\$191,533.52		\$219,791.13	
II. (a) (1) through (9) - applicable to accelerated schedule premium			\$140,093.95		\$24,317.55		\$34,253.40		\$68,682.50		\$54,392.73	
3% of Line 69			\$4,202.82		\$729.53		\$1,027.60		\$2,060.48		\$1,631.78	
PROMPT PAYMENT DISCOUNT			0.00%	\$0.00	1.00%	\$1,637.40	\$0.00	\$0.00	0.25%	\$750.65	0.00%	\$0.00
DISCOUNTED TOTALS			NET	\$326,681.28	10 DAYS	\$163,739.51	NET	\$222,265.38	20 DAYS	\$299,507.37	NET	\$318,954.86
			AWARDED									

Entered By: Malaysia A Peele 12/30/2024 -- MP

Reviewed by: Teri Shoffstall 12/30/2024

Contract Awarded to: Envelope Printery

U.S. GOVERNMENT PUBLISHING OFFICE
Northeast Region
GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS
For the Procurement of
IRS Envelopes for Tri-Fold Products
as requisitioned from the U.S. Government Publishing Office (GPO) by the
Internal Revenue Service
Single Award

TERM OF CONTRACT

The production period begins Date of Award through December 31, 2025, and 4 option year periods (January 1, 2026, through December 31, 2026, January 1, 2027 through December 31, 2027, January 1, 2028 through December 31, 2028, January 1, 2029 through December 31, 2029). 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 11:00 a.m., prevailing Eastern time, on **December 30, 2024**.

All parties interested in attending the bid opening shall email bids@gpo.gov one (1) hour prior to the bid opening date and time to request a Microsoft Teams live stream link. This must be a separate email from the bid submission. The link will be emailed prior to bid opening.

BID SUBMISSION

Bidders MUST submit email bids to bids@gpo.gov for this solicitation. No other method of bid submission will be accepted at this time.

The program number and bid opening date must be specified in the subject line of the emailed bid submission. Bids received after 11:00 a.m. prevailing Eastern time on December 30, 2024, will not be considered for award.

ADDITIONAL EMAILED BID SUBMISSION PROVISIONS

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

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

NOTICE TO BIDDERS

Abstract of bids for Program 2556-S available at: <https://www.gpo.gov/how-to-work-with-us/vendors/contract-pricing>.

For information of a technical nature contact Malaysia Peele at mpeele@gpo.gov or (202) 512-2458 (no collect calls).

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. 09-19)).

GPO Contract Terms (GPO Publication 310.2) is available at the following web address:

<https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/contract-terms-01-18.pdf>

GPO QATAP (GPO Publication 310.1) is available at the following web address: <https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/qatap-rev-09-19.pdf>

Additional GPO Publications can be found at the following web address: <https://www.gpo.gov/how-to-work-with-us/vendors/forms-and-standards>.

SUBCONTRACTING

The predominant production function may be either the manufacture of the envelopes or the printing of the envelopes. Bidders who must subcontract both operations will 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/PDF Proofs/Pre-Production Samples
P-9. Solid and Screen Tint Color Match	Pantone Matching System

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 (**December 31, 2029**) 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 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.

**Note: Paper prices for this contract will be adjusted under the "Paper Price Adjustment" clause.*

For this clause, performance under this contract will be divided into successive periods. The first period will extend from **Date of Award through December 31, 2025**, and the second and any succeeding period(s) will extend for 12 months from the end of the last preceding period, except that the length of the final period may vary. The first day of the second and any succeeding period(s) will be the effective date of the economic price adjustment for that period.

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

The economic price adjustment will be the percentage difference between Index averages as specified in this paragraph. An index called the variable index will be calculated by averaging the monthly Indexes from the 12-month interval ending three (3) months prior to the beginning of the period being considered for adjustment. This average is then compared to the average of the monthly Indexes for the 12-month interval ending **September 30, 2024**, called the base index. The percentage change (plus or minus) of the variable index from the base index will be the economic price adjustment for the period being considered for adjustment.

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

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

PAPER PRICE ADJUSTMENT

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

1. BLS code 0913 for "All Paper" will apply to all paper required under this contract.
2. The applicable index figures for the month of **December 2024** will establish the base index.
3. There shall be no price adjustment for the first three months of the contract.
4. Price adjustments may be monthly thereafter, but only if the index varies by an amount (plus or minus) exceeding 5% by comparing the base index to the index for that month which is two months prior to the month being considered for adjustment.
5. Beginning with order placement in the fourth month, index variances will be calculated in accordance with the following formula:

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

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

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

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

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

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

PRE-AWARD SURVEY

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.

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

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

The documents will be reviewed to validate that adequate financial resources are available to perform the contract requirements. Documents submitted will be kept confidential and used only for the determination of responsibility by the Government. Failure to provide the requested information in the time specified by the Government may result in the Contracting Officer not having adequate information to reach an affirmative determination of responsibility.

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 or via video conference 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 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 December 31, 2025**, 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.

PAYMENT

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 email to: infonortheast@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 electronic submission of orders, reproducible, proofs, prior-to-production samples, 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

IRS Envelopes for Tri-Fold Products

NUMBER OF ORDERS/ENVELOPE STYLES AND VERSIONS/QUANTITY RANGES

Based on prior usage, anticipate approximately 85 Print Orders per year: one envelope style, and version per print order.

Approximately 10,000 to 750,000 envelopes per print order. Minimum quantity is 10,000 envelopes.

There are 9 envelope styles with up to 50 different versions of each style.

The following estimated annual orders are anticipated:

Envelope Style	Rev Date	Trim Size	Orders between 10,000 and 100,000 Envelopes	Orders between 100,001 and 1,000,000 Envelopes
E-19	10-2006	3-7/8 x 8-7/8"	1	2
E-25 BR	8-1996+	3-7/8 x 8-7/8"	4	1
E-25 CR	5-2001	3-7/8 x 8-7/8"	6	1
E-73	5-2001	3-7/8 x 8-7/8"	9	1
E-125 L	10-1994	4-1/8 x 9-1/2"	21	2
E-125 R	10-1994	4-1/8 x 9-1/2"	5	1
E-130	10-1994	4-1/8 x 9-1/2"	15	3
E-199	3-1991	4-3/8 x 9-3/4"	7	4
E-211	3-2006	4-1/2 x 9-3/4	1	1

GOVERNMENT TO FURNISH

Print Orders and furnished material will be submitted via email, the following forms will be in a PDF file.

- GPO Form 2511, Print Order Form.
- IRS Envelope Specification Sheets. See Exhibits 1 through 9.
- IRS Form 6153 (Rev. 3-2006) Catalog. Number. 62724N Carton Shipping Label with marking specifications. See Exhibit 10.

IRS Document 12321 (Rev. 1-2013), Catalog Number 47403N, IRS Pallet Specifications. This form will be provided to the contractor at the time of award. See Exhibit 11.

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 Envelope Specification Sheets are representative of the requirements ordered under this contract and contain all necessary information for printing and construction of each envelope style.

Contractor will be expected to create necessary artwork from the Envelope Specification Sheet furnished with the individual Print Order. Artwork shall be in accordance with USPS DMM regulations. No alternate typefaces allowed.

There are 9 envelope styles, each style will have up to 50 different versions. Each version will have unique copy change information. Some envelope styles will have a single version. Only one envelope style and one version will be required on a Print Order.

There are up to 4 copy change areas on the envelopes:

- “Copy Change Area A”: Return Address
- “Copy Change Area B”: Mailing Address
- “Indicia Required”: Will indicate what, if any, mailing indicia is required.
- “Back Printing”: Will indicate the envelope style and applicable version (all envelopes).

During the term of the contract, “Copy Change” and “Indicia Required” copy changes may be added to the balance of the envelope styles.

Some Envelope Specification Sheets show a designated area for IMb (intelligent mail barcode). Some envelope styles will require contractor to print IMb and other styles will require a clear area for IMb overprinting at time of mail processing.

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.

REPRODUCIBLES

The contractor must make all reproducible required. The contractor is responsible for determining what type reproduces 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.

PDF PROOFS

PDF Proofs will be required only when indicated on the individual print order. It is anticipated that proofs will be required the first time an envelope style/version is ordered or when changes are made to an envelope style/version.

When proofs are ordered, the contractor will submit one “Press Quality” PDF soft proof (for content only) using the same Raster Image Processor (RIP) that will be used to produce the final printed product. PDF proof will be evaluated for text flow, image position, and color breaks. Proof will not be used for color match. Contractor must call the point of contact listed on the individual print order to confirm receipt.

When the individual print order does not require proofs, the contractor will be responsible for performing all necessary proofreading to ensure 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.

PRIOR-TO-PRODUCTION SAMPLES

Prior-to-Production Samples will be required only when indicated on the individual print order. It is anticipated that samples will be required the first time an envelope style is ordered or when changes are made to an envelope style.

The sample requirement for this contract is one set of 100 printed construction samples. Each sample shall be printed and constructed as specified and must be of the size, kind, and quality that the contractor will furnish.

Samples will be inspected and tested and must comply with the specifications as to construction, kind, and quality of materials.

APPROVAL FOR PRIOR TO PRODUCTION SAMPLES

Prior to the commencement of production of the contract production quantity, the contractor shall submit samples to the address indicated on the individual print order. Samples will be tested for conformance of material(s) and/or for usage on the specified equipment and/or for construction. The container and accompanying documentation shall be marked PREPRODUCTION SAMPLES and shall include the GPO jacket, purchase order, and program/print order numbers. The samples must be submitted in sufficient time to allow Government testing of the samples and production and shipment in accordance with the shipping schedule.

The Government will approve, conditionally approve, or disapprove the samples within 7 workdays of the receipt thereof. Approval or conditional approval shall not relieve the contractor from complying with the specifications and all other terms and conditions of the contract. A conditional approval shall state any further action required by the contractor. A notice of disapproval shall state the reasons therefor.

If the samples are disapproved by the Government, the Government, at its option, may require the contractor to submit additional samples for inspection and test, in the time and under the terms and conditions specified in the notice of rejection. Such additional samples shall be furnished, and necessary changes made, at no additional cost to the Government and with no extension in the shipping schedule. The Government will require the time specified above to inspect and test any additional samples required.

In the event the additional samples are disapproved by the Government, the contractor shall be deemed to have failed to make delivery within the meaning of the default clause in which event this contract shall be subject to termination for default, provided however, that the failure of the Government to terminate the contract for default in such event shall not relieve the contractor of the responsibility to deliver the contract quantities in accordance with the shipping schedule.

In the event the Government fails to approve, conditionally approve, or disapprove the samples within the time specified, the Contracting Officer shall automatically extend the shipping schedule in accordance with Contract Clause 12, "Notice of Compliance with Schedules," of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 01-18)).

Manufacture of the final product prior to approval of the sample submitted is at the contractor's risk. Samples will not be returned to the contractor.

All samples shall be manufactured at the facilities in which the contract production quantities are to be manufactured.

STOCK/PAPER

The specifications of all paper furnished must be in accordance with those listed herein or listed for the corresponding JCP Code numbers in the "Government Paper Specification Standards No. 13" dated September 2019.

White Writing Envelopes, basis weight: 24 lbs. per 500 sheets, 17 x 22", equal to JCP Code V20.

White Writing Envelopes, basis weight 28 lbs. per 500 sheets, 17 x 22" equal to JCP Code V20.

PRINTING

All Envelopes print face, back and inside security tint in black ink. The back of each constructed envelope will print with the envelope style and, if applicable, the version of the envelope.

The E-211 (Exhibit 9) envelope prints in black ink with a PMS 185 Red box with “Registered Mail” reversed to white. The box bleeds onto flap and prints to window edge.

All envelopes 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.

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 and requirements (refer to latest version of USPS Publication 25, Designing Business Letter Mail and the Domestic Mail Manual).

The envelopes must be manufactured and printed in a manner that shall permit the envelopes to accept printing, ink writing, and bar coding without feathering, blurring, smearing, or penetrating to the reverse side.

Contractor’s option to pre-manufacture blank envelopes and/or pre-print template envelopes in advance and overprint copy change areas and back printing upon receipt of individual Print Order but is cautioned that reimbursement will only be made for the number of envelopes ordered on the individual Print Order.

COPY CHANGE AREAS AND POSTAL MARKINGS

The E-19 envelope does 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. Each envelope type will have several different versions and each version will have its own copy change content. Versions may change during the term of the contract.

The E-25 BR, E-25 CR, and E-73 envelope styles will require contractor to correctly apply USPS IMb. Contractor must produce and position individual bar codes to match mailing address printed on envelope.

BLEED AREAS

The E-19 envelope has a 1/2” bleed border that prints 1/4” on constructed face and 1/4” constructed back of envelopes.

In addition to Facing Identification Marks (FIM) and Horizontal Bars that do not bleed, the E-25 CR, E-73, and E-199 are return mail envelopes and, the envelopes have 1/4” solid black boxes in two locations that will assist in return mail processing. Boxes print 1/8” on constructed face with 1/8” bleed onto constructed back and/or flap. Placement and size are critical.

MARGINS

Follow margins on the Government furnished specification sheets.

CONSTRUCTION OF ENVELOPES

The Envelope Specification Sheet furnished with each individual Print Order will provide specific construction requirements for seams, flaps, and windows and must be adhered to at all times.

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

SEAMS

The Envelope Specification Sheet will indicate the required seam construction. Anticipate that the E-125-L, E-125-R, E-130, E-199, and E-211 envelopes require high cut diagonal seam construction, and the balance of the envelopes will be contractor’s option for high cut diagonal or side seam construction.

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

FLAPS

Flaps are open side and to be constructed as indicated on individual specification sheets. The sealing flap must exceed the throat by at least 3/4”.

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.

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 fingertips after moistening the adhesive.

When opened 15 to 20 seconds after sealing, the flap shall pull fibers from the body of the envelope from not less than 75% of the adhesive area of the flap beyond the throat, up to a maximum width of one inch gum strip from the edge of the flap.

Fully gummed flaps required, split gumming **IS NOT** permitted on any envelope. See individual specification sheets for additional flap requirements.

WINDOWS

Windows for the E-125 L, E-125 R, E-199, and E-211 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-125 L, E-125 R, and E-199 envelopes are rectangular in shape. Windows for the E-211 envelope is 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 in accordance with the Domestic Mail Manual.

All window covering material **MUST BE TRANSPARENT**. Window covering must 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. The shipping container shall be closed/sealed in accordance with GPO Contract Terms (GPO Pub. 310.2) with a minimum bursting strength of 200 pounds per square inch.

Envelopes must not be packed in oversized containers. All envelopes shall be securely packed in containers 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.

Pack in units of 500 envelopes in close-fitting boxes and then pack 5 boxes into shipping containers.

LABELING AND MARKING

All cartons must be labeled with IRS form 6153 Exhibit 10 for acceptance at IRS Facilities.

Contractor required to populate empty fields of partially completed IRS Form 6153 (Carton Shipping Label), (Exhibit 10) and reproduce for placement on all cartons.

Contractor to ensure correct Jacket number, Print Order number and Program number are indicated on carton label. If the Requisition number does not match Print Order Requisition number notify IRS person indicated on Print Order and email Malaysia Peele at mpeele@gpo.gov.

The pallet which includes Blue Label samples must be labeled. See Exhibit 12.

PALLETIZING

Palletizing is required if an order has at least 18 shipping containers going to one destination. Double stacking of pallets is NOT permitted.

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) is 57". 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. Single piece cardboard separator sheet between layers. Corner beads to be applied before wrapping. Pallets shall be suitably packed to ensure 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 COPIES)

Each order will require Departmental Random Copies (Blue Label Copies) with each delivery. These copies must be labeled with the government furnished Blue Label (GPO Form 2678 – Certificate of Selection of Random Copies).

All orders must be divided into 200 equal sublots as indicated on the individual print order. A random "Blue Label" copy must be selected from each subplot. 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). 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 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.

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 address indicated on the individual print order.

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 delivery warehouse location indicated on the individual print order.

Print Orders Initiated by IRS	Delivery Warehouse Location	Shipping Zone
Ogden Campus and CPS-West	Ogden, UT	1
Austin Campus	Austin, TX	2
Kansas City Campus	Kansas City, MO	3
Fresno, Memphis, Atlanta, Brookhaven, Andover, and Philadelphia Campuses, NDC, and ECC-MTB	Bloomington, IL	4
CPS-East	Detroit, MI	5
NOP (Cincinnati, OH) and Cincinnati Campus (Florence, KY)	Cincinnati, OH (NOP) and Florence, KY (Cincinnati Campus)	6

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 email 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: Carl Matt Slater, M/S 8100, 1160 West 1200 South, Ogden, UT 84404.

SCHEDULE

Adherence to this schedule must be maintained.

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

Orders will be placed/confirmed as follows:

1. The agency will notify the contractor, by email or telephone, when an order(s) is/are ready to be placed.
2. The agency will then email the print order(s) and specification sheet(s) and will indicate the agency individual(s) to be contacted upon receipt of the email.
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 individual Print Order will indicate if proofs and/or prior-to-production samples are required.

It is anticipated that proofs will be ordered with the first order of an envelope style and version. Proofs are due 2 workdays after receipt of Print Order and are to be emailed to ts.mp.envelope.program@irs.gov and mpeeel@gpo.gov. Proofs will be held for 3 workdays.

It is anticipated that prior-to-production samples will be required with the first order of an envelope style but not with each version. Samples are due 2 workdays after proof approval are received and samples will be held for 3 workdays. Samples are to be sent to IRS ATTN: Carl Matt Slater, M/S 8100, 1160 West 1200 South, Ogden, UT 84404.

Upon completion of each order, the contractor is to notify IRS and GPO Northeast Region of the date of delivery. See, "Delivery/Shipping Status Information".

Contractor must not start production of any job prior to receipt of the individual print order (GPO Form 2511) and specification sheet via email.

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:

- Fiscal Year Period 1 – Orders to contractor the first or second full week of October
- Fiscal Year Period 2 – Orders to contractor the first or second full week of February
- Fiscal Year Period 3 – Orders to contractor the first or second full week of June

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.

PRODUCTION SCHEDULE

Orders placed on this contract will have an Accelerated Schedule or a Regular Schedule as described below.

Accelerated Schedule

Anticipate approximately 3% of orders (2 print orders) will require complete production and delivery within 8 to 15 workdays. Quantity requested per envelope will not exceed 100,000 envelopes. These orders will not require Proofs or Prior-to-Production Samples.

Regular Schedule

Complete production and delivery will be required within 25 and 45 workdays of receipt of print order.

The schedule begins the workday after receipt of print order and furnishing material.

DELIVERY/SHIPPING STATUS INFORMATION

Contractor to create an Order Tracking Report in Excel or similar spreadsheet software. See Exhibit 13, for a sample report layout with required column headers. The Order Tracking Report will be updated daily by the contractor and emailed weekly to the IRS Program Specialist and GPO personnel.

The Order Tracking Report is to be maintained by the contractor for the entire life of the contract.

DISTRIBUTION NOTICES

Upon each shipment, contractor must immediately email agency and compliance@gpo.gov. Each print order will include email addresses for individuals to be notified of shipments.

Subject line of email to read: "Distribution Notice – Print Order # - Envelope Style". Body of email must include shipment method, tracking information, quantity shipped, delivery date scheduled.

RECEIPT FOR DELIVERY

Contractor must furnish delivery receipts. These receipts must include the GPO jacket, program, and print order numbers; total quantity delivered, number of cartons, and quantity per carton; date of delivery; and signature of the Government agent accepting delivery.

A copy of the delivery receipt must be emailed to the individual referenced on the print order. The original copy of this receipt must accompany the contractor's voucher for payment.

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. (a)	85	IV. (a) (1)	130
(b)	9	(2)	740
II. (a) (1)	11	(3)	810
(2)	41	(4)	90
(3)	190	(b) (1)	300
(4)	300	(2)	400
(5)	640	(3)	220
(6)	140	(4)	40
(7)	275	(c) (1)	14
(8)	513	(2)	800
(9)	20	(3)	320
(b) (1)	450	(4)	50
(2)	101	(d) (1)	840
(3)	101	(2)	600
(4)	110	(3)	770
(5)	530	(4)	90
(6)	102	(e) (1)	10
(7)	1,123	(2)	20
(8)	1,632	(3)	10
(9)	300	(4)	30
III. (a)	1,115	(f) (1)	10
(b)	2,917	(2)	250
(c)	2,245	(3)	15
(d)	302	(4)	20

V. Premium Payments:

Anticipate 3% of the orders (approximately 2 print orders), with quantities up to 100,000 envelopes will require complete production and delivery on an accelerated schedule.

Orders requiring an accelerated schedule will be paid for at the premium rate in accordance with the contractor’s offered percentage in the “Schedule of Prices.”

All other orders will be placed with the required schedule and paid for at the basic prices offered. Percentages offered for premium priced work are additional to the basic prices offered for units of work. Premium payments, when authorized, will only apply to Line Items II. (a) (1) through (9) in the Schedule of Prices.

Failure of the contractor to deliver work at the time specified will result in disallowance of premium payments that were anticipated, and the contractor will not list such items on his invoice.

Premium payments for an accelerated schedule will be evaluated for award by taking 3% of the sum dollar amount of Line Items II. (a) (1) through (9) and multiplying the result by percentage increase Line-Item V. (a).

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 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 rates.

I. PROOFS AND PRIOR-TO-PRODUCTION SAMPLES: Prices must be all-inclusive and must include the cost of all required materials and operations necessary for the complete production of Proofs and Prior-To-Production Samples of the product listed in accordance with these specifications.

- (a) PDF Proofs per PDF proof \$ _____
- (b) Prior-To-Production Samples (100 samples per set) per set \$ _____

II. PRINTING/CONSTRUCTION: Prices must be all-inclusive and must include the cost of all required materials and operations necessary for the complete production of the product listed in accordance with these specifications except for Items III. Stock/Paper, IV. Packing and Shipping Charges, and V. Premium Payments as applicable.

- (a) 10,000 to 100,000 Envelopes:
 - (1) E-19..... 3-7/8 x 8-7/8” per 1,000 envelopes \$ _____
 - (2) E-25 BR 3-7/8 x 8-7/8” per 1,000 envelopes \$ _____
 - (3) E-25 CR 3-7/8 x 8-7/8” per 1,000 envelopes \$ _____
 - (4) E-73..... 3-7/8 x 8-7/8” per 1,000 envelopes \$ _____
 - (5) E-125 L 4-1/8 x 9-1/2” per 1,000 envelopes \$ _____
 - (6) E-125 R 4-1/8 x 9-1/2” per 1,000 envelopes \$ _____
 - (7) E-130..... 4-1/8 x 9-1/2” per 1,000 envelopes \$ _____
 - (8) E-199..... 4-3/8 x 9-3/4” per 1,000 envelopes \$ _____
 - (9) E-211..... 4-1/2 x 9-3/4” per 1,000 envelopes \$ _____

(Initials)

RETURN THIS PAGE TO GPO

SCHEDULE OF PRICES

II. PRINTING/CONSTRUCTION (Continued):

(b) 100,001 to 1,000,000 Envelopes:

- (1) E-19..... 3-7/8 x 8-7/8” per 1,000 envelopes \$ _____
- (2) E-25 BR 3-7/8 x 8-7/8” per 1,000 envelopes \$ _____
- (3) E-25 CR 3-7/8 x 8-7/8” per 1,000 envelopes \$ _____
- (4) E-73..... 3-7/8 x 8-7/8” per 1,000 envelopes \$ _____
- (5) E-125 L 4-1/8 x 9-1/2” per 1,000 envelopes \$ _____
- (6) E-125 R 4-1/8 x 9-1/2” per 1,000 envelopes \$ _____
- (7) E-130..... 4-1/8 x 9-1/2” per 1,000 envelopes \$ _____
- (8) E-199..... 4-3/8 x 9-3/4” per 1,000 envelopes \$ _____
- (9) E-211..... 4-1/2 x 9-3/4” per 1,000 envelopes \$ _____

III. 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.

- (a) 3-7/8 x 8-7/8” (E-19, E-25-BR, E-25-CR, and E-73)..... per 1,000 envelopes \$ _____
- (b) 4-1/8 x 9-1/2” (E-125-L, E-125-R, E-130)..... per 1,000 envelopes \$ _____
- (c) 4-3/8 x 9-3/4” (E-199)..... per 1,000 envelopes \$ _____
- (d) 4-1/2 x 9-3/4” (E-211)..... per 1,000 envelopes \$ _____

IV. PACKING AND SHIPPING CHARGES: The following charges cover the cost of packing, sealing, and shipping to destinations within each of the locations listed below. Reimbursement for transportation costs for all shipments will be made in accordance with the contractor’s offered shipping charges. Bidder must offer a cost per 1,000 envelopes for location as listed below. Failure to offer shipping charges to any of the locations will eliminate bidder from consideration for award.

(a) Deliveries to Ogden, Utah:

- (1) 3-7/8 x 8-7/8” (E-19, E-25-BR, E-25-CR, and E-73) per 1,000 envelopes \$ _____
- (2) 4-1/8 x 9-1/2” (E-125-L, E-125-R, E-130) per 1,000 envelopes \$ _____
- (3) 4-3/8 x 9-3/4” (E-199) per 1,000 envelopes \$ _____
- (4) 4-1/2 x 9-3/4” (E-211) per 1,000 envelopes \$ _____

(b) Deliveries to Austin, Texas:

- (1) 3-7/8 x 8-7/8” (E-19, E-25-BR, E-25-CR, and E-73) per 1,000 envelopes \$ _____
- (2) 4-1/8 x 9-1/2” (E-125-L, E-125-R, E-130) per 1,000 envelopes \$ _____
- (3) 4-3/8 x 9-3/4” (E-199) per 1,000 envelopes \$ _____
- (4) 4-1/2 x 9-3/4” (E-211) per 1,000 envelopes \$ _____

(Initials)

RETURN THIS PAGE TO GPO

SCHEDULE OF PRICES

IV. PACKING AND SHIPPING CHARGES (Continued):

(c) Deliveries to Kansas City, Missouri:

- (1) 3-7/8 x 8-7/8" (E-19, E-25-BR, E-25-CR, and E-73) per 1,000 envelopes \$ _____
- (2) 4-1/8 x 9-1/2" (E-125-L, E-125-R, E-130) per 1,000 envelopes \$ _____
- (3) 4-3/8 x 9-3/4" (E-199) per 1,000 envelopes \$ _____
- (4) 4-1/2 x 9-3/4" (E-211) per 1,000 envelopes \$ _____

(d) Deliveries to Bloomington, Illinois:

- (1) 3-7/8 x 8-7/8" (E-19, E-25-BR, E-25-CR, and E-73) per 1,000 envelopes \$ _____
- (2) 4-1/8 x 9-1/2" (E-125-L, E-125-R, E-130) per 1,000 envelopes \$ _____
- (3) 4-3/8 x 9-3/4" (E-199) per 1,000 envelopes \$ _____
- (4) 4-1/2 x 9-3/4" (E-211) per 1,000 envelopes \$ _____

(e) Deliveries to Detroit, Michigan:

- (1) 3-7/8 x 8-7/8" (E-19, E-25-BR, E-25-CR, and E-73) per 1,000 envelopes \$ _____
- (2) 4-1/8 x 9-1/2" (E-125-L, E-125-R, E-130) per 1,000 envelopes \$ _____
- (3) 4-3/8 x 9-3/4" (E-199) per 1,000 envelopes \$ _____
- (4) 4-1/2 x 9-3/4" (E-211) per 1,000 envelopes \$ _____

(f) Deliveries to Cincinnati, Ohio and/or Florence, Kentucky:

- (1) 3-7/8 x 8-7/8" (E-19, E-25-BR, E-25-CR, and E-73) per 1,000 envelopes \$ _____
- (2) 4-1/8 x 9-1/2" (E-125-L, E-125-R, E-130) per 1,000 envelopes \$ _____
- (3) 4-3/8 x 9-3/4" (E-199) per 1,000 envelopes \$ _____
- (4) 4-1/2 x 9-3/4" (E-211) per 1,000 envelopes \$ _____

V. PREMIUM PAYMENTS: Anticipate 3% of orders with quantities up to 100,000 copies will require complete production and delivery on an accelerated schedule.

When authorized, percentages offered for premium priced work are additional to the basic prices offered for units of work and only apply to Line Items II. (a) (1) through (9).

- (a) Percentage increase %

(Initials)

RETURN THIS PAGE TO GPO

SCHEDULE OF PRICES

SHIPMENT(S): Shipments will be made from: City _____, State _____

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

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

AMENDMENT(S): Bidder hereby acknowledges amendment(s) number(ed) _____

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

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

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

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

Bidder _____
(Contractor’s Name) (GPO Contractor’s Code)

(Street Address)

(City – State – Zip Code)

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

(Person to be Contacted) (Telephone Number) (Email)

THIS SECTION FOR GPO USE ONLY

Contracting Officer: _____ Date _____ Certifier by: _____ Date _____
(Initials) (Initials)

EMAIL BID (Section 4 -Schedule of Prices) to bids@gpo.gov

EXHIBITS

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

Envelope 19 (Rev. 10-2006) Envelope Specification Sheet			
This sheet is for envelope specifications and composition. Do not use as camera copy. Envelope must conform to the USPS requirements.			
Product ID	Copy change area A (<i>return address</i>)	Copy change area B (<i>mailing address</i>)	Indicia required
Envelope 19	N/A	N/A	N/A
Revision date (Rev. 10-2006)			
			Print order number
			Office ID
			Version
			N/A
			N/A
Envelope Specifications			
Construction			
Printed open side, high cut, diagonal or side seam, flap gummed and folded down. This envelope requires black opaquing design printed inside.			
Text Specifications			
Front printing is 18 point Helvetica Bold (or equal). Back printing is 6 point Helvetica (or equal).			
Size	3-7/8" x 8-7/8" (98 mm x 225 mm)		
Stock	White Writing or Wove 24#		
Ink	Black		
Window	None		
Additional comments			
<p style="text-align: center;">Margins are 1" (25mm) top, center sides</p> <p style="text-align: center;">To be opened by addressee only</p> <p style="text-align: center;">1/2" Bar (12 mm)</p> <p style="text-align: center;">Prints 1/4" (6 mm) along edge on both front and back.</p> <p style="text-align: center;">3-7/8" (98 mm)</p> <p style="text-align: center;">8-7/8" (225 mm)</p> <p style="text-align: center;">Back Printing Position bottom & right margins appropriately in lower right corner.</p> <p style="text-align: right; font-size: x-small;">Envelope 19 (Rev. 10-2006) Catalog Number 41017P</p>			
Form 12847-A (Rev. 2-2020)		Catalog Number 30834C	
		publish.no.irs.gov	
		Department of the Treasury - Internal Revenue Service	

EXHIBIT 2: E-25 BR (8-1996) ENVELOPE SPECIFICATION SHEET

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

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

Product ID Envelope 25-BR Revision date (8-1996)	Copy change area A (return address) N/A	Copy change area B (mailing address) N/A	Indicia required N/A	Print order number N/A	Office ID N/A
				Version N/A	

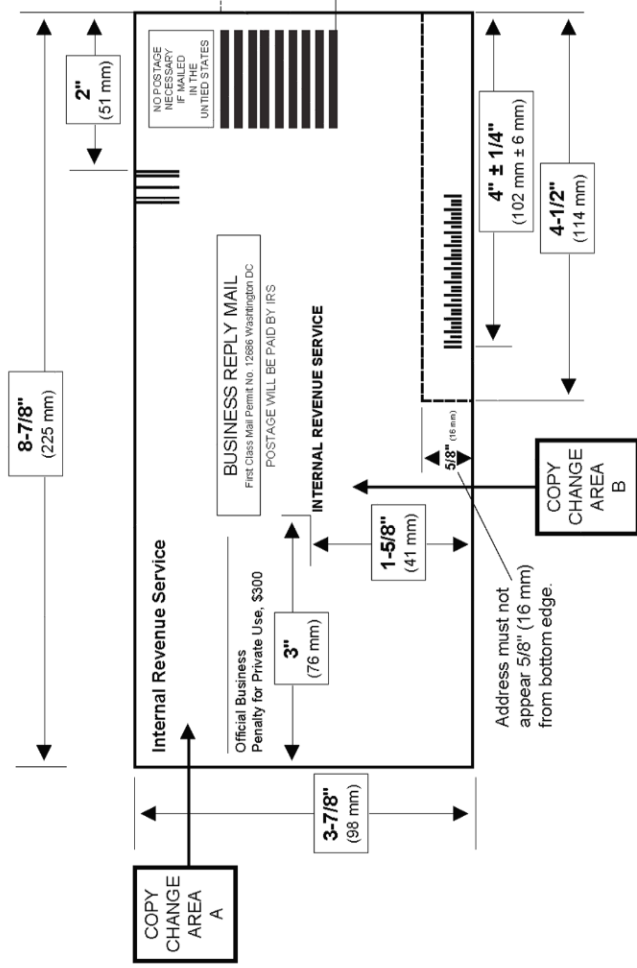
Envelope Specifications

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

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

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

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



Horizontal identification bars must be at least 1-inch in length, and must not extend vertically below the delivery address line.

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

Envelope 25-BR (8-1996)
Catalog Number 22383Q

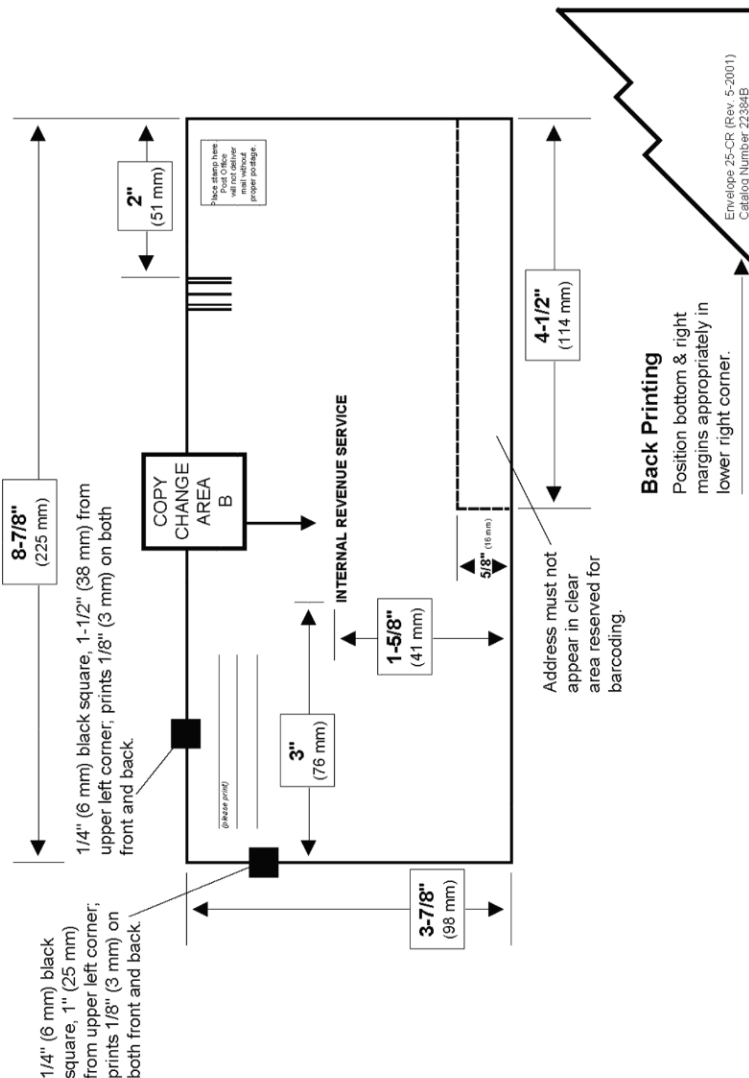
EXHIBIT 3: E-25 CR (REV. 5-2001) ENVELOPE SPECIFICATION SHEET

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

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

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

3/8" (10 mm) top, right & 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 point Helvetica (or equal) except as noted otherwise.
12 point Bold for "Internal Revenue Service" line in mailing address.
Addressee lines must be all caps with no punctuation (or as stated in current USPS Domestic Mail Manual).
Back printing is 6 point.

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

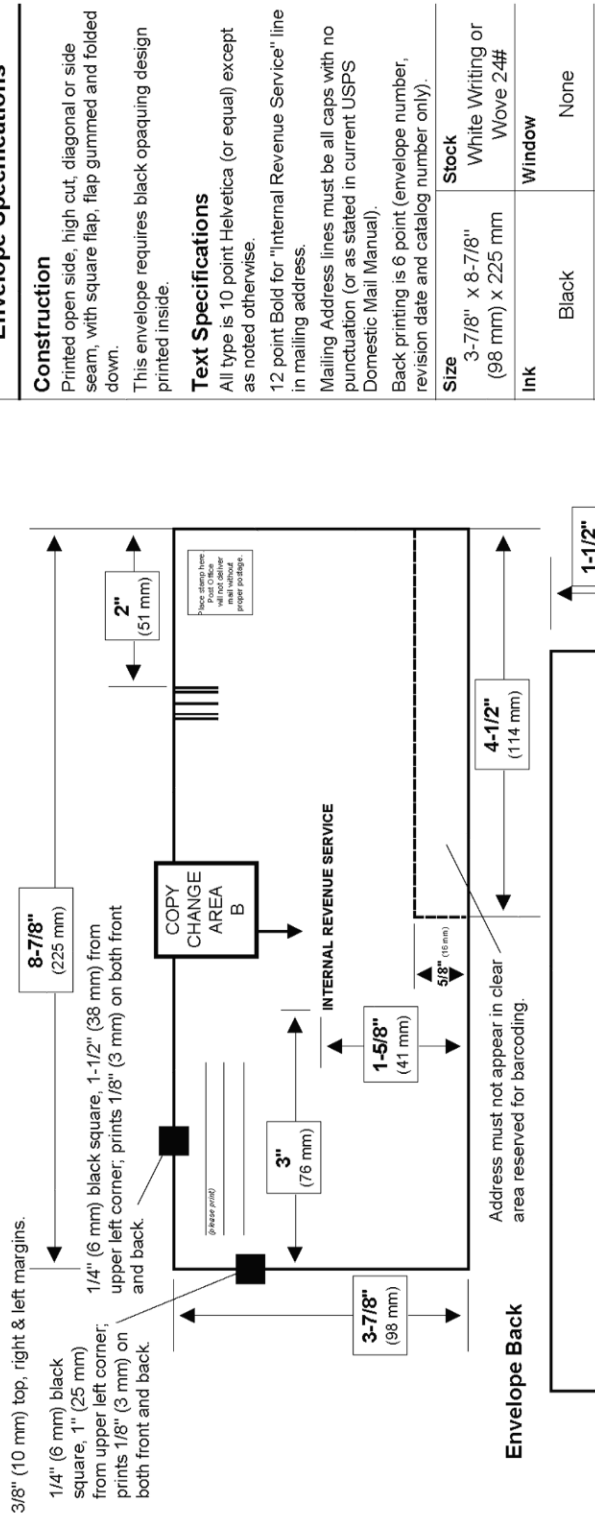
Additional comments

EXHIBIT 4: E-73 (REV. 5-2001) ENVELOPE SPECIFICATION SHEET

Envelope 73 (Rev. 5-2001) Envelope Specification Sheet

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

Product ID Envelope 73	Copy change area A (return address) N/A	Copy change area B (mailing address) N/A	Indicia required N/A	Print order number	Office ID N/A
Revision date (Rev. 5-2001)	N/A	N/A	N/A	Version	N/A



Envelope Back
Address reserved for barcoding.

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

Center reminders between closed flap and product ID

Do not staple, paper clip or tape check or money order to the notice.
Do not send cash.

Envelope 73 (Rev. 5-2001)
Catalog Number 63328L

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 point 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 point (envelope number, revision date and catalog number only).

Size
3-7/8" x 8-7/8" (98 mm) x 225 mm

Ink
Black

Stock
White Writing or Wove 24#

Window
None

Additional comments

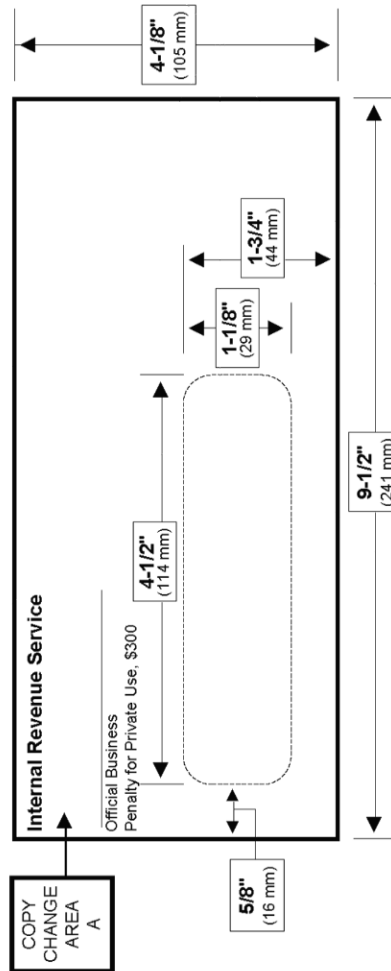
EXHIBIT 5: E-125 L (REV. 10-1994) ENVELOPE SPECIFICATION SHEET

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

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

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

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



Back Printing

Position bottom & right margins appropriately in lower right corner.

Envelope 125-L (Rev. 10-1994)
Catalog Number 26210Y

Envelope Specifications

Construction

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

Text Specifications

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

Size
4-1/8" x 9-1/2"
(105 mm x 241 mm)

Stock
White Writing or Wove 24#

Window
4-1/2" x 1-1/8"
(114 mm x 29 mm)
Clear Polystyrene

Additional comments

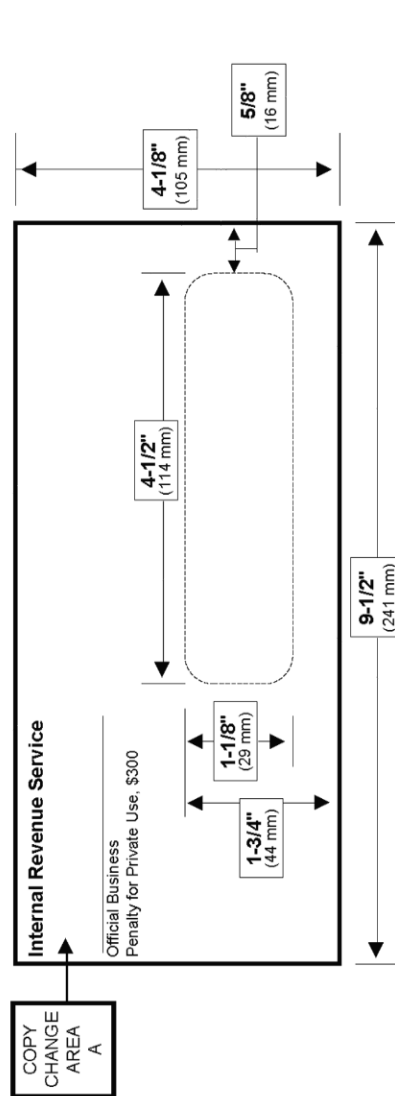
EXHIBIT 6: E-125 R (REV. 10-1994) ENVELOPE SPECIFICATION SHEET

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

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

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

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



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

Envelope 125-R (Rev. 10-1994)
Catalog Number 20215B

Envelope Specifications

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

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

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

Additional comments

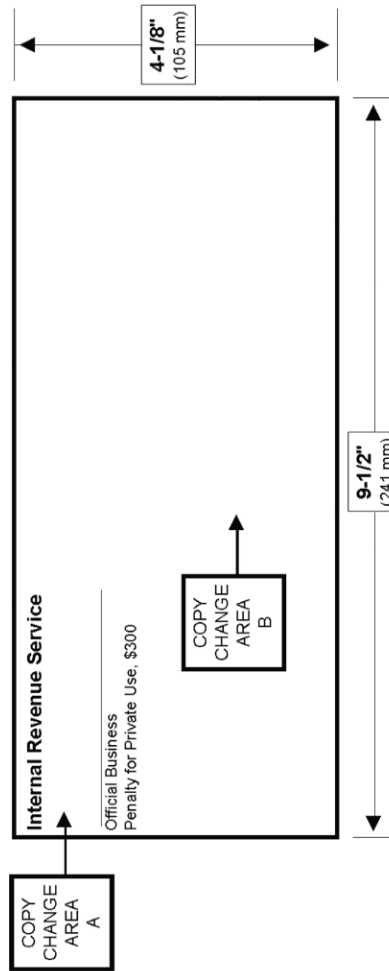
EXHIBIT 7: E-130 (REV. 10-1994) ENVELOPE SPECIFICATION SHEET

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

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

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

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



Back Printing

Position bottom & right margins appropriately in lower right corner.

Envelope 130 (Rev. 10-1994)
Catalog Number 41089J

Envelope Specifications

Construction

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

Text Specifications

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

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

Additional comments

EXHIBIT 8: E-199 (3-1991) ENVELOPE SPECIFICATION SHEET

Envelope 199 (3-1991) Envelope Specification Sheet

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

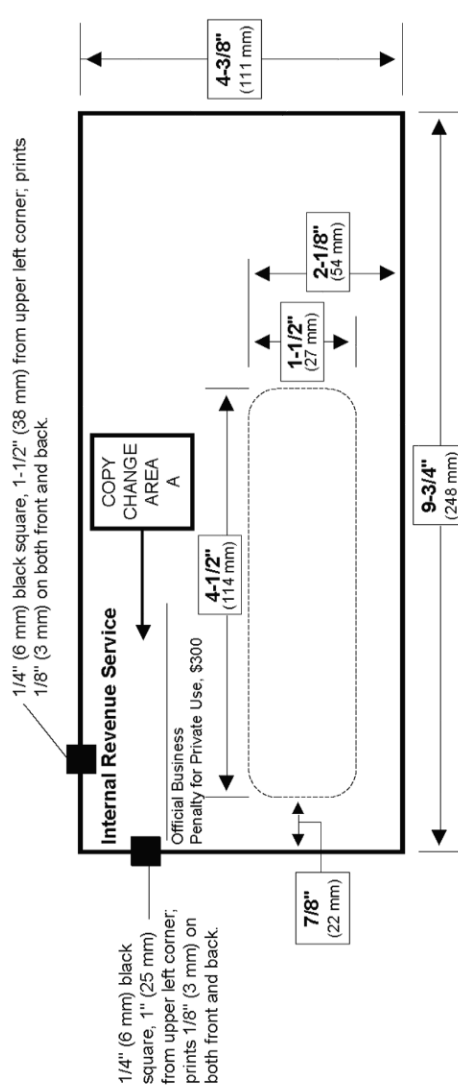
Product ID Envelope 199 Revision date (3-1991)	Copy change area A (return address) N/A	Copy change area B (mailing address) N/A	Indicia required N/A	Print order number	Office ID N/A Version N/A
---	---	--	--------------------------------	--------------------	--

Envelope Specifications

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

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

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



Back Printing

Position bottom & right margins appropriately in lower right corner.

Envelope 199 (3-1991)
Catalog Number 12519M

Size 4-3/8" x 9-3/4" (111 mm x 248 mm)	Stock White Writing or Wove 24#
Ink Black	Window 4-1/2" x 1-1/2" (114 mm x 38 mm) Clear Polystyrene

Additional comments

EXHIBIT 9: E-211 (3-2006) ENVELOPE SPECIFICATION SHEET

Envelope 211 (3-2006) Envelope Specification Sheet

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

Product ID Envelope 211	Copy change area A (return address)	Copy change area B (mailing address)	Indicia required	Print order number	Office ID
Revision date (3-2006)	N/A	N/A	N/A		N/A
Envelope Specifications					
<p>Print 3-1/2" x 1/2" (89 mm x 13 mm) box in PMS 185 Red ink. Box prints 1/8" (3 mm) onto flap. Set works REGISTERED 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.</p>					
<p>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.</p>					
<p>Text Specifications Set words REGISTERED MAIL in 16 point Helvetica, reverse, and center inside red box. Official Business (two line statement) is 9 point. Back printing is 6 point. *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.</p>					
Size		4-1/2" x 9-3/4" (114 mm x 248 mm)		Stock	White Writing or Wove 24#
Ink		Black & PMS 185 (Red)		Window	Pistol Shaped 6-1/8" x 3-1/4" (156 mm x 83 mm) <small>*multi-dimensional see diagram</small> Clear Polystyrene
Additional comments					

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

Envelope 211 (3-2006)
Catalog Number 48045D

Form **13847-B** (Rev. 2-2020)

Catalog Number 48045Z

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Department of the Treasury - Internal Revenue Service

EXHIBIT 10: 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 Internal Revenue Service		Publishing analyst Brian Anderson	Phone number 859-488-3701	Carton #	of #
GPO Jacket number 640-468		Print order number	Program number		
From (Contractor name and address)			To (Consignee) Internal Revenue Service National Distribution Center 1201 N. Mitsubishi Motorway Bloomington, IL 61705		
Catalog number 64288W	Revision (YYYY-MM-DD) 2000-03-00	 *64288W2000-03-00*			
Product number (Form, Document, Publication, etc) E-182 W		Product title CIDS Mailer Envelope			
Carton quantity 500	Requisition number (YY-nnnn) 19-01687	 *50019-01687*			

Form **6153** (Rev. 3-2006) Catalog Number 62724N Department of Treasury - Internal Revenue Service
Phaser 7300DX - Room 6231 **Print Labels** **SAVE AS** **RESET**

EXHIBIT 11: IRS PALLET SPECIFICATIONS

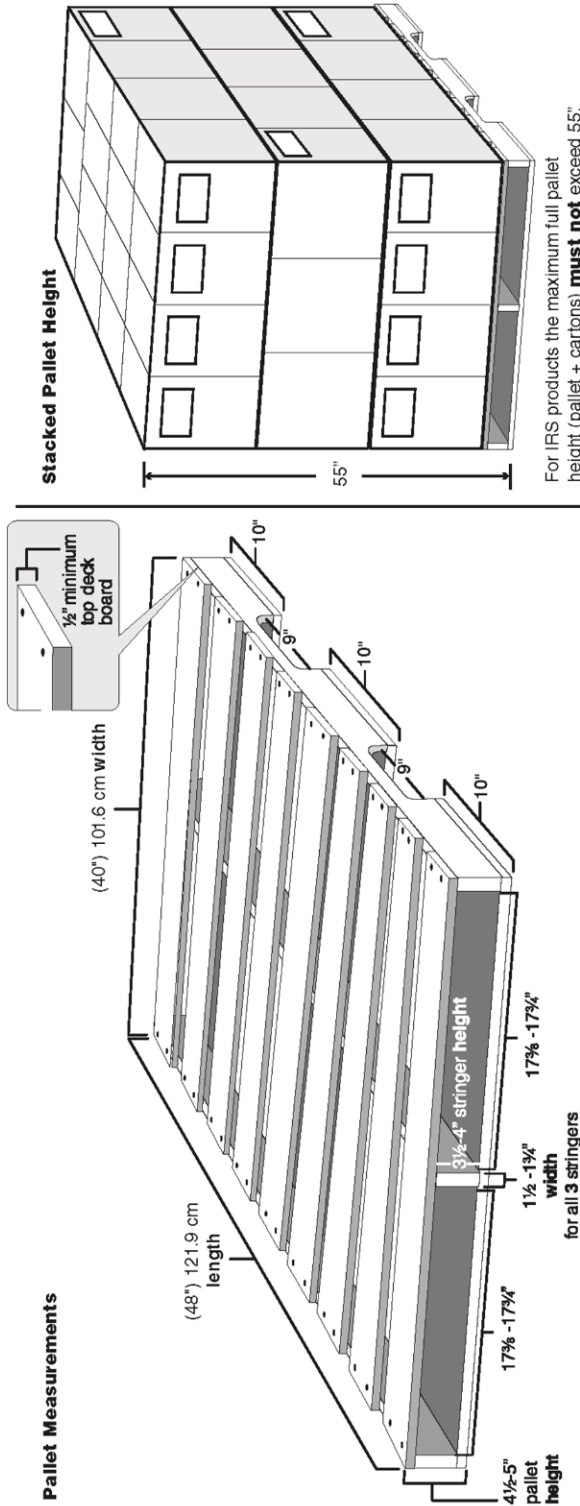
Exception: Max Height 57"

IRS Pallet Specifications

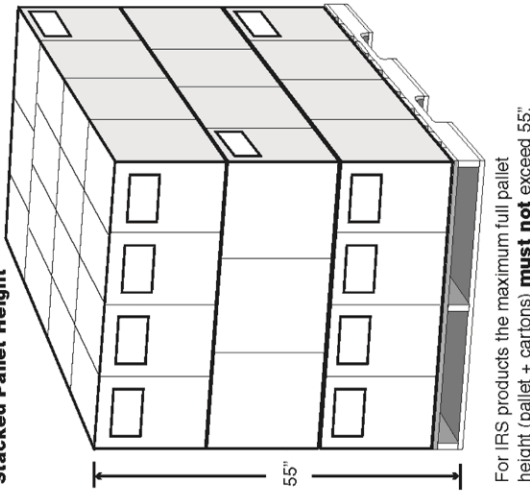
All shipments delivered to the National Distribution Center (NDC), must conform to the specifications outlined in this document. To ensure shipments are 100% compliant and received by the NDC, please reference Publication 4803 and any relating information outlined in the work contract specifications. 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

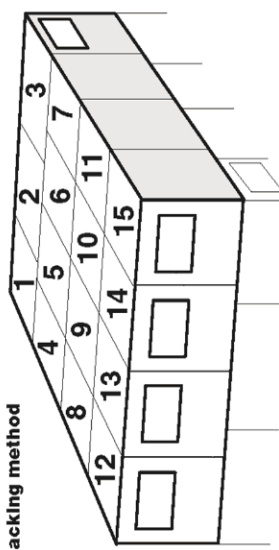


Stacked Pallet Height



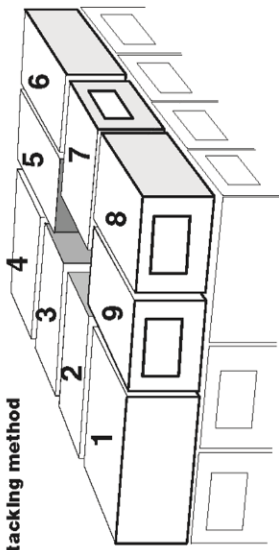
For IRS products the maximum full pallet height (pallet + cartons) **must not** exceed 55".

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 12: SAMPLES ON PALLET LABEL

BLUE LABEL

SAMPLES BOXES ARE ON THIS
PALLET

Program Number: _____

Print Order Number: _____

Envelope/Version: _____

EXHIBIT 13: MONTHLY ORDER TRACKING REPORT

Print Order	Jacket	IRS Rec. No.	Job No.	Ordering Campus	Envelope No.	Quantity Ordered	Date Rec'd	Due Date	Quantity Shipped	Actual Ship	Expected Delivery	Actual Delivery	Ship to Location	Trucking Company	PRO Number	Notes
60001	745-001	23-76257	2310001	Ogden Campus	E-125-L32	10,000	06/01/23	06/22/22	10,000	06/17/22	08/22/22	08/22/22	Ogden, UT	AI Trucking Company	12355678	
60002	745-001	23-76258	2310002	Kansas City Campus	E-25-36-2	45,000	06/01/23	06/22/22	45,000	06/17/22	08/22/22	08/17/22	Kansas City, MO	Next Day Trucking	23456789	
60003	745-001	23-76259	2310003	NCP	E-199-7	72,000	06/01/23	06/29/22	72,000	06/24/22	08/29/22	08/24/22	Cincinnati, OH	Next Day Trucking	98765432	
60004	745-001	23-76260	2310004	NDC	E-211	165,000	06/01/23	06/05/22	165,000	06/31/22	09/05/22	09/05/22	Bloomington, IL	ABC Trans-America	34567892	
60005	745-001	23-76261	2310005	Austin Campus	E-125-R-4	13,000	06/01/23	09/12/22	13,000	09/07/22	09/12/22	09/12/22	Austin, TX	Next Day Trucking	64536873	
60006	745-002	23-76262	2310006	Fresno Campus	E-73-L-1	140,000	06/01/23	09/12/22	140,000	09/14/22	09/12/22	09/12/22	Bloomington, IL	ABC Trans-America	10953674	
60007	745-002	23-76263	2310007	CPS-West	E-136-12	585,000	06/01/23	10/25/22	585,000	10/20/22	10/25/22	10/25/22	Ogden, UT	AI Trucking Company	00055626	
60008	745-001	23-76264	2310008	CC-WTE	E-136-12	145,000	06/01/23	11/03/22	145,000	10/27/22	11/03/22	11/03/22	Bloomington, IL	ABC Trans-America	54765431	
60009	745-001	23-76265	2310009	Nightingale Campus	E-32-C6-3	75,000	06/01/23	11/09/22	75,000	11/09/22	11/09/22	11/09/22	Bloomington, IL	ABC Trans-America	57056242	
60010	745-001	23-76266	2310010	Atlanta Campus	E-135-G-7	75,000	06/01/23	11/15/22	75,000	11/09/22	11/15/22	11/15/22	Bloomington, IL	ABC Trans-America	59465347	
60011	745-001	23-76267	2310011	CPS-East	E-73-L-4	50,000	06/01/23	11/22/22	50,000	11/17/22	11/22/22	11/22/22	Perot, MI	Next Day Trucking	61756453	
60012	745-001	23-76268	2310012	Brookhaven Campus	E-135-L-45	25,000	06/01/23	11/29/22	25,000	11/24/22	11/29/22	11/29/22	Bloomington, IL	ABC Trans-America	64165458	
60013	745-001	23-76270	2310013	Cincinnati Campus	E-130-1	68,000	06/01/23	12/06/22	68,000	12/01/22	12/06/22	12/06/22	Florence, KY	Next Day Trucking	66456664	
60014	745-001	23-76271	2310014	Brookhaven Campus	E-25-C6-12	95,000	06/01/23	12/13/22	95,000	12/08/22	12/13/22	12/13/22	Bloomington, IL	ABC Trans-America	68867669	
60015	745-001	23-76272	2310015	Philadelphia Campus	E-130-22	40,000	06/01/23	12/20/22	40,000	12/15/22	12/20/22	12/20/22	Bloomington, IL	ABC Trans-America	71156875	
60016	745-001	23-76273	2310016	Philadelphia Campus	E-130-22	40,000	06/01/23	12/20/22	40,000	12/15/22	12/20/22	12/20/22	Bloomington, IL	ABC Trans-America	71156875	weather delay