

(b)	Up to 25,000.....	2	\$240.00	\$480.00	\$83.00	\$166.00	\$500.00	\$1,000.00	\$71.38	\$142.76	\$135.44	\$270.88
(c)	25,001 to 100,000.....	26	\$96.50	\$2,509.00	\$83.00	\$2,158.00	\$78.16	\$2,032.16	\$71.38	\$1,855.88	\$132.62	\$3,448.12
(d)	100,001 to 200,000.....	101	\$84.10	\$8,494.10	\$83.00	\$8,383.00	\$67.14	\$6,781.14	\$71.38	\$7,209.38	\$130.02	\$13,132.02
(e)	200,001 to 500,000.....	201	\$82.30	\$16,542.30	\$83.00	\$16,683.00	\$65.52	\$13,169.52	\$71.38	\$14,347.38	\$127.97	\$25,721.97
(f)	Over 500,000.....	3481	\$81.00	\$281,961.00	\$82.00	\$285,442.00	\$63.47	\$220,939.07	\$71.38	\$248,473.78	\$123.33	\$429,311.73
II. PROOFS:												
A	PDF Proofsper page	237	NC	\$0.00	NC	\$0.00	\$12.00	\$2,844.00	\$41.91	\$9,932.67	\$30.00	\$7,110.00
B	Prior-to-Production Samples, quantity of 510 samples per order:	40	\$200.00	\$8,000.00	\$175.00	\$7,000.00	\$250.00	\$10,000.00	\$1,640.22	\$65,608.80	\$350.00	\$14,000.00
III. SHIPPING:												
Per Approx. 25-30 lb. Carton												
A	Washington, DC 20224	92	\$12.00	\$1,104.00	\$9.50	\$874.00	\$8.00	\$736.00	\$17.77	\$1,634.84	\$16.00	\$1,472.00
B	Lanham, MD 20706	21	\$13.00	\$273.00	\$9.50	\$199.50	\$8.00	\$168.00	\$17.77	\$373.17	\$16.00	\$336.00
C	Woodbridge, VA 22191	18	\$13.00	\$234.00	\$11.00	\$198.00	\$8.00	\$144.00	\$17.77	\$319.86	\$16.00	\$288.00
D	McLean, VA 22101	4	\$14.00	\$56.00	\$11.00	\$44.00	\$8.00	\$32.00	\$17.77	\$71.08	\$16.00	\$64.00
E	Bloomington, IL 61705 (National Distribution Center)											
(1)	Price per 25-30 lb. carton (Orders up to 750 lbs.)	5,409	\$7.00	\$37,863.00	\$12.00	\$64,908.00	\$2.00	\$10,818.00	\$4.79	\$25,909.11	\$18.20	\$98,443.80
(2)	Per CWT (Hundredweight) (Orders over 750 lbs.)	392	\$6.50	\$2,548.00	\$27.00	\$10,584.00	\$3.50	\$1,372.00	\$13.79	\$5,405.68	\$25.18	\$9,870.56
	TOTAL OFFER:			\$1,134,119.05		\$1,165,414.10		\$923,711.11		\$1,191,014.86		\$1,723,059.68
	DISCOUNT:		2%	\$22,682.38	.05%	\$582.71	2%	\$18,474.22	0%	\$0.00	0%	\$0.00
	NET OFFER:			\$1,111,436.67		\$1,164,831.39		\$905,236.89		\$1,191,014.86		\$1,723,059.68
							AWARDED					

Program 5519-S Contract Term: November 1, 2015 through October

TITLE: IRS OCR Snapsets and OCR Cut Forms

ITEM	DESCRIPTION	BASIS OF AWARD	MPE Business Forms, Inc Dekalb, IL		GPO Estimate	
			UNIT RATE	COST	UNIT RATE	COST
I.	COMPLETE PRODUCT					
A	Cut Forms:					
1)	Face Only					
(a)	Makeready Per Item.....	5	\$150.00	\$750.00	\$89.00	\$445.00
	Running, Price per 1,000					
(b)	Up to 25,000.....	2	\$98.65	\$197.30	\$26.64	\$53.28
(c)	25,001 to 100,000.....	26	\$29.90	\$777.40	\$12.60	\$327.55
(d)	100,001 to 200,000.....	101	\$21.56	\$2,177.56	\$10.83	\$1,093.63
(e)	200,001 to 500,000.....	201	\$20.33	\$4,086.33	\$10.25	\$2,060.25
(f)	Over 500,000.....	540	\$19.60	\$10,584.00	\$9.85	\$5,320.08
2)	Face / Back					
(a)	Makeready Per Item.....	5	\$180.00	\$900.00	\$113.00	\$565.00
	Running, Price per 1,000					
(b)	Up to 25,000.....	2	\$98.65	\$197.30	\$34.47	\$68.94
(c)	25,001 to 100,000.....	26	\$29.90	\$777.40	\$14.01	\$364.16
(d)	100,001 to 200,000.....	101	\$21.56	\$2,177.56	\$11.24	\$1,134.84
(e)	200,001 to 500,000.....	201	\$20.33	\$4,086.33	\$10.55	\$2,120.95
(f)	Over 500,000.....	3,348	\$19.60	\$65,620.80	\$9.83	\$32,917.54
B	OCR Snapsets:					
1)	2- Part form					
(a)	Makeready Per Item.....	5	\$195.00	\$975.00	\$126.00	\$630.00
	Running, Price per 1,000					
(b)	Up to 25,000.....	2	\$205.93	\$411.86	\$94.59	\$189.18
(c)	25,001 to 100,000.....	75	\$57.17	\$4,287.75	\$31.82	\$2,386.35
(d)	100,001 to 200,000.....	117	\$47.47	\$5,553.99	\$29.93	\$3,502.04
(e)	200,001 to 500,000.....	414	\$45.14	\$18,687.96	\$28.72	\$11,889.25
(f)	Over 500,000.....	1200	\$44.89	\$53,868.00	\$28.09	\$33,703.20
2)	3- Part form					
(a)	Makeready Per Item.....	29	\$267.00	\$7,743.00	\$154.40	\$4,477.60
	Running, Price per 1,000					
(b)	Up to 25,000.....	80	\$297.12	\$23,769.60	\$48.57	\$3,885.92
(c)	25,001 to 100,000.....	537	\$84.00	\$45,108.00	\$44.41	\$23,848.17
(d)	100,001 to 200,000.....	744	\$70.80	\$52,675.20	\$43.83	\$32,608.03
(e)	200,001 to 500,000.....	658	\$67.80	\$44,612.40	\$43.33	\$28,512.46
(f)	Over 500,000.....	501	\$66.40	\$33,266.40	\$42.58	\$21,330.58
3)	4- Part form					
(a)	Makeready Per Item.....	5	\$339.00	\$1,695.00	\$187.80	\$939.00
	Running, Price per 1,000					
(b)	Up to 25,000.....	2	\$346.00	\$692.00	\$152.27	\$304.55
(c)	25,001 to 100,000.....	26	\$108.76	\$2,827.76	\$62.62	\$1,628.17
(d)	100,001 to 200,000.....	101	\$92.96	\$9,388.96	\$58.32	\$5,890.52
(e)	200,001 to 500,000.....	201	\$90.71	\$18,232.71	\$57.19	\$11,495.99
(f)	Over 500,000.....	501	\$89.16	\$44,669.16	\$56.37	\$28,240.37
4)	5- Part form					
(a)	Makeready Per Item.....	22	\$411.00	\$9,042.00	\$211.20	\$4,646.40
	Running, Price per 1,000					
(b)	Up to 25,000.....	118	\$368.99	\$43,540.82	\$79.63	\$9,396.10
(c)	25,001 to 100,000.....	111	\$137.36	\$15,246.96	\$74.02	\$8,215.78
(d)	100,001 to 200,000.....	386	\$116.42	\$44,938.12	\$72.53	\$27,998.12
(e)	200,001 to 500,000.....	1362	\$112.93	\$153,810.66	\$71.58	\$97,486.51
(f)	Over 500,000.....	5511	\$111.48	\$614,366.28	\$70.75	\$389,881.21
5)	6- Part form					
(a)	Makeready Per Item.....	6	\$483.00	\$2,898.00	\$244.60	\$1,467.60
	Running, Price per 1,000					

(b)	Up to 25,000.....	2	\$395.84	\$791.68	\$205.96	\$411.93
(c)	25,001 to 100,000.....	26	\$163.68	\$4,255.68	\$92.33	\$2,400.63
(d)	100,001 to 200,000.....	101	\$138.87	\$14,025.87	\$87.13	\$8,799.93
(e)	200,001 to 500,000.....	201	\$134.72	\$27,078.72	\$86.03	\$17,292.83
(f)	Over 500,000.....	3481	\$131.91	\$459,178.71	\$84.24	\$293,225.52
II. PROOFS:						
A	PDF Proofs	237	\$7.50	\$1,777.50	\$9.90	\$2,346.30
B	Prior-to-Production Samples, quantity of 510 samples p.....	40	\$550.00	\$22,000.00	\$305.00	\$12,200.00
III. SHIPPING:						
Per Approx. 25-30 lb. Carton						
A	Washington, DC 20224.....	92	\$25.18	\$2,316.56	\$12.65	\$1,164.17
B	Lanham, MD 20706.....	21	\$25.18	\$528.78	\$12.85	\$269.93
C	Woodbridge, VA 22191.....	18	\$25.18	\$453.24	\$13.15	\$236.77
D	McLean, VA 22101.....	4	\$25.18	\$100.72	\$13.35	\$53.42
E	Bloomington, IL 61705 (National Distribution Cente					
(1)	Price per 25-30 lb. carton (Orders up to 750 lbs.).....	5,409	\$19.67	\$106,395.03	\$8.80	\$47,588.38
(2)	Per CWT (Hundredweight) (Orders over 750 lbs.).....	392	\$12.44	\$4,876.48	\$12.65	\$4,957.23
	TOTAL OFFER:			\$1,988,418.54		\$1,191,971.35
	DISCOUNT:		5%	\$99,420.93		
	NET OFFER:			\$1,888,997.61		\$1,191,971.35

U.S. GOVERNMENT PUBLISHING OFFICE
200 N. LaSalle St, Suite 810
Chicago, IL 60601

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

IRS OCR Snapsets and OCR Cut Forms

As requisitioned from the U.S. Government Printing Office (GPO) by the

Internal Revenue Service

Single Award

BID OPENING: Bids shall be publicly opened at **2 p.m.** prevailing Chicago, IL time on
October 14, 2015.

BID SUBMISSION: Facsimile bids are acceptable (see GPO Contract Terms, Pub. 310.2, effective December 1, 1987 (Rev. 06/01)). To submit a bid, the contractor must return a signed and completed GPO Bid Form 910 and “Schedule of Prices” included at the end of this specification.

Send bids to U.S. Government Publishing Office, 200 N. LaSalle St., Suite 810, Chicago, IL 60601, or fax bids to **312-886-2057**.

CONTRACT TERM: The term of this contract is for the period beginning Date of Award (November 2015) and ending October 31, 2016, plus up to 4 optional 12-month extension period(s) that may be added in accordance with the “Option to Extend the Contract Term” clause in this contract.

NOTE: Changes from the previous specifications are scattered throughout. Pricing Schedule is revised. All bidders are cautioned to familiarize themselves with all provisions of these specifications before bidding.

INFORMATION: For questions about these specifications call Felicia McGurren at 312-353-3916 x 33524. Please do not call with requests for specifications or abstracts – this information is available on the GPO website at <http://www.gpo.gov/gpo/abstracts/abstract.action?region=Chicago>.

Fax requests for new award information (available approximately 2 weeks after bid opening) to GPO Chicago Front Desk at 312-886-2057.

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 Publication 310.2, effective December 1, 1987 (Rev. 6-01) and GPO Contract Terms, Quality Assurance Through Attributes Program for Printing and Binding (GPO Publication 310.1, effective May 1979 (revised August 2002).

Contract Terms, Forms and Standards information for contractors can be found on the GPO website at <http://www.gpo.gov/vendors/sfas.htm>. The Contract Terms publication noted above can be downloaded at <http://www.gpo.gov/pdfs/vendors/sfas/terms.pdf> and <http://www.gpo.gov/pdfs/vendors/sfas/qatap.pdf>

DOING BUSINESS WITH THE GPO: Contractors wishing to do business with the GPO are referred to the GPO web site <http://www.gpo.gov/vendors/index.htm>, where one can register as a GPO contractor using the ‘**GPO Contractor Connection**’ link in accordance with the furnished instructions on this page.

NOTE: Prospective and existing GPO contractors are to note that as of January 1, 2008, all contractors seeking to do business with GPO must first complete and thereafter maintain the accuracy of their GPO Contractor Connection registration with the following mandatory taxpayer information boxes: “EIN/TIN #” Employer Identification Number of Taxpayer Identification Number): “Subject to Backup Withholding” (See IRS Form W-9, available for download at <http://www.irs.gov/pub/irs-pdf/fw9.pdf>). GPO will withhold payment of invoices for work completed by any contractor who fails to provide this tax data in GPO Contractor Connection. Such invoices will be declared ineligible for payment until all requirements for payment, including providing this tax data in GPO Contractor Connection, have been satisfied.

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

Product Quality Level:

- (a) Printing Attributes - Level IV.
- (b) Finishing Attributes - Level IV.
- (c) Exceptions: Trim size and margins, of the finished product, and detached size of forms, must be within a tolerance of + 1/16" and the register from form to form must be within 1/16". Any deviation will be considered a major defect.

Inspection Levels (from ANSI/ASQC Z1.4):

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

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

<u>Attribute</u>	<u>Specified Standard</u>
P-7 Type Quality and Uniformity	OK Press Sheets/Approved Proofs/Electronic Media
P-9 Solid/Screen Tint Color Match	OK Press Sheets/Flint Ink Corp.'s J-6983

When electronic files are furnished, in the absence of hard copy proofs and/or originals, the Specified Standard will be uniformity of image throughout the press run.

SUBCONTRACTING: The predominant production function is printing. Bidders who must subcontract this operation will be declared non-responsible.

TIME CRITICAL ORDERS: This is part of the annual Federal Income Tax printed forms program. This program includes a time critical order fulfillment program which depends upon receipt of material by a certain date. Failure to meet any delivery dates may be cause for termination of contract for default.

PREAWARD SURVEY: In order to determine the responsibility of the prime contractor or any subcontractor, the Government reserves the right to conduct a preaward survey or to require other evidence of technical, production, managerial, financial, and similar abilities to perform, prior to the award of a contract.

OPTION TO EXTEND THE CONTRACT TERM: 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 as a result of, and including, any extension(s) added under this clause. Further extension may be negotiated under the “Extension of Contract Term” clause. See also “Economic Price Adjustment” for periodic pricing revision.

EXTENSION OF CONTRACT TERM: 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 prices set forth in this contract shall be adjusted in accordance with the provisions of this clause, provided that, in no event will prices be revised to exceed the maximum permissible under any law existing as of the date of the contract or as may be hereafter promulgated.

Price adjustment period: For the purpose of this clause, the program years shall comply with the Contract Term clause. There shall be no price adjustment for orders placed during the first program year of this contract.

Price adjustment: The prices shall be adjusted on the basis of the “Consumer Price Index For All Urban Consumers - Commodities Less Food, Seasonally Adjusted,” published monthly in the CPI Detailed Report by the Department of Labor, Bureau of Labor Statistics, in the following manner:

- (1) The contract price of orders placed during the adjusted period (excluding reimbursable postage or transportation costs) shall be adjusted by the percentage increase or decrease in the average, seasonally adjusted Consumer Price Index For All Urban Consumers - Commodities Less Food (seasonally adjusted) as follows: An index shall be calculated by averaging the 12 seasonally adjusted months ending 3 months prior to the expiration of the first period of the contract. This average is then compared with the average index for the 12-month period ending 3 months prior to the beginning of the contract, called the base index. The percentage increase or decrease by comparing these two indexes shall be applied to the contractor's invoices for orders placed during the price adjustment period.
- (2) The Government will notify the contractor in writing of the percentage increase or decrease to be applied to any invoices to be submitted for orders subject to price adjustment in accordance with this clause. Such percentage will be determined from the published index as set forth above. The contractor shall apply the percentage increase or decrease against the total price of the invoice less reimbursable postage or transportation costs. Any applicable discounts will be calculated on the basis of the invoice price as adjusted.

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

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 will be supplemented by individual "Print Orders" for each job placed with the contractor. The print order, when issued, will indicate the quantity to be produced and 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 the Date of Award (November 2015) through October 31, 2016 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" for purposes of the contract, when it is either deposited in the U.S. Postal Service mail or otherwise furnished to the contractor in conformance with the schedule.

RIGHTS ON DATA: Any fonts provided are the property of the ordering agency and are provided for use on this contract only. Using furnished fonts on any job other than the one for which the fonts were submitted violates copyright law.

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

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

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

Orders issued during the effective period of this contract and not completed within that time shall be completed by the contractor within the time specified in the order, and the rights and obligations of the contractor and the Government respecting those orders shall be governed by the terms of this contract to the same extent as if completed during the effective period of this contract.

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

The Government may issue orders which provide for shipment/delivery to, or performance at, multiple destinations.

Subject to any limitations elsewhere in this contract, the contractor shall furnish to the Government all items set forth herein which are called for by print orders issued in accordance with the "Ordering" clause of this contract.

OPTIONS: Whenever an option is indicated in the specifications, it is the Government's option, not the contractor's, unless it is specifically stated otherwise.

PAYMENT: Submit all billing vouchers to: Comptroller FMCE, Office of Financial Management Services, U.S. Government Publishing Office, Washington, DC 20401, fax (202) 512-1851. Using the GPO barcode cover sheet and faxing your invoice to GPO is the fastest and safest method of getting paid. Your voucher goes directly into the electronic database of vouchers and is scheduled for payment. Visit the following website to create the GPO payment barcode cover page: <http://winapps.access.gpo.gov/fms/vouchers/barcode/>. For complete instructions on preparing your voucher, go to <http://www.gpo.gov/vendors/payment.htm>.

CONTRACTOR'S INVOICE FOR PAYMENT MUST BE ITEMIZED IN ACCORDANCE WITH THE SCHEDULE OF PRICES. FAILURE TO ITEMIZE IN ACCORDANCE WITH THE SCHEDULE OF PRICES MAY RESULT IN DELAYED PAYMENT.

Contractor is required to furnish a courtesy copy of each invoice voucher via email to agency point of contact within (1) workday of faxing of invoice voucher to GPO FMCE:

Yvette Wood
M&P Publishing, Tax Products
IRS – NCFB – Lanham, MD 20706
240-613-5504
yvette.a.wood@irs.gov

SECTION 2.- SPECIFICATIONS

SCOPE: These specifications cover the production of optically scanned cut forms and multi-part optically scanned NCR snapset forms with a stub, and requiring such operations as receipt of government furnished electronic mechanicals, prepress operations, proofs, printing in one- and two colors (Flint Ink, non-reflective black ink, and standard black ink), binding, labeling, packing, palletizing, shipping notifications and distribution.

TITLE: IRS OCR Snapsets and OCR Cut Forms.

Although this is an option year contract, all estimates, averages, etc., are based upon one year's production.

FREQUENCY OF ORDERS: Approximately 58 print orders will be placed each year, with most orders placed in the months of November through January. However, orders may be placed at any time throughout the contract year. Multiple orders may be placed at the same time and for the same schedule. More than one production item may be ordered on any one print order.

QUANTITY: From 2,000 to 3,500,000 +/- 1% (make +/- adjustments to the National Distribution Center (NDC), Bloomington, IL quantity). It is anticipated that approximately:

25% of orders will be for quantities under 25,000
65% of orders will be for quantities between 25,000 and 500,000
10% of orders will be for quantities over 500,000 (up to 3,500,000)

An occasional order for cut forms may be placed, with quantities ranging from approximately 5,000 to 700,000.

Orders for more than 3,500,000 forms will only be placed by mutual agreement.

CUT FORM AND DETACHED SNAPSET FORM SIZE: 8 x 11" or 8-1/2 x 11", at the option of the IRS depending on the product type. Dimensions may change throughout the term of the contract. All snapsets have a 1/2- to 3/4-inch stub along the 11" dimension. For ease of pricing, contractor's bid price will apply irrespective of which size is ordered by the Government.

GOVERNMENT TO FURNISH: (1) Electronic media for the form and layout; (*upon request, previous printed samples will be provided*); (2) Form 2040-Distribution List; (3) Form 6153-IRS Carton Shipping Label; (4) Form 6153-A- Parcel Post Package Shipping Instructions (and Label); (5) Doc. 12321-IRS Pallet Specifications (*USPS pallets made available by the USPS upon request*); (6) IRS Form 13456-IRS Publishing-Postage Summary Report; and (7) IRS Form 9558-Inspection Notification Report. See additional details below.

Electronic files will be emailed or transferred via secure FTP to contractor, at the Government's option. Contractor must be able to accept files by either transfer method or via shipped CDs. These files should be held for the term of the contract unless otherwise directed.

Artwork files will be furnished in Portable Document Format (PDF) generated from Adobe Acrobat 10.1 or later. Contractor must be able to use the latest version of this program as well as be backwards compatible. IRS will supply a color composite PDF file and/or a color separation PDF file. Furnished PDFs will be backward compatible to Adobe Acrobat 5.0. The operating system used will be Windows. The application used to create the product is OneForm Designer Plus. All images in the PDF files will be high resolution and all fonts will be embedded in the files prior to image processing. **Contractor must not unembed fonts, this may result in a loss of data and/or layout.** The contractor is responsible for checking all settings in the furnished electronic files to ensure that correct file output selection has been provided for, so as to correctly output for printing.

IRS Form 2040 Distribution List: Will be provided via email as a fillable Adobe Acrobat 10.1 PDF file. Distribution List will contain addresses for creating shipping and mailing labels. (See Exhibit A). In addition, contractor will be provided an Advance Distribution List in MS Excel 2010 file format on some orders. (See Exhibit B). Contractor may be required to manipulate text into a maximum of 8 lines per address for distribution.

IRS Form 6153 Carton Labels (image size 7-3/4 x 4-5/8”): Will be provided via email as a fillable Adobe Acrobat 10.1 PDF. Contractor must reproduce as necessary to complete shipping and mailing. (See Exhibit C).

IRS Form 9558 Quality Assurance Inspection Notification: Will be provided via email in a PDF-fillable Adobe Acrobat 10.1 file format when a press inspection is required. (See Exhibit D).

Document 12321, IRS Pallet Specifications will be provided via e-mail in a PDF file format. (See Exhibit E).

Form 13456, IRS Publishing – Postage Summary Report in a fillable PDF file format will be provided via email.

GPO Form 2511 Print Order: Will be sent via email. At the Government’s option, print orders may be furnished as a hard copy, a faxed copy, or by secure FTP. Contractor must be able to accept via email or any of the other means listed. Contractor must not start production of any job prior to receipt of the signed individual print order.

CONTRACTOR TO FURNISH: All materials and operations, other than those listed under “Government to Furnish,” necessary to produce the product(s) in accordance with these specifications.

Contractor must have the capability to maintain a secure FTP site.

Contractor must have, or put in place (production plan must be provided during preaward survey), a quality control program to assure OCR ink density. In addition, the contractor must have at, or adjacent to, the production area a densitometer in order that testing may be accomplished at regular intervals throughout a shift.

ELECTRONIC PREPRESS: Prior to image processing, the contractor shall perform a basic check (preflight) of the furnished media and publishing files to assure accurate output of the required reproduction image. Any errors, media damage or data corruption that might interfere with proper file imaging must be reported to the Agency and Felicia McGurren at 312-353-3916 x33524 in sufficient time to comply with the shipping schedule. The contractor shall create or alter any necessary trapping, set proper screen angles and screen frequency, and define file output selection for the imaging device being utilized. Furnished files must be imaged as necessary to meet the assigned Quality Assurance Through Attributes Program (QATAP) quality level. Contractor must maintain the latest version of all programs and operating systems used in this contract as well as maintain backwards-compatibility.

TYPESETTING: Contractor must place GPO imprint line per GPO Pub. 310.2 at no additional charge to the Government.

The contractor will be required to create a 2-up or 3-up layout from the provided PDF file. Follow the provided measurements for the margins and spacing between the forms as stated on the print order. The contractor may be required to screen the back pages of certain parts at 80% using a 110-line screen. All electronic files generated must be produced on a high resolution output device producing quality equal or better than an image resolution of 1200 dpi.

Occasionally, the contractor may be required to make adjustments to the provided copy to make it fit the required specifications. It is anticipated that the main adjustment will to the “Printed on recycled paper” logo to ensure it fits within the form’s specified margins. These changes are to be made at no additional charge to the Government.

STOCK: 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. 11” dated February 1999 and any amendments thereto.

Part 1: White OCR Chemical Transfer Bond, CB, basis weight 17 x 22”, 20 to 21.5 lbs. per 500 sheets. Black image transfer required. Equal to JCP Code O25.

Parts 2 through 6 (as applicable): White chemical transfer bond, CFB (or CF as appropriate), basis weight 17 x 22”, 10 to 16 lbs. per 500 sheets. Black image transfer required. Follow the print order for the paper combination requested for Parts 2-6.

Cut Forms: White OCR Bond, basis weight: 20 to 21 lbs. per 500 sheets, 17 x 22”, equal to JCP Code O25.

PRINTING:

Snapsets: Part 1 prints face only, with line copy and screen area in red as indicated, and one or more lines printing in non-reflective black ink. Part 1 will be optically scanned. Red color ink must be highly reflective, matching Flint Ink Corp. J-6983. One line of type plus the GPO imprint prints on stub. Part 1 back is blank.

Parts 2 through 6 for these items print line copy in black ink. At contractor’s option, black ink may be either non-reflective or standard. Backs may print screened in black (80%) or other to match furnished screen artwork. There are major changes to both faces and backs from part to part.

Cut Forms: Print either one side only or head-to-head in red and black. The face red ink color must be highly reflective, matching Flint Ink Corp. J-6983. On the face, line matter prints in non-reflective black ink. For 2-sided forms, the back line copy prints in black ink (non-reflective or standard at contractor’s option) and does not back up the form on the face of the form.

MARGINS: Margins will be as indicated on print order or furnished copy. Margins must be maintained within a tolerance of +/- (1/16”). An example of a common configuration would be: Face – Head 1/2”; foot 1/4”, left 1/2”, right 1/2”.

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

CONSTRUCTION: Assemble snapsets in the order indicated by the agency. An example of a common instruction would be: Assemble the form in the following order, Copy A (one side only); Copy 1 (one side only); Copy B (one side only), Copy C (head to head), Copy 2 (one side only); and Copy D (head to head).

All parts of each snapset are to be held together in the 11” left stub. Stub perforations must be such as to guarantee easy separation of all parts in one operation, but of sufficient strength to prevent disengagement of any part under normal handling and mailing conditions. The stub is held together with internal glue or paste, and has a length 11”, width ½ to ¾”. Perforations requiring clean separations will be required for the stub.

Trim three non-binding edges of the form to the finished size, making sure to maintain the required margins.

In addition to the vertical perforation at the stub, horizontal perforations are required on parts 2 through 6 (but not on the detachable portion of part 1), perpendicular to the stub at 3-2/3 and 7-1/3” from top or 5-1/2” from top depending on the number of form images, and through the stub at these locations, or as otherwise ordered by the agency.

PROOFS: Send via email to agency point of contact yvette.a.wood@irs.gov or at the Government's option to an alternate address provided by the Agency:

One (1) set per form of "press quality" PDF "soft" proofs (digital color content PDF proofs). Must be created 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 agency point of contact to confirm receipt.

Author's Alterations (AA's) proofs shall be digital color content PDF "soft" proofs, emailed to yvette.a.wood@irs.gov, or at the Government's option to an alternate address as provided by the Agency.

The contractor must not print prior to notification from the agency of an "OK to Print".

If any contractor's errors are serious enough in the opinion of the GPO to require revised proofs, the revised proofs are to be provided at no expense to the government. No extra time can be allowed in the schedule, such operations must be accomplished within the original production schedule allotted to the specifications.

PRESS SHEET INSPECTION: Final makeready press sheets may be inspected and approved at the contractor's plant for the purpose of establishing specified standards for use during the actual press run. Upon approval of the sheets, contractor is charged with maintaining those standards throughout the press run (within QATAP tolerances as applicable) and with discarding all makeready sheets that preceded approval. When a press sheet inspection is required, it will be specified on the individual print order. See GPO Publication 315.3, Guidelines for Contractors Holding Press Sheet Inspections, at http://www.gpo.gov/pdfs/vendors/sfas/contractors_holding_psi.pdf . A press sheet inspection is for the purpose of setting specific standards that are to be maintained throughout the entire run. It does not constitute a prior approval of the entire run.

Press sheets must contain control bars for each color of ink on the sheet. Control bars must be placed parallel to the press's ink rollers. The control bars must show areas consisting of 3/16 x 3/16" minimum solid color patches; tint patches of 25, 50, and 75%; dot gain scale (such as, BRUNNER, GATF, GRETAG, or RIT); and gray balance patches for process color (if applicable). These areas must be repeated across the entire press sheet.

If a print order has a request for a press inspection: 72 hours prior to press sheet operations, contractor must email IRS Form 9558 (See Exhibit D) to the IRS Quality Control Monitor and the ordering Agency with the following information: 1) Program Number and Print Order, 2) Jacket and Requisition Numbers; 3) Name of company; 4) Location and address of inspection site; 5) Name and phone number of contact person; and 6) Date and time of inspection. Whether IRS elects to be present for the inspection, or waive the inspection, you will be notified at least 24 hours prior to the time for inspection. If the press inspection is waived, the contractor is required to send 5 press sheet samples overnight to the ordering Agency Printing Specialist. If the IRS fails to respond, proceed as you would have had there not been an inspection. Attendance at, or waiver of, the inspection does not affect any other provisions of the contract. Do not hold up production unless specifically authorized by the GPO.

PRIOR-TO-PRODUCTION SAMPLES: It is anticipated that approximately 70% of orders will require prior-to-production samples. When ordered, the contractor will be required to produce **510** prior-to-production samples to be tested by the agency. The samples for testing must consist of all component parts assembled in sets as specified. Samples must be printed using the form, ink, paper, equipment and method of production which will be used in producing the finished product. Each set must be of the size, kind, and quality the contractor will furnish. Samples will be inspected and tested and must comply with the specifications as to kind and quality of materials, quality or reproduction, clarity, legibility, and margins. All samples shall be manufactured at the facilities in which the contract production quantities are to be manufactured.

Contractor must contact the agency via email or telephone with the tracking number for the priors.

The Government will approve, conditionally approve, or disapprove the samples within 2 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 therefore.

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 schedule. The Government will require the time specified above to inspect and test any additional samples required.

In the event the 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 the procedures as indicated in GPO Pub. 310.2, Part II, article entitled “Notice of Compliance with Schedule”.

Manufacture of the final product prior to approval of the samples submitted is at the contractor’s risk. Samples will not be returned to the contractor. All costs, including the costs of all samples, pickups and deliveries, shall be included in the contract price for the production quantity.

Send prior-to-production samples to the addresses indicated in “DISTRIBUTION” or as provided by the ordering agency.

QUALITY CONTROL: Contractor must put into effect and maintain throughout the run a quality control program that will guarantee that all quality standards will be met. The forms produced under these specifications must be guaranteed to function properly when processed through High Speed Scan-Optics 9000mm scanners, and Kodak High Speed 9500, 9520, I840 or other High Speed Scanners. Forms require precision spacing, printing, and trimming. Readings will be made when printed on 20 to 21.5 lb. White OCR Chemical Transfer Bond, CB, with the reflectance of the red ink 80% or greater relative to the reflectance of the paper. Black ink used must not have a reflectance greater than 15% relative to the reflectance of the paper.

OCR Specifications: Density readings on the solid J-6983 (red) must be between the ranges of 0.95 to 0.90. The optimal scanning range is 0.93. Density readings on the solid black must be between the ranges of 112 to 108. The optimal scanning range is 110.

For Snapsets: Two control boxes will be printed on the stub for each form, one box for each color of ink on the sheet. The density readings will be taken from these control boxes.

Note: Readings will be taken using an Ex-Rite 500 series densitometer, in Status T with Absolute or – paper setting under an Illuminate 5000 Kelvin Watt Light. Contractor must maintain print contrast specification of ink and densitometer reflectivity reading throughout entire production run.

PACKING: No internal wrapping or tying. Pack solid in a tight fitting shipping containers. Place full size corrugated boards on top, bottom, and vertically between stacks.

- 2-part forms pack 1,500 per container in 2 stacks.
- 3-part forms pack 1,250 per container.
- 4-part forms pack 1,000 per container.

- 5-part forms pack 740 per container.
- 6-part forms pack 640 per container in 2 stacks.

Note: Follow the packing amounts listed above unless another container amount is specified on the print order.

Use only new corrugated or solid fiberboard containers with a minimum bursting strength of 200 p.s.i. Place full size corrugated boards on top and bottom and between stacks of each carton. Bottom flaps may be glued, stapled, or sealed with polyester tape 2-3" width, minimum 65 lb. per inch transverse tensile strength. If stapled, cartons must be stapled before packing, with staples only on the bottom and/or side in accordance with GPO Contract Terms (310.2), the label must be applied to coincide with this construction, that is, no staples are to be on the top, and without damage to the product. Cartons are to be sealed at the top with 2-3" paper or polyester tape (not reinforced). Contractor will determine exact dimensions of carton in accordance with folded and/or trim size and weight of the product produced.

LABELING AND MARKING: Labels MUST be generated from furnished PDF file (IRS form 6153 (3-2006)). Contractor's streamlined or recreated labels will not be acceptable. (See Exhibit C). Contractor is required to fill in any appropriate blanks, output on suitable white stock, and attach to one end of each shipping container. Label must be facing out if loaded on a pallet.

Correct labeling of shipping cartons, in strict accordance with the requirements of these specifications, is essential to the identification, distribution and warehousing activities of the ordering agency.

If not entered on the carton label copy furnished by the IRS, the following items must be filled in by the contractor: From (Contractor's Name and Address); To (Consignee, complete address must appear on carton label); Carton Quantity (Number of copies in each carton); and GPO Program Number, Print Order Number and Jacket Number).

At the contractor's option, the consignee address may be eliminated from the carton labels on all full and secure pallet loads. If this option is exercised, then in addition to the cartons being labeled, pallets require labels containing the full shipping address on all four sides and top of the load on the pallet.

Small Package Carrier shipments require the IRS carton label on one end and the small package carrier label on the top of the carton. Contractor must keep the two labels close together.

PALLETS AND PALLETIZING: All motor freight shipments require pallets. Pallets must be type III and must conform to the Federal Specifications NN-P-71C, and any amendments thereto except for dimensions and single center stringer (must not be double stringer). Pallets are 48" in length and 40" in width and must not exceed 5" in height. Full entry MUST be on the 40" width. Strict adherence to these dimensions is necessary to accommodate storage requirements of IRS distribution center. Receipt of incorrect pallets may result in a charge for each incorrect pallet, which will be assessed against the contractor. This charge will cover additional costs incurred by IRS to re-palletize the shipment onto correct pallets. (See Exhibit E, IRS Document 12321 (Rev. 1-2013), for visual of pallet and carton stacking specifications.)

Cartons shall be stacked on pallets using a reverse layer pattern, 9 cartons per layer, with a maximum height of 55", including pallet or a maximum of 7 layers. Cartons must be fastened securely to the pallet in a manner that will prevent movement during transit but permit ready removal, without damage to the cartons, at destination. Neither metal strapping nor pallet caps are to be used. There must be no more than one partial pallet per destination. (See Exhibit E, IRS Document 12321 (Rev. 1-2013), for pallet and carton stacking diagram and related specifications.)

Contractor is to follow all the instructions listed on the carton label. If contractor has any questions about the packing, labeling and/or palletizing of a product, contact the agency point of contact for clarification immediately.

All expenses incidental to packing, labeling and palletizing must be borne by the contractor.

CORRECTING PACKING AND RELATED PROBLEMS: Contractor will be responsible for correcting all packing-related problems (i.e. mislabeled cartons, IRS carton labels not being used, cartons not being packed solid, incorrect pallets, or pallets not being layered right). The delivery will either be returned to the contractor to be corrected or the contractor will be required to make the corrections on-site. If the contractor is required to make corrections on-site and does not arrange to be on-site correcting the problems, they will then be responsible for any billed amount that is accrued by the agency in fixing the problem through an outside vender.

“Mislabeling” means any error on the carton label, which incorrectly states or identifies the title of the form; the form identification number; or the quantity of forms actually contained in the carton.

DEPARTMENTAL RANDOM COPIES (BLUE LABELS): The following plan applies for selecting random samples.

<u>Quantity Ordered</u>	<u>Number of Blue Labels</u>
3,201-10,000	80
10,001-35,000	125
35,001+	200

1. Divide the entire lot into 80, 125 or 200 sublots as applicable per the chart above.
2. Choose 1 copy from each subplot. Do not choose copies from the same general area in each subplot.
3. Sign/date the Selection Certificate and pack it with the inspection samples and a copy of the print order.

Blue Label samples must deliver to the agency address listed under “DISTRIBUTION”. Blue Label samples must be packed separately, identified by a Government-furnished blue-colored label which is to be affixed to each container and recorded separately on all shipping documents, and constitutes a part of the total quantity ordered. No additional charge will be allowed for labeling, documentation or other administrative requirements.

AGENCY PRODUCTION SAMPLES: Agency copies as ordered are to be considered sample copies. They will NOT be included in the quantity ordered and are not allowed to be included in the quantity billed. Delivery is at the contractor’s expense via USPS and must be sent by a traceable means. NOTE: All live imaged samples must be replaced as soon as practicable to ensure that the full quantity is delivered by the completion date.

GPO SAMPLES: Deliver two (2) samples per order along with a copy of the print order to the address noted in “Distribution”. Mark package with Program Number and Print Order Number. This sample is to be delivered at the same time as the scheduled shipment/delivery and cannot be deducted from the total quantity ordered. Deliver sample copies by the most economical method. No additional charge will be allowed for GPO samples. No selection certificate is required.

GPO “VERIFICATION OF DELIVERY”: Contractor MUST email delivery verification information to VerifyChicago@gpo.gov WITHIN 24 HOURS OF DELIVERY. Enter Program and Print Order numbers in the subject line, and in the body of the message indicate the method of shipment and the delivery date. If a contract specifies a shipping method of **f.o.b. contractor city** (at government’s expense), enter the date of shipment. If a contract specifies **f.o.b. destination** (at contractor’s expense), enter the date of delivery. If a contract specifies a combination of both methods, include all shipping and delivery dates. **Failure to provide this information for each print order may result in delayed payment of invoices.**

RECEIPTS FOR DELIVERY: Contractor must furnish their own receipts for delivery. These receipts must include the GPO jacket, program, and print order numbers; total quantity shipped and/or delivered, number of cartons, and quantity per carton; date delivery made; and signature of the Government agent accepting delivery. The original copy of these receipts or other acceptable proof must accompany the contractor’s voucher for payment.

DISTRIBUTION:

Deliver F.O.B. Destination (at contractor's expense) via traceable means:

Deliver production quantities to destinations as indicated on the individual print order, IRS Form 2040 and Advanced Distribution List. All deliveries must be made Monday through Friday, exclusive of Federal Holidays, between 8 a.m. and 3:30 pm local prevailing time.

Deliver 500 prior-to-production samples (when ordered) to:

Social Security Administration
Wilkes Barre Data Operations Center
ATTN: AWR Analyst, Room 341 (INSIDE DELIVERY REQUIRED)
1150 East Mountain Drive
Wilkes Barre, PA 18702-7997

AND

Deliver 10 prior-to-production samples (when ordered) to:

IRS NCFB (New Carrollton Federal Building)
Attn: Yvette Wood, M & P Publishing, Tax Products
5000 Ellin Road – Cubicle C6-463 (INSIDE DELIVERY REQUIRED)
Lanham, MD 20706

Most orders will deliver a bulk distribution to one (1) distribution center: National Distribution Center (NDC), 1201 North Mitsubishi Motorway, Bloomington, IL 61705.

- Approximately 75% of orders additionally deliver 1 to 100 cartons to 1 to 2 nationwide processing service centers (Woodbridge, VA; Lanham, MD)
- Approximately 10% of orders additionally deliver approximately 1 carton to 1 to 2 other nationwide IRS offices in the Washington, DC area.

Blue Labels: Deliver to Internal Revenue Service, National Distribution Center, 1201 N. Mitsubishi Motorway, Bloomington, IL 61705-6613. A copy of the print order and a signed certificate of selection must be included.

GPO Samples: Deliver 2 samples per order along with a copy of the print order to: U.S. GPO Chicago Regional Office, 200 N. LaSalle St., Suite 810, Chicago, IL 60601, at no additional charge to the Government.

Mail F.O.B. Contractor's City:

Mail agency production samples as ordered on each GPO Form 2511 Print Order (usually 10) via USPS traceable method to the address below. U.S. Postal Service shipments require the parcel post shipping label (IRS Form 6153-A (9-2013)) to be placed on one end of the carton.

IRS NCFB (New Carrollton Federal Building)
Attn: Yvette Wood, M & P Publishing, Tax Products
5000 Ellin Road – Cubicle C6-463 (INSIDE DELIVERY REQUIRED)
Lanham, MD 20706

Shipments less than 750 lbs. are required to ship via small package carrier (SPC). The IRS will provide an IRS small package carrier account number. Contractor must notify the IRS at least 10 workdays prior to the scheduled ship date if a carrier account number has not been issued. Contractors are required to ship using the designated carrier and IRS account number(s) or be responsible for any additional shipping costs. Contractor must notify the designated small package carrier when orders are ready for shipping. The contractor must report any SPC related problems to the agency immediately. The U.S. Postal Service (USPS) is not an option for shipments to the government for this jacket.

In order to verify small package carrier cost for each print order, the contractor **MUST** have the capability to generate UPS shipping labels electronically. It will be the responsibility of the contractor to be familiar with the electronic shipping methods of any IRS small package carrier for the duration of this contract. In addition to basic electronic address requirements, the contractor must provide additional reference fields as required

Shipments of over 750 lbs. are to be made by common carrier offering a guaranteed delivery date and delivery confirmation.

GOVERNMENT BILLS OF LADING: Infrequently, the IRS may elect on an order to provide Government Bills of Lading for one or more destinations. The IRS may also choose to provide an IRS account number (such as FedEx or UPS Ground Service) for use in shipping packages of less than 750 lbs. to one or more destinations. Should the IRS chose one of these options, the print order will so indicate, and no charges may be made for that destination under Pricing Schedule ITEM II.

Whenever possible full truckloads should be utilized (e.g., use a full truckload and a partial truckload rather than two partial truckloads). The contractor will be provided multiple IRBL's for shipments to an individual destination exceeding a truckload. Only one bill of lading should be released for each truckload. Any extra IRBL's should be returned to the IRS.

NOTIFICATION OF SHIPMENT (IRS FORM 2040-DISTRIBUTION LIST UPDATES): IRS Form 2040-Distribution List is used for shipping verification, to update IRS databases, and to inform destinations of the shipping and quantity status. Contractor MUST update the Electronic Form 2040 and transmit via email to IRS on the day of product shipment on a computer using a "full version" of Adobe Acrobat 7.0 Professional (or more recent) software. Any delay or missed input could result in payment delays. The contractor is required to complete and email Form 2040 daily to IRS when shipping begins.

The contractor is required to complete and email Form 2040 daily to IRS when shipping begins. The majority of the information will be included in the form furnished to the contractor from the IRS, but the contractor is responsible for the verification and correctness of information contained in updates returned to the IRS. It will be the contractor's responsibility to update the Shipping Status, Ship Quantity and Date Shipped fields with their information as per instructions included in Form 2040 PDF. Contractor **MUST** request the IRS' Quick Reference Guide for the Form 2040 application at time of award to familiarize themselves on how to properly use the form. If there is any information missing or incorrect in the furnished form, please contact the agency point of contact that is specified on the Print Order and in the upper corner of Form 2040. (See Exhibit A).

In addition to the Electronic Shipping Verification (Form 2040), the contractor must complete and send to the printing specialist, via e-mail or small package carrier, the complete manifest showing all of the small package carriers tracking numbers. The complete manifest must be sent within three workdays following the final shipment.

POSTAGE SUMMARY REPORT: The contractor must complete and submit via email a portable document file (PDF) to the IRS within three (3) workdays after the final turnover of mail packages to the USPS (See Exhibit 5). The PDF should be sent in a single email when possible and the total file size of the email must be under 5 MB. If the size exceeds 5 MB, then multiple emails must be used. Email the PDF to postage@publish.no.irs.gov and to Yvette.A.Wood@irs.gov. For your convenience, Form 13456 is provided as a fillable PDF file. The IRS will complete the fields, in the "IRS Use Only" section of the form prior to emailing the form to the contractor. If there is any information missing or incorrect, please contact agency.

The PDF to be submitted to the IRS should be the Form 13456 and all related postal paperwork that has been combined into a single PDF. No scanned copy of the Form 13456 is allowed. Please fill out the provided PDF file for Form 13456, add the postal paperwork (which can be scanned) to the PDF file, save it and submit it to IRS.

The contractor is responsible for capturing five data elements from every postage statement (i.e. USPS Form 3600, 3602-R, 3605). The five elements are: (1) post office zip code, (2) postage statement date, (3) total pieces mailed, (4) postage amount, and (5) postage statement type. The form must contain only postage information for the designated IRS requisition number.

Prior to emailing the combined PDF file, the contractor must rename the file. The file should be named using 9 digits of the Requisition Number, Post Office Zip Code, (first) Mailing Date, (last) Mailing Statement Date and .pdf (see below). In the event that both mailing statement dates are the same, the first and last dates in the file name can also be the same. Examples: For requisition number 2010-12345, the file name will be: 2010-12345_16625_01-02-10_01-15-10.pdf.

If the file size is too large to email, the contractor will have to create multiple PDF files and add a suffix to the file name starting with the letter “a” then “b”, etc. (i.e. 2010-12345_16625_01-02-10_01-15-10a.pdf). The contractor is also responsible for the accuracy of the information returned to the IRS. Any delay or missing data could result in a delay of payment.

- All Postage Statements (i.e. USPS Forms 3600s, 3602s, 3605s and USPS Form 8125, PVDS) must contain the IRS Agency Cost Code “**67039**” in the “Federal Agency Cost Code” box. The GPO Term Program and Print Order Number must be included in the mailer information located in the upper portion of the postage statement.

The email must contain only postage statements for the designated print order number. Contractor must not combine postage associated to multiple print orders in a single email transmission.

The contractor must complete Form 13456 per the supplied instructions on the form and fill in the following fields: Name of contractor, Contact person at contractor, Telephone number of contact person, email of contact person, Number of pages in the combined email, Date the email was sent, and the Wave/Phase Number. The Wave/Phase number is used to show the number of mailings in the event of staggered shipments for one requisition.

RETURN OF GOVERNMENT FURNISHED MATERIALS AND DIGITAL DELIVERABLES: Upon completion of each order, all furnished materials must be packed separately and returned to the above address and shall be marked with program number, print order number and jacket number.

If any changes were made to the supplied files by the contractor, all updated files (digital deliverables) must be returned to the agency via email or on a Cd or DVD via a traceable shipping method. Digital deliverables must be packaged separately from the rest of the order and must deliver to the agency contact.

All expenses incidental to returning materials must be borne by the contractor.

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 electronic mechanical.

No definite dates can be predetermined for placement of orders. The first workday of the schedule is the workday after GPO Form 2511 Print Order and all PDF files, distribution lists and related materials are emailed by the agency. Contractor is required to acknowledge receipt of materials within 1 hour.

PDF proofs deliver via email to agency three (3) workdays after receipt of all furnished materials. Agency will review and approve proofs in two (2) workdays. Once PDF proofs are approved, contractor shall proceed with preproduction samples if ordered.

When ordered, preproduction samples deliver to agency within ten (10) workdays. Agency will review and approve preproduction samples in two (2) workdays. Contractor must not proceed without an “OK to Print”.

After receipt of Ok to Print:

- For orders of up to 500,000 forms: Delivery must complete to all destinations within 15 workdays.
- For orders of over 500,00 up to 1,000,000 forms: One of the following will apply, at the IRS’s option:
 - For split shipments only: Deliver all early quantities to the National Distribution Center in 15 workdays, and the remaining quantities within 10 additional workdays (25 workdays total). It is estimated that up to 50% of these orders will be for split shipments. The individual print order will note if split shipments are required. The contractor may elect to deliver complete to all destinations within 15 workdays even if partial shipments are allowed.

OR, at Government’s Option:

- Deliver complete to all destinations in 25 workdays.
- For orders of over 1,000,00 up to 3,500,000 forms: One of the following will apply, at the IRS’s option:
 - For split shipments only: Deliver all early quantities to the National Distribution Center in 20 workdays, and the remaining quantities within 10 additional workdays (30 workdays total). It is estimated that up to 50% of these orders will be for split shipments. The individual print order will note if split shipments are required. The contractor may elect to deliver complete to all destinations within 15 workdays even if partial shipments are allowed.

OR, at Government’s Option:

- Deliver complete to all destinations in 30 workdays.

The IRS may choose (usually on a large order for over 500,000 forms) to provide Government Bills of Lading for one or more bulk destinations.

The agency may choose at any time to provide shipping account information for one or more delivery destinations for orders of less than 500 lbs. The ship date for any such destination will be 5 workdays less than the delivery date(s) outlined above.

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 (1) year’s requirements 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”.

		(a)	(b)	(c)	(d)	(e)	(f)
I.							
	A. (1)	5	2	26	101	201	540
	(2)	5	2	26	101	201	3,348
	B. (1)	5	2	75	117	414	1,200
	(2)	29	80	537	744	658	501
	(3)	5	2	26	101	201	501
	(4)	22	118	111	386	1,362	5,511
	(5)	6	2	26	101	201	3,481
II.	A.	237					
	B.	40					
III.	A.	92					
	B.	21					
	C.	18					
	D.	4					
	E. (1)	5,409					
	(2)	392					

SECTION 4.- SCHEDULE OF PRICES

Bids offered are f.o.b. destination and f.o.b. contractor’s city.

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) 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.

The contractor is cautioned not to perform any operation(s) or produce any product(s) for which a price has not been offered under the contract. Further, the contractor is not to accept print orders which are outside the scope of the contract. Any changes made to the print order MUST be confirmed in writing by the Contracting Officer, Chicago GPO. If such orders are placed by the agency, and no Modification is received from the Chicago GPO, the contractor is to notify GPO Chicago immediately. Failure to do so may result in nonpayment.

CONTRACTOR MUST INVOICE IN ACCORDANCE WITH SCHEDULE OF PRICES. FAILURE TO ITEMIZE IN ACCORDANCE WITH THE SCHEDULE OF PRICES MAY RESULT IN DELAYED PAYMENT.

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

Fractional parts of 1,000 will be prorated at the Per 1,000 rate.

I. COMPLETE PRODUCT (except for Item II. “PROOFS” and Item III. “SHIPPING”): Prices quoted shall include the cost of all required materials and operations necessary (including but not limited to: paper, binding, labeling, packaging, palletizing, notifications, etc.) for the complete production and distribution of the product listed in accordance with these specifications.

Prices below apply to both 8 x 11” and 8-1/2 x 11” detached form products.

Makeready Per Item (a)	Running, Price per 1,000					
	Up to 25,000 (b)	25,001 to 100,000 (c)	100,001 to 200,000 (d)	200,001 to 500,000 (e)	Over 500,000 (f)	

A. Cut Forms:

(1) Face Only	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
(2) Face / Back	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

(Initials)

(COMPLETE AND SUBMIT THIS PAGE WITH YOUR BID)

Makeready Per Item (b)	Running, Price per 1,000				
	Up to 25,000 (b)	25,001 to 100,000 (c)	100,001 to 200,000 (d)	200,001 to 500,000 (e)	Over 500,000 (f)

B. OCR Snapsets:

(1) 2-part form	\$_____	\$_____	\$_____	\$_____	\$_____	\$_____
(2) 3-part form	\$_____	\$_____	\$_____	\$_____	\$_____	\$_____
(3) 4-part form	\$_____	\$_____	\$_____	\$_____	\$_____	\$_____
(4) 5-part form	\$_____	\$_____	\$_____	\$_____	\$_____	\$_____
(5) 6-part form	\$_____	\$_____	\$_____	\$_____	\$_____	\$_____

II. PROOFS:

- A. PDF proofs.....per page: _____ \$_____
- B. Prior-to-Production Samples, quantity of 510 samples per order: \$_____

III. SHIPPING: Prices quoted below shall include the cost of shipping to destination, including costs for providing delivery confirmation. All shipment methods must guarantee receipt at destination per the contract schedule.

Per Approx. 25-30 lb. Carton

- A. Washington, DC 20224 \$_____
- B. Lanham, MD 20706 \$_____
- C. Woodbridge, VA 22191 \$_____
- D. McLean, VA 22101 \$_____

E. Bloomington, IL 61705 (National Distribution Center)

- (1) Price per 25-30 lb. carton \$_____
- (Orders up to 750 lbs.)
- (2) Per CWT (Hundredweight) \$_____
- (Orders over 750 lbs.)

(Initials)

(COMPLETE AND SUBMIT THIS PAGE WITH YOUR BID)

BIDDERS NOTE: Indicate below how you intend to meet the required schedule of these specifications including the proposed carrier(s) that you will use for deliveries.

Contractor must include the location (post office, city and state) from which any required mailing will be made, and the location (city and state) of the plant(s) from which this product will be shipped. Contractor is responsible for all deliveries in their own ICC commercial zone, per GPO Pub. 310.2, page 8, paragraph 6.

CONTRACTORS NAME AND SIGNATURE: Fill out and return one copy of all pages in “Section 4. - Schedule of Prices,” initial or sign each in the space provided. See Page 1.

Contractor _____

(City – State – Zip)

By _____

(Signature and title of person authorized to sign this bid) (Date)

(Person to be Contacted)

(Telephone Number)

(Email Address)

(Contractor's Code No.)

(COMPLETE AND SUBMIT THIS PAGE WITH YOUR BID)

Exhibit B

IRS Advance Distribution List

Catalog # 12345X
 Short Title: Form 1099-E

ORDER POINT	OFFICE	ATTN	STREET ADDRESS	CITY	ST	ZIP	QUANTITY
81100-2802	IRS/Communications	CL:C:MR Room 7046	1111 Constitution Ave, NW	Washington	DC	20224	
81100-9918	IRS/Chief Counsel	CC: PSI Room 5300/IR	1111 Constitution Ave, NW	Washington	DC	20224	
81100-9938	IRS Mailroom	CC:F&M:LIB Room 4324/IR	1111 Constitution Ave, NW	Washington	DC	20224	
90027-1000	Library of Congress	Exchange & Gift Tax Division	101 Independence Ave, SE	Washington	DC	20540	

SUB-TOTAL

Exhibit C

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 James A. Taxpayer	Phone number 202-622-0000	Carton #	of # 24
GPO Jacket number 123-456		Print order number 12345	Program number 5519-S		
From (Contractor name and address) Internal Revenue Service 1111 Constitution Ave., NW, Washington, DC 20224			To (Consignee) IRS/National Distribution Center W:CAR:MP:M:L:NDC:B:WH 2402 East Empire Bloomington, IL 61799		
Catalog number 12345X	Revision (YYYY-MM-DD) 2006-00-00	 *12345X2006-00-00*			
Product number (Form, Document, Publication, etc) Form 1099-E		Product title Exhibit			
Carton quantity 1,250	Requisition number (YY-nnnnn) 06-12345	 *125006-12345*			

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

Exhibit D

Contractor's Notification of Quality Assurance Inspection

This form MUST be e-mailed to the IRS at least 72 hours prior to all inspections or production.

E-mail this form to both parties as noted in the contract:	Quality Assurance Program Manager <u>N/A</u> E-mail address <u>N/A</u>
	Printing Specialist <u>Yvette Wood</u> E-mail address <u>Yvette.A.Wood@irs.gov</u>

IRS Contract Information		Contractor Information	
Tax Product Number/Title	Form 1099-E	Company Name	Internal Revenue Service
Quantity	4,200,000	GPO Contractor Code (8-digit)	123-12345
Contract Value	\$1,234,567	Contact Name	James A. Taxpayer
IRS Requisition Number	16-12345	Contact Telephone Number	240-613-0000
GPO Jacket Number	123-456	Contact E-mail	xxxx.x.xxxxxx@xxx.xxx

Inspection Information											
<p>Type of Inspection (select all that apply)</p> <table border="0" style="width: 100%;"> <tr> <td><input type="checkbox"/> Form Signatures</td> <td><input type="checkbox"/> Newsprint Signatures</td> </tr> <tr> <td><input checked="" type="checkbox"/> Cut Sheet Form</td> <td><input checked="" type="checkbox"/> OCR Form</td> </tr> <tr> <td><input checked="" type="checkbox"/> Snapset/NCR</td> <td><input type="checkbox"/> Color/Multi-Color</td> </tr> <tr> <td><input type="checkbox"/> Imaging/Lasering</td> <td><input type="checkbox"/> Bindery</td> </tr> <tr> <td colspan="2"><input type="checkbox"/> Other _____</td> </tr> </table>	<input type="checkbox"/> Form Signatures	<input type="checkbox"/> Newsprint Signatures	<input checked="" type="checkbox"/> Cut Sheet Form	<input checked="" type="checkbox"/> OCR Form	<input checked="" type="checkbox"/> Snapset/NCR	<input type="checkbox"/> Color/Multi-Color	<input type="checkbox"/> Imaging/Lasering	<input type="checkbox"/> Bindery	<input type="checkbox"/> Other _____		<p>Inspection Location Address (City, State, ZIP Code)</p> <div style="border: 1px solid black; height: 40px; margin-bottom: 10px;"></div> <p>Date and Time of Inspection</p> <div style="border: 1px solid black; padding: 5px;">04-30-2016 10:00am</div>
<input type="checkbox"/> Form Signatures	<input type="checkbox"/> Newsprint Signatures										
<input checked="" type="checkbox"/> Cut Sheet Form	<input checked="" type="checkbox"/> OCR Form										
<input checked="" type="checkbox"/> Snapset/NCR	<input type="checkbox"/> Color/Multi-Color										
<input type="checkbox"/> Imaging/Lasering	<input type="checkbox"/> Bindery										
<input type="checkbox"/> Other _____											

Additional Information
<p>This press inspection is being waived due to no funding. Please send 10 Prior to Production Samples for FINAL APPROVAL to:</p> <p>IRS - NCFB Attn: Yvette Wood 5000 Ellin Road, C6-463 Lanham, MD 20706</p>

<input type="checkbox"/> Inspection Accepted Date	<input checked="" type="checkbox"/> Inspection Waived Date
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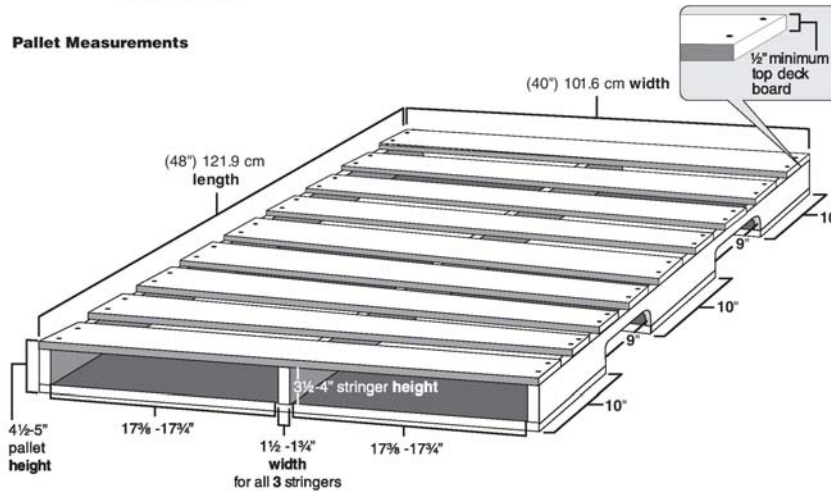


IRS Pallet Specifications

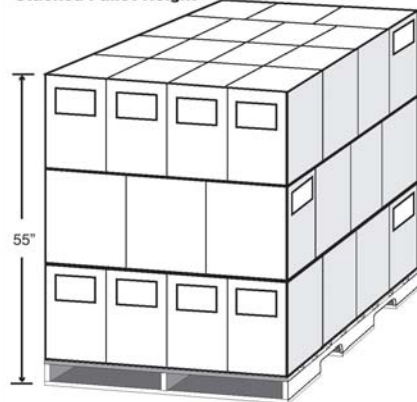
Exhibit E

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

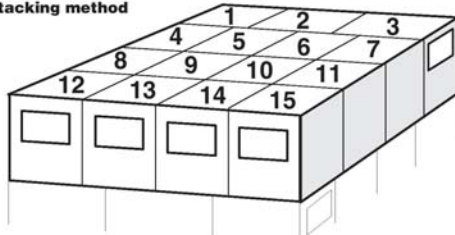


Stacked Pallet Height



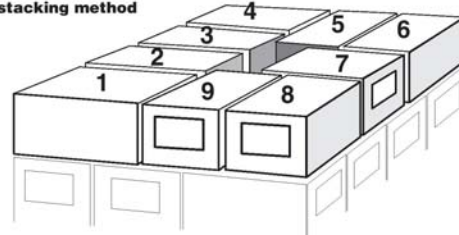
For IRS products the maximum full pallet height (pallet + cartons) **must not** exceed 55".

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.