

**BID OPENING:** Bids shall be opened virtually at 11:00 am, Eastern Time (ET), on July 16, 2026 at the U.S. Government Publishing Office. All parties interested in attending the bid opening shall email [bids@gpo.gov](mailto: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 the bid opening.

**BID SUBMISSION:** Bidders MUST email bids to [bids@gpo.gov](mailto:bids@gpo.gov) for this solicitation. No other method of bid submission will be accepted at this time. The Jacket Number 451-206 and bid opening date (July 16, 2026) must be specified in the subject line of the emailed bid submission. ***Bids received after the bid opening date and time specified above will not be considered for award.***

**ISSUE DATE:** July 9, 2026

ANY QUESTIONS BEFORE AWARD CONCERNING THESE SPECIFICATIONS, CALL (214)767-0451, x8 (Tom Bacon).

## SPECIFICATIONS

U.S. Government Publishing Office (GPO)  
Purchase Division

**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. 01-18)) and GPO Contract Terms, Quality Assurance Through Attributes Program for Printing and Binding (GPO Publication 310.1, effective May 1979 (Rev. 09-19)).

**PRODUCT:** Consists of proofing, printing, trimming, drilling, collating, set assembly, shrink-wrapping, packaging, and making distribution on the dates specified. Contractor must be prepared for delays at various stages and still meet the distribution deadlines (see quantities and dates as indicated under "SCHEDULE").

**SUBCONTRACTING:** The predominant production function for this procurement is the printing of the covers and text. Any contractor who cannot perform the predominant production function will be declared non-responsible.

Contract Clause 6, "Subcontracts," of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 01-18)), is modified to permit subcontracting of the printing/production of the tabs.

**FORM NO/TITLE:** Publication 4012 (Rev. 10-2026) Cat. No. 34183E VITA/TCE Volunteer Resource Guide.

**QUALITY LEVEL:** III Quality Assurance Through Attributes (GPO Publication 310.1, effective May 1979 (Rev. 09-19)) applies.

**QUANTITY:** 65,206 Shrink wrapped Sets.  
Each Set consists of one Loose-leaf Book + one O-Ring + one piece of chipboard or equal.

**PAGES:** 404 Text + 19 Tab Dividers + 2-piece Cover + O-Ring

**TRIM SIZE:** Covers & Text – 8-1/2 x 11"  
Tabs – 9\* x 11" (\*includes 1/2" lip for tabs)  
O-Ring – 2" round re-closeable metal O-Ring

**PRODUCTION PLAN:** Prior to award, within 24 hours of notification from the Government Publishing Office, the apparent low bidder is to submit a detailed written production plan. The contractor is to email a copy of the plan to the following: Erika Bryant (Erika.J.Bryant@irs.gov) and Tom Bacon (tbacon@gpo.gov). The proposed plan is subject to Government approval. If necessary, a pre-award phone call may be required to discuss the elements of the production plan. Plan must address in specific form each of the below items:

- 1) Scheduled start-up dates for printing (all components), trimming/drilling, set assembly, and shrink-wrapping;
- 2) Sample of the Excel "Product Production Report with Quantities" that must be emailed to the agency daily throughout production and shipping;
- 3) Anticipated number of sets to be assembled per day and how production will be monitored to ensure schedule requirements are met;
- 4) Contact information for the Government's point of contact during the term of the contract (contractor must designate one person of contact).

**POST AWARD CONFERENCE CALL:** The purpose of the conference call will be to discuss and review all aspects of the contractor's internal and external operations required to complete this contract. Representatives from the IRS and a representative from GPO will participate in the call. To establish coordination of all required operations, the contractor must have a representative from each involved production area in attendance for the call. Everything outlined in the Production Plan will be reviewed during the post-award conference call.

**DESCRIPTION:**

Covers 1 through 4 print type, rule, solid, line art and halftone matter in Pantone 301C Blue. Prints head to head.

Text prints type, rule, solid, reversed type, line art and screen matter in Black ink. Prints head to head.

Tabs print text, facing out, in Black ink on the face and back of the tab lip. There are a total of 19 tabs. Tabs are 1/8 cut, 2-3/8 banks of clear laminate tabs. Tab positions begin at foot (i.e., Tab position 1 is located at bottom of page). See "TRIMMING/DRILLING" for tab construction requirements.

**NOTE:** Covers and Text must be printed via conventional offset printing. Digital printing, direct imaging (toner) and inkjet printing are not acceptable for the Covers and Text.

At contractor's option, the Tab Dividers may be produced via conventional offset or digital printing provided Quality Level III standards are maintained. Final output must be a minimum of 150-line screen and at a minimum resolution of 1200 x 1200 dpi x 1 bit or 600 x 600 dpi x 4-bit depth technology. Contractor must produce the entire printing of the Tab Dividers either conventional offset or digital printing; split production methods are not acceptable without prior approval.

**GOVERNMENT TO FURNISH:**

- Purchase Order will be emailed to the contractor upon award.

- Print files (see "ELECTRONIC MEDIA") will be emailed (Tab Dividers) or uploaded to an online site for contractor retrieval (Covers and Text).

- IRS carton shipping labels (Form 6153) for the NDC bulk shipments to complete electronically will be furnished by IRS via e-mail after award (in a ZIP file with Form 2040)\*\*\*. See "PACKING/LABELING" for additional labeling instructions.

- IRS Form 2040 in a fillable PDF file format will be furnished by IRS via e-mail after award (in a ZIP file with IRS Carton Shipping Labels) \*\*\*.

\*\*\* Contractor is required to have Adobe Acrobat 7.0 Professional (or more recent) software (not Adobe Reader) and the capability to receive via email and open file attachments compressed into a WinZIP (.zip) file format.

The contractor is required to complete and email IRS Form 2040 daily to the IRS when shipping to the NDC begins. Any delay or missed input could result in delay of payment. IRS Form 2040 is in a fillable PDF file format. The majority of the information in the form will be filled in by the IRS prior to being sent to the contractor. The contractor is responsible for the verification and correctness of information supplied back to IRS. Contractor must read instructions furnished with IRS Form 2040 which instructs the contractor on how to complete and submit the form. Please contact Erika Bryant (Erika.J.Bryant@irs.gov) for any questions or if there is any missing or incorrect information.

\*\*\*\*\*

**ELECTRONIC MEDIA:**

- PLATFORM: Unknown
- SOFTWARE: ADDITIONAL SYSTEM TIME IS REQUIRED! Three PDF files (one each for covers, text and tab dividers) will be provided.

**NOTES:**

- 1) Contractor to create page layout to image as specified (trim size, margins, ink colors).
- 2) Contractor may be responsible for making minor type edits to the book cover and the tab dividers.
- 3) Contractor may need to adjust margins/reposition image of book (covers and text) to allow for drilling without loss of copy.

- COLORS: May be identified as RGB, CMYK, and/or Spot Colors. If necessary, contractor to convert all colors to Pantone 301C Blue for the Covers and to Process Black for the Text and Tabs.

- FONTS: All fonts are Embedded and/or Embedded Subset.

- OUTPUT: 150-line screen

NOTE: GPO Imprint does NOT print on this order!

**ADDITIONAL INFORMATION:**

- Contractor must have the ability to edit PDF files (when furnished by the Government).
- Contractor is not to request that electronic files provided be converted to a different format. If contractor wishes to convert files to a different format, the final output must be of the same or higher quality and at no additional cost to the Government.
- The contractor is cautioned that furnished fonts are the property of the Government and/or its originator. All furnished fonts are to be eliminated from the contractor's archive immediately after completion of the contract.
- Identification markings such as register marks, commercial identification marks of any kind, etc., including GPO imprint (with jacket number and revision date), carried in the electronic files, must not print on the finished product.
- Prior to image processing, the contractor shall perform a basic check (preflight) of the furnished media and publishing files to assure correct output of the required reproduction image. Any errors, media damage or data corruption that might interfere with proper file image processing must be reported to your contract administrator.
- The contractor shall create/alter any necessary trapping, set proper screen angles and screen frequency, and define file output selection for the imaging device being utilized. Furnished files must be imaged as necessary to meet the assigned quality level.
- When PostScript Files are not furnished - prior to making revisions, the contractor shall copy the furnished files and make all changes to the copy.

**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. 13*, dated September 2019.

**Covers\*:**

JCP Code A60, White Uncoated Text, Basis Size 25 x 38", Basis Weight 60#, 70# or 80#

--OR--

JCP Code A80, White Opacified Text, Basis Size 25 x 38", Basis Weight 60#

--OR--

White Opacified Text, Basis Size 25 x 38", Basis Weight 70# or 80#

**Text\*:**

JCP Code A60, White Uncoated Text, Basis Size 25 x 38", Basis Weight 40#, 50# or 60#

--OR--

JCP Code A80, White Opacified Text, Basis Size 25 x 38", Basis Weight 40#, 50# or 60#

**Tab Dividers\*:**

JCP Code K10, White Index, Basis Size 25.5 x 30.5", Basis Weight 90# or 110#

\*Contractor's option to use any of the specified stocks. The contractor must use the same stock throughout the run for each component (covers, text, tab dividers). Contractor must specify the stocks on the bid. See "OFFERS".

**INK:** Covers 1 through 4 – Pantone 301C Blue; Text & Tabs – Black

**MARGINS:** Covers & Text – adequate gripper\*. Tabs – contractor to center image on tab lip.

\*Contractor may need to adjust margins/reposition image to allow for drilling without loss of copy.

**HARD PROOFS:** Contractor must provide hard proofs(\*) of the covers and text. Hard proofs are not required for the tab dividers. Contractor is responsible for all costs incurred in the delivery and pickup of hard proofs. Only one content proof will be returned to the contractor. The contractor **MUST** include one fully completed airbill (prepaid by the contractor), one airbill plastic sleeve, and one shipping envelope to the Chamblee GA proof address so that the proofs can be returned to the contractor. In lieu of returning the proofs, at contractor's option, the agency will email a marked up PDF of the changes. Contractor must notify GPO of proof carrier (FedEx or UPS) upon award.

***Covers and Text:***

(\*) **CONTENT PROOFS:** SIX (6) digital color **CONTENT** proofs created using the same Raster Image Processor (RIP) that will be used to produce the product. Proofs shall be collated in page sequence with all elements in proper position (not pasted up), imaged face and back, and trimmed to the finished size/format of the product. **NOTE:** Proofs **MUST** show drilling placement.

***Covers Only:***

(\*) **INKJET PROOFS:** One set of **INKJET** proofs that are G7 profiled and use pigment-based inks. A proofing RIP that provides an option for high quality color matching (such as Device Links Technology and/or ICC Profiles Technology) and meets or exceeds industry tolerance to ISO 12647-7 Standard for Graphic Technology (as of 3/19/09, and future amendments) must be utilized plus GRACoL 2006 Coated #1 specifications (CGATS TR006) must be achieved. Output must be a minimum of 720 x 720 dpi on a GRACoL or SWOP certified proofing media. Proofs must contain the following color control strip to be evaluated for accuracy: IDEAlliance ISO 12647-7 Control Strip 2009 or 2013(i1). **NOTE:** Proofs **MUST** show drilling placement.

Proofs must contain color control bars (such as Brunner, GATF, GRETAG, or RIT) for each color of ink on the sheet. Control bars must be placed parallel to the press's ink rollers and must show areas consisting of minimum 1/8 x 1/8" solid color patches; tint patches of 25, 50 and 75%; dot gain scale; and gray balance patches for process color (if applicable). These areas must be repeated consecutively across the sheet.

The make and model number of the proofing system utilized shall be furnished with the proofs. These proofs must contain all elements, be in press configuration, and indicate margins. Direct to plate must be used to produce the final product.

**NOTE:** Pantone color may be substituted with a similar color (with the exception of process yellow) but may not be built out of the four process colors. Contractor to submit ink draw downs on actual production stock of Pantone color used to produce the product.

**SOFT PROOFS:** Contractor must provide soft proofs(\*\*) of the tab dividers and of any corrections indicated on the initial proofs of the covers, text, or tab dividers.

***Tab Dividers:***

(\*\*) PDF PROOF: One "Press Quality" PDF Proof (for content only) using the same Raster Image Processor (RIP) that will be used to produce the final printed product. Proof must show drilling placement, color, and contain all crop marks. PDF proof(s) will not be used/approved for color match or resolution.

***2<sup>nd</sup> Round of Proofs (if necessary due to corrections):***

(\*\*) PDF PROOF: One "Press Quality" PDF Proof (for content only) each of the covers, text, and tab dividers after any corrections indicated on the initial proofs have been made. Proofs must use the same Raster Image Processor (RIP) that will be used to produce the final printed product. Proof must show drilling placement, color, and contain all crop marks. NOTE: If file size for the text is too large to be emailed as one file, the contractor is authorized to email as low resolution. PDF proof(s) will not be used/approved for color match or resolution.

Email all PDF proofs to Erika Bryant (Erika.J.Bryant@irs.gov) and Tom Bacon (tbacon@gpo.gov).

NOTE: Contractor must call Erika Bryant (904-397-8267) to confirm receipt.

NOTE: Contractor furnished proof approval letters will not be recognized for proof approval/disapproval. Only GPO generated proof letters will be recognized for proof approval/disapproval. Contractor must not print prior to receipt of an "OK to print" via email.

**CONTRACTOR TO FURNISH:** All materials (**including 2" round re-closeable metal O-Rings**) and operations, other than those listed under "Government to Furnish," necessary to produce the product(s) in accordance with these specifications.

**PRODUCT PRODUCTION REPORT:** Contractor must email a product production report to Erika Bryant (Erika.J.Bryant@irs.gov) and Tom Bacon (tbacon@gpo.gov) DAILY by 10:00 AM Eastern once printing of the text begins and continue the report through shipping. The report must detail daily quantities for printing, trimming, drilling, set assembly/shrink-wrapping, and shipping. The information must be provided in an Excel spreadsheet and reflect daily quantities.

**TRIMMING/DRILLING:**

-- Covers and Text: Trim 4 sides. Contractor to collate covers 1/2, text, and covers 3/4.

-- Tabs: There are a total of 19 tabs. Tabs are 1/8 cut, 2-3/8 banks of clear laminate tabs. Tab positions begin at foot (i.e., tab position 1 is located at bottom of page). Rounded corners on tabs. After printing, tabs must be reinforced by the lamination method of a single thickness of clear plastic, cellulose acetate, polyethylene terephthalate, or equal materials, securely bonded to each side of the divider which shall overlap at least 3/8" on the base sheet and extend at least 3/8" beyond the tab end. Contractor to collate tab dividers per setup of approved proof.

-- Drill covers, text, and tab dividers with three holes (5/16" to 3/8" diameter); centered on the 11" dimension; 4-1/4" center to center; center of holes 3/8" from left edge of product. Contractor to ensure no loss of copy due to drill hole placement. Size of holes must be consistent.

**SET ASSEMBLY/SHRINK-WRAP:** Contractor to assemble set in the following order: one set of collated covers with text, one set of collated tab dividers, and one piece of 9 x 11" chipboard or equal to protect the tabs. Contractor must also include one O-Ring in each shrink-wrapped package. Contractor's option to place the O-ring on top of Cover 1 or between the covers/text and tab dividers. Shrink-wrap each set individually. Cover 1 of the book will face out on the top of the set. The shrink-wrap must be suitable weight to support the sets in the shipping containers.

**PACKING/LABELING:** NDC bulk shipments must be packed in UNIFORM quantities per carton\*. \*Contractor must NOT deviate from the specified quantity. Product must be packed so copies are not damaged in transit. Contractor to place full size corrugated boards on top, bottom, and vertically between any stacks (if necessary to protect product).

All cartons must be packed solid with a maximum weight of 32 lbs per carton. Pack solid in corrugated or solid fiber shipping containers, bursting strength: 200p.s.i, minimum. Carton bottoms may be glued, stapled, or sealed with polyester tape (2 to 3 inches width, not reinforced), minimum 12kNm (65 lbs./inch) traverse tensile strength. If stapled, the cartons may only be stapled on the bottom and/or side; no staples are to be used on top. Cartons are to be sealed at the top with paper or polyester tape (2 to 3 inches width, not reinforced). Contractor will determine exact dimensions of carton in accordance with folded and/or trim size and weight of the product produced. NOTE: Packing peanuts/beads are not acceptable carton fillers.

\*In some cases, there may be one carton with an odd quantity due to the quantity packed per carton not dividing equally in the quantity ordered. The label for that single carton MUST be labeled accurately with the carton quantity (see CARTON LABELING for electronically correcting label quantity). Place that odd carton at the top of the load. CARTON LABELING: Contractor must reproduce shipping carton label at 100% on white paper from furnished PDF file, fill in appropriate fields and securely attach one label to each carton. Carton labels contain barcodes; therefore, dot matrix printing is NOT acceptable.

NOTE: "BLUE LABEL" COPIES ARE REQUIRED. DO NOT AFFIX THE IRS CARTON LABEL TO THE "BLUE LABEL" COPIES.

All cartons for the bulk shipments to the NDC must have IRS Shipping label affixed to one carton end only (never top, long side, or bottom). On cartons shipped via small package carrier (SPC), affix the SPC label on top of carton on the end nearest to IRS label. All shipments to IRS National Distribution Center via SPC are to leave "To (Consignee) Address" field blank. 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 IRS. Use of any other label is prohibited and may be cause for rejection of reimbursement for any expenses incurred to correct use of improper labels.

The following must be updated ELECTRONICALLY by the contractor, when not entered by IRS on the PDF label using Adobe Acrobat 7.0. DO NOT MAKE HAND-WRITTEN UPDATES TO THE LABEL UNDER ANY CIRCUMSTANCES.

--Carton # of #  
--From Address  
--To Address  
--Carton Quantity

Contractor must email a PDF proof of a completed label for copies shipping to the NDC. The email must be sent to Erika Bryant (Erika.J.Bryant@irs.gov) and Tom Bacon (tbacon@gpo.gov) at least two days prior to reproducing labels/carton labeling for inspection and approval of the title, product number, requisition number, and quantity match to barcode.

FAILURE OF THE CONTRACTOR TO COMPLETE THE PDF LABEL ELECTRONICALLY WILL RESULT IN THE SHIPMENT BEING REJECTED AND RE-LABELED AT THE CONTRACTOR'S EXPENSE.

If a "0" is pre-filled in on the furnished PDF label, then contractor MUST change the "0" to reflect actual quantity inside cartons. Contractor must ensure that all cartons have the same quantity. The carton count field in the PDF file is directly linked to the barcode field; therefore, the contractor must press "enter" or "tab" after entering the quantity in order for the quantity to be reflected in the barcode. All changes to the carton count field MUST be made in the electronic label (not hand filled in) to whatever the true carton quantity is so that it is reflected on the label in both the quantity and barcode fields. NOTE: In the case of one carton with an odd quantity due to the

quantity packed per carton not dividing equally into the quantity ordered, the label for that single carton must also be updated electronically to reflect the true quantity per carton.

Automated "Carton # of #" fields: To print the correct number of labels for each address with sequential carton numbers, input in the total number of cartons 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 labels.

**PALLETS:** All motor freight shipments require pallets.

Pallets for IRS consignments: 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 (see "EXHIBIT #1"). Pallets must be 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 National 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 repalletize the shipment onto correct pallets.

**PALLETIZING:** Cartons shall be stacked on pallets using a reverse layer pattern with a maximum height of 55" including pallet or a maximum of 7 layers (see "EXHIBIT #1" for acceptable stacking methods). 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. Do not use metal strapping or pallet caps for securing material on pallets. There must be no more than one partial pallet per destination.

**PACKAGING AND PACKING PROBLEMS:** In addition to other inspection procedures detailed elsewhere in these specifications, the contractor is responsible for correcting all packaging and packing problems (i.e., mislabeled cartons, IRS carton labels not being used or securely attached, cartons not being packed solid, incorrect pallets, or pallets not being layered correctly). The delivery will either be returned to the contractor to be corrected or the contractor may be billed by GPO for the amount that accrued in fixing the problem by an outside vendor.

"Mislabeled" 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, or has any missing information, or is not securely attached.

**SCHEDULE:** Contractor must be prepared for delays at various stages and still meet the distribution deadlines as indicated in the below schedule.

*Production Plan:* The apparent low bidder is required to submit a Production Plan, as part of the Pre-Award Survey, **within 24 hours of notification** by the Government Publishing Office. See "PRODUCTION PLAN".

*Purchase Order:* The Purchase Order will be emailed to the contractor on or before **July 23, 2026**.

*Print Files for the Tab Dividers:* Print files will be emailed to the contractor on or before **July 24, 2026**.

*Soft Proofs for the Tab Dividers:* Contractor must deliver proofs to the ordering agency on or before **July 29, 2026**. These proofs will be withheld not longer than 2 workdays from date of receipt by the Government to date of proof approval and/or corrections (via email). NOTES: 1) The date of receipt by the Government is NOT considered the first workday. 2) Contractor must provide PDF proofs of any corrections within three workdays. Agency will approve/disapprove any corrections within one workday.

*Post-Award Conference:* The post-award conference to discuss the production requirements of this contract will be held **within the last two weeks of August**.

*Print Files for the Covers and Text:* Print files will be available for download no later than 5:00pm Eastern Time on **August 31, 2026**. Upon award, contractor must provide contact name and email of individual who will be downloading print files so that access to external download website can be created.

Hard Proofs for the Covers and Text: Contractor MUST deliver proofs to the ordering agency on **September 8, 2026** (early AM/first overnight delivery). It is anticipated that the proofs and any corrections will be returned for the contractor to receive on or before **September 16, 2026**.

Soft Proofs (Cover and Text Corrections): Contractor must provide PDF proofs after corrections are made to the ordering agency on **September 21, 2026**. PDF proofs will be approved/disapproved on **September 25, 2026**.

Quantity per Carton, Set Weight, and Weight per Carton: Contractor must provide number of copies per carton, weight of a single set, and weight per carton to the agency on or before **September 28, 2026**.

IRS 2040/Carton Label: IRS will email the 2040/carton label to the contractor on or before **September 30, 2026**. Contractor must email a PDF proof of a completed label for copies shipping to the NDC (see "CARTON LABELING").

F.O.B. Destination:

-Deliver a total of 6 advance sample sets (1 set each to six different addresses) on or before **October 2, 2026** - see "DISTRIBUTION" for address information.

F.O.B. Contractor's City:

-Ship approximately\* 20,000 sets (1 truckload) to one address on or before **October 9, 2026** - see "DISTRIBUTION" for complete address.

-Ship approximately\* 20,000 sets (1 truckload) to one address on or before **October 16, 2026** - see "DISTRIBUTION" for complete address.

-Ship approximately\* 25,000 sets (1 truckload) to one address on or before **October 23, 2026** - see "DISTRIBUTION" for complete address.

-Ship 200 sets to one address on or before **October 23, 2026** - see "DISTRIBUTION" for complete address.

\*It is estimated that 20,000 – 25,000 copies equal one truckload. Contractor must ship full truckloads (based on capacity); therefore, quantities shipped may slightly vary from the scheduled quantities.

NOTE: No shortages will be accepted. In addition, the Government will not pay for overs unless shipped at the Government's request.

The following information applies to all F.O.B. Contractor's City shipments:

- All consignments weighing less than 750 pounds must be shipped GROUND via a furnished IRS Small Package Carrier (UPS) account number. Contractor must notify the GPO contract administrator if the contractor does not have such an account, and one will be established for that contractor. Contractor must not use their own small package carrier account.

The contractor must have the capability to generate the Small Package Carrier shipping labels electronically. Each label must provide the following 2 reference fields: Reference Field 1 - GPO Jacket Number; Reference Field 2 - IRS Requisition Number.

- All consignments weighing over 750 pounds ship via IRS Government Bills of Lading. The contractor must email Erika Bryant (Erika.J.Bryant@irs.gov) and Tom Bacon (tbacon@gpo.gov) to provide IRS with the exact ship date, plant hours, total number of boxes and pallets shipping to each destination, and weight of each shipment. IRS must be notified a minimum of five workdays prior to shipping so that GBL's may be cut and forwarded to the contractor

in time to meet scheduled ship date. Upon receipt of the GBL, the contractor is responsible for contacting the carrier to arrange for pickup.

The contractor cannot be reimbursed for using his or her own small parcel carrier account and/or BL's, nor may GPO GBL's be cut for this order.

TRANSPORTATION CHARGES ARE A FACTOR IN AWARD.

### **DISTRIBUTION:**

-Deliver PDF proofs of the tab dividers on or before July 29, 2026 via email to Erika Bryant (Erika.J.Bryant@irs.gov) and Tom Bacon (tbacon@gpo.gov). NOTE: Contractor must call Erika Bryant (904-397-8267) to confirm receipt.

-Deliver\* one content proof of the covers and text to each of the following addresses (6 total) on September 8, 2026:

1. IRS – SPEC, ATTN: Sergio Guzman (312-292-2614), 6604CHI: SPEC:SG, 230 S Dearborn, Chicago, IL 60604
2. IRS – SPEC, ATTN: Latoya Brown (470-719-6652), IRS - SPEC, 2888 Woodcock Blvd, Atlanta, GA 30341
3. IRS – SPEC, ATTN: Kate McKnight (317-613-1750), 575 N Pennsylvania St, Mail Stop 665 NW, Atlanta, GA 30308
4. IRS – SPEC, ATTN: Heather Follett (602-636-9124), 4041 N Central Ave, Mail Stop 4040, Phoenix, AZ 85012
5. IRS – SPEC, ATTN: Valeria Medina (915-834-6518), 700 E San Antonio, Mail Stop 6610-EL, El Paso, TX 79901

Deliver \*one content proof and one G-7 inkjet proof with ink draw down of covers on September 8, 2026 to:

6. IRS – M&P, ATTN: Erika Bryant, 329 Oak Street, Suite 102, Gainesville, GA 30519

NOTE: This address will receive the airbill, plastic sleeve, and shipping envelope to return the proof to the contractor.

### **-\*NOTES:**

- 1) All proofs must be shipped via early AM/first overnight for delivery on September 8, 2026.
- 2) Proof addresses are subject to change. On the day of shipping proofs, contractor must confirm proof shipping addresses and contact information with email to Erika Bryant (Erika.J.Bryant@irs.gov) and Tom Bacon (tbacon@gpo.gov).
- 3) Contractor MUST email the tracking numbers for all production proof shipments as soon as available to Erika Bryant (Erika.J.Bryant@irs.gov) and Tom Bacon (tbacon@gpo.gov).

-Deliver PDF proofs of the corrected covers and text on September 21, 2026 via email to Erika Bryant (Erika.J.Bryant@irs.gov) and Tom Bacon (tbacon@gpo.gov). NOTE: Contractor must call Erika Bryant (904-397-8267) to confirm receipt.

### **F.O.B. Destination:**

Deliver 1 advance sample set on or before **September 30, 2026** to:

1. IRS – SPEC, ATTN: Sergio Guzman (312-292-2614), 6604CHI: SPEC:SG, 230 S Dearborn, Chicago, IL 60604
2. IRS – SPEC, ATTN: Latoya Brown (470-719-6652), IRS - SPEC, 2888 Woodcock Blvd, Atlanta, GA 30341
3. IRS – SPEC, ATTN: Kate McKnight (317-613-1750), 575 N Pennsylvania St, Mail Stop 665 NW, Atlanta, GA 30308
4. IRS – SPEC, ATTN: Heather Follett (602-636-9124), 4041 N Central Ave, Mail Stop 4040, Phoenix, AZ 85012
5. IRS – SPEC, ATTN: Valeria Medina (915-834-6518), 700 E San Antonio, Mail Stop 6610-EL, El Paso, TX 79901
6. IRS – M&P, ATTN: Erika Bryant, 329 Oak Street, Suite 102, Gainesville, GA 3051

F.O.B. Contractor's City:

- Ship approximately\* 20,000 sets (1 truckload) on or before **October 9, 2026** to:  
IRS/National Distribution Center, 2525 Revenue Drive, Bloomington, IL 61705-2500
- Ship approximately\* 20,000 sets (1 truckload) on or before **October 16, 2026** to:  
IRS/National Distribution Center, 2525 Revenue Drive, Bloomington, IL 61705-2500
- Ship approximately\* 25,000 sets (1 truckload) on or before **October 23, 2026** to:  
IRS/National Distribution Center, 2525 Revenue Drive, Bloomington, IL 61705-2500
- Ship 200 “Blue Label\*\*” sets on or before **October 23, 2026** to:  
IRS/National Distribution Center, Blue Label Copies, 2525 Revenue Drive, Bloomington, IL 61705-2500.

\*It is estimated that 20,000 – 25,000 copies equal one truckload. Contractor must ship full truckloads (based on capacity); therefore, quantities shipped may slightly vary from the scheduled quantities.

NOTE: All shipments must be completed via traceable means with signature verification. All quantities ship using the contractor's IRS/UPS account number or IRS issued GBL (depending on weight). USPS shipping methods are not acceptable for this procurement. Contractor must notify the ordering agency on the same day that the product ships via email to Erika Bryant (Erika.J.Bryant@irs.gov), Tom Bacon (tbacon@gpo.gov) and GPO Compliance (compliance@gpo.gov). The subject line of this message shall be "Distribution Notice for Jacket 451-206, Req 6-03784". The notice must provide all applicable tracking numbers, shipping method, and title. Contractor must be able to provide copies of all delivery, mailing, and shipping receipts upon agency request.

\*\*DEPARTMENTAL RANDOM COPIES (BLUE LABEL): The order must be divided into 200 equal sublots. A random set 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 copies were selected as directed using GPO Form 917-Certificate of Selection of Random Copies (located on GPO.gov). 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. This form can be downloaded from GPO.gov. The container and its contents shall be recorded separately on all shipping documents and be sent in accordance with the distribution list (separately from any other distribution to the same destination). A copy of the purchase order/specification and a signed Certificate of Selection of Random Copies must be included. **DO NOT AFFIX THE IRS CARTON LABEL TO THE "BLUE LABEL" COPIES.**

**QUALITY ASSURANCE THROUGH ATTRIBUTES:** The bidder agrees that any contract resulting from bidder's offer under these specifications shall be subject to the terms and conditions of GPO Pub. 310.1 “Quality Assurance Through Attributes – Contract Terms” in effect on the date of issuance of the invitation for bid.

GPO QATAP (GPO Publication 310.1) –

<https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/qatap-rev-09-19.pdf>.

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

Product Quality Levels:

- (a) Printing (page related) Attributes – Level III
- (b) Finishing (item related) Attributes – Level III

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:

Attribute Specified	Specified Standard	Alternate Standard*
P-7 Type Quality and Uniformity	Approved Proof (Cover Only)	File Setup
P-8 Halftone Match	Approved Proof (Cover Only)	File Setup
P-9 Solid or Screen Tints Color Match	Pantone Matching System	

\*In the event that the Specified Standard is waived, the Alternate Standard will serve as its replacement.

NOTE: Prior to award, contractor may be required to provide information related to specific equipment that will be used for production.

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

**PAYMENT:** Submitting invoices for payment via the GPO fax gateway utilizing the GPO barcode coversheet program application is the most efficient method of invoicing. Instruction for using this method can be found at the following web address: <http://winapps.access.gpo.gov/fms/vouchers/barcode/instructions.html>.

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

NOTE: Vendors are expected to submit invoices within 30 days of job shipping/delivery.

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

**OFFERS:** Offers must include the cost of all materials and operations for the total quantity ordered in accordance with these specifications. In addition, a price must be submitted for additional sets (per each, per hundred, or per thousand). The price of the additional quantities must be based on a continuing run, exclusive of all basic or preliminary charges and will NOT be a factor for determination of award.

Award will be based on the lowest bid for one of the listed stocks per component (see "STOCK"). Contractor must specify on their bid which stock they will provide for each component (covers, text, tab dividers).

**BID SUBMISSION:** Bidders must email bids to [bids@gpo.gov](mailto:bids@gpo.gov) for this solicitation. No other method of bid submission will be accepted at this time. The Jacket Number (451-206) and bid opening date must be specified in the subject line of the emailed bid submission. ***Bids received after the bid opening date and time specified above will not be considered for award.***

NOTE: Bidders are to fill out, sign/initial, and return pages 13 and 14.

**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 time (specified as the local time zone) 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.

**CONTRACTOR:** \_\_\_\_\_

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

**Bid Amount:** \_\_\_\_\_

**Additional rate:** \_\_\_\_\_ *Per* \_\_\_\_\_

*Contractor must indicate if the additional rate is per M Sets, per C Sets, or per E Set.*

**Cover Stock:** \_\_\_\_\_

**Text Stock:** \_\_\_\_\_

**Tab Divider Stock:** \_\_\_\_\_

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

**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 points(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.

\_\_\_\_\_  
(Contractor's Initials)

(COMPLETE AND SUBMIT THIS PAGE WITH YOUR BID)

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

**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 completed copy of all applicable pages that include the Jacket Number, Bid Price, Additional Rate, Discounts, Amendments, Bid Acceptance Period, and Bidder’s Name and Signature, including 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 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

Certified by: \_\_\_\_\_ Contracting Officer: \_\_\_\_\_  
(Initials and Date) (Initials and Date)

\*\*\*\*\*

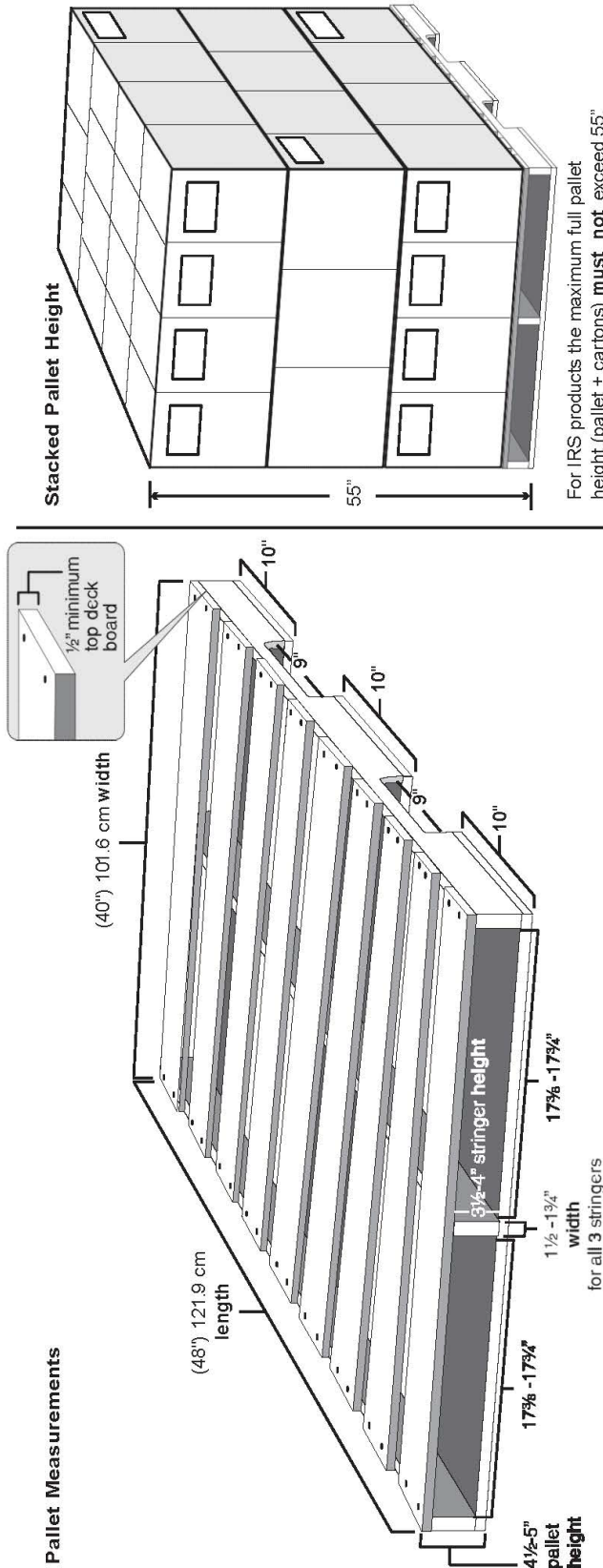
**Exhibit #1**

**IRS Pallet Specifications**

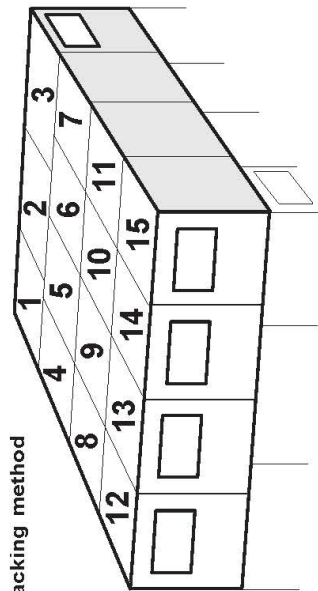
All shipments delivered to the National Distribution Center (NDC), must conform to the specifications outlined in this document.



**Pallet Measurements**

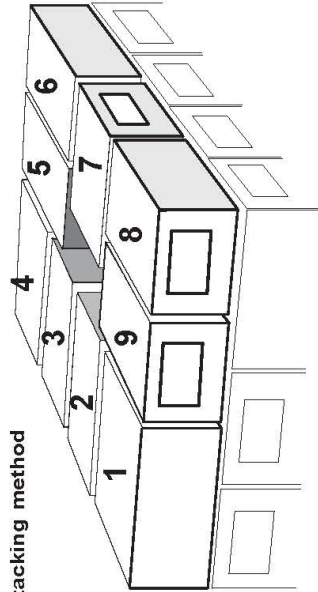


**15 tier stacking method**



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

**9 tier stacking method**



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