**Jacket:** Strapped Jackets 640-446/640-449/640-450/640-460/640-464/640-467  
**Title:** E-205 (Rev. 5-2001)  
**Agency:** IRS  
**Bid Opening:** March 5, 2019 at 11:00 AM

<table>
<thead>
<tr>
<th>Contractor Name</th>
<th>640-446</th>
<th>640-449</th>
<th>640-450</th>
<th>640-460</th>
<th>640-464</th>
<th>640-467</th>
<th>Total Bid</th>
<th>Terms</th>
<th>Discounted Total</th>
</tr>
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<tbody>
<tr>
<td>Cenvio Worldwide</td>
<td>$1,762.69</td>
<td>$883.69</td>
<td>$1,176.69</td>
<td>$883.69</td>
<td>$68,576.06</td>
<td>$127,751.20</td>
<td>$201,034.02</td>
<td>0.00%</td>
<td>30 days</td>
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<tr>
<td>Husky Envelope</td>
<td>$2,299.62</td>
<td>$1,152.87</td>
<td>$1,635.51</td>
<td>$1,228.26</td>
<td>$76,065.60</td>
<td>$139,063.52</td>
<td>$221,445.38</td>
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<td>Tri-State Envelope</td>
<td>$2,293.60</td>
<td>$1,149.85</td>
<td>$1,531.10</td>
<td>$1,149.85</td>
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<tr>
<td>Printing Resources</td>
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<td>$2,224.30</td>
<td>$2,961.80</td>
<td>$2,224.30</td>
<td>$172,610.40</td>
<td>$287,684.00</td>
<td>$472,141.60</td>
<td>0.00%</td>
<td>30 days</td>
</tr>
</tbody>
</table>
**SPECFICATIONS**

U.S. Government Publishing Office (GPO)
Columbus, OH 43215-7034

**BID OPENING**

Bids shall be publicly opened at **11:00 AM** prevailing Columbus, OH time on **March 5, 2019**. Submit bids to: U.S. Government Publishing Office, Columbus Regional Office; 1335 Dublin Road, Suite 112-B; Columbus, OH 43215-7034. Facsimile bids are acceptable.

Any questions before or after award concerning these specifications call Linda Price at (614) 488-4616, Ext. 7. No collect calls.

**BID SUBMISSION**

Using the bid return sheet (page 13 of these specifications), submit bids to the U.S. Government Publishing Office, Columbus Regional Office, 1335 Dublin Road, Suite 112-B, Columbus, OH 43215-7034. Facsimile bids in response to this solicitation are permitted. Facsimile bids may be submitted directly to the GPO Columbus bid Section, Fax No. (614) 488-4577. The Jacket number(s) and bid opening date must be specified with the bid. Refer to Facsimile Bids in Solicitation Provisions of GPO Contract Terms, GPO Publication 310.2, as revised January 2018.

**BIDDERS PLEASE NOTE**

The GPO 910 “BID” Form is no longer required. Bidders are to fill out, sign/initial, as applicable, page 13.

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

**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 each additional 1,000 copies. The price for 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.

**GPO CONTRACT TERMS**

Any contract which results from this Invitation for Bid will be subject to the applicable provisions, clauses, and supplemental specifications of GPO Contract Terms (GPO Pub. 310.2, effective 12/1/87, Rev. 01-18) and GPO Contract Terms, Quality Assurance Through Attributes Program (GPO Pub. 310.1, effective May 1979, Rev. 8/2002).
PREAWARD SURVEY

In order to determine the responsibility of the contractor, the Government reserves the right to conduct an on-site pre-award survey at the contractor’s facility and/or to require other evidence of technical, production, managerial, financial, and similar abilities to perform, prior to the award of a contract. The contractor must additionally be able to demonstrate the availability, capacity, and adequate resources to fulfill all contract requirements within the schedule required.

PAYMENT

Submitting invoices for payment via the GPO fax gateway (if no samples are required) utilizing the GPO barcode coversheet program application is the most efficient method of invoicing. Instruction for using this method can be found at the following web address: http://winapps.access.gpo.gov/fms/vouchers/barcode/instructions.html.


PREDOMINANT PRODUCTION FUNCTION

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

GOVERNMENT IN-PLANT INSPECTIONS

The Government reserves the right to have Government representative(s) inspect any operation under this contract at the start of its production and at any time during production. In addition to the inspections indicated, the Government reserves the right to inspect all stages of production.

TITLE

Jacket 640-446: E-205 (Rev. 5-2001), None
Jacket 640-449: E-205 (Rev. 5-2001), None
Jacket 640-450: E-205 (Rev. 5-2001), None
Jacket 640-460: E-205 (Rev. 5-2001), None
Jacket 640-464: E-205 (Rev. 5-2001), None
Jacket 640-467: E-205 (Rev. 5-2001), None

PRODUCT

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

These envelopes are used in the processing of time sensitive taxpayer correspondence. Complete production and timely delivery, are critical to the mission of the IRS. Failure to receive envelopes on schedule can cause stock outages and excess cost and/or work stoppages or costly work-arounds at IRS processing centers.
Six Jackets are strapped together, Jackets 640-446, 640-449, 640-450, 640-460, 640-464, and 640-467. All specifications apply equally to all six Jackets unless otherwise stated below.

**QUANTITY**

16,004,800 total envelopes. Four orders with one complete delivery each, one order with two partial deliveries, and one order with five partial deliveries.

**Jacket 640-446 (Kansas City Campus)**

150,400 total envelopes. One complete delivery (no partial deliveries), consisting of 150,000 Envelopes plus 200 Blue Label Sample Envelopes and 200 Yellow Label Sample Envelopes.

**Jacket 640-449 (Memphis Campus)**

75,400 total envelopes. One complete delivery (no partial deliveries), consisting of 75,000 Envelopes plus 200 Blue Label Sample Envelopes and 200 Yellow Label Sample Envelopes.

**Jacket 640-450 (Atlanta Campus)**

100,400 total envelopes. One complete delivery (no partial deliveries), consisting of 100,000 Envelopes plus 200 Blue Label Sample Envelopes and 200 Yellow Label Sample Envelopes.

**Jacket 640-460 (Brookhaven Campus)**

75,400 total envelopes. One complete delivery (no partial deliveries), consisting of 75,000 Envelopes plus 200 Blue Label Sample Envelopes and 200 Yellow Label Sample Envelopes.

**Jacket 640-464 (CPS-East, IRS-DCC)**

5,851,200 total envelopes. Three partial deliveries. Each partial delivery consists of 1,950,000 Envelopes plus 200 Blue Label Sample Envelopes and 200 Yellow Label Sample Envelopes.

**Jacket 640-467 (CPS-West, AECOM)**

9,752,000 total envelopes. Five partial deliveries. Each partial delivery consists of 1,950,000 Envelopes plus 200 Blue Label Sample Envelopes and 200 Yellow Label Sample Envelopes.

**NUMBER OF PAGES**

Face and Back; head to head after construction, plus inside security tint.

**TRIM SIZE**

3-7/8 x 8-7/8” – #9 Envelope

3-1/2 x 1” window located 3/4” from left edge of envelope and 5/8” from bottom edge of envelope.

**DESCRIPTION**

Envelope prints text matter and postal markings on face before construction (includes printing on outside flap). Contractor to set all type copy and create postal markings per USPS DMM.

Interior (back before construction) prints with black opaque security design. Contractor may use stock design (no proprietary design or company logos allowed) for security tint but must guarantee that the product will ensure complete opacity, and prevent show through of any material contained therein.
GOVERNMENT TO FURNISH

PDF files of the Envelope Specification Sheets, Blue and Yellow Sample Pallet Label, IRS 6153 Shipping Label, and IRS Pallet Specifications. Excel Spreadsheet for partial delivery order tracking. All files to be emailed at time of award, with Purchase Order.

Each Envelope Specification Sheet contains copy change areas for return and mailing addresses and for the inclusion of mailing indicia allowable for that envelope. An N/A in the copy change or indicia required boxes means that no copy change is allowed in that area.

The contractor is responsible for creating or altering any necessary trapping, setting proper screen angles and screen frequency, and defining file output selection for the imaging device being utilized. All furnished files must be imaged as necessary to meet the assigned quality level.

CONTRACTOR TO FURNISH

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

PROOFS

None required. The contractor will be responsible for performing all necessary typesetting, including artwork for postal markings, and proofreading to insure that the final product is in conformity with the Envelope Specification Sheet submitted and USPS postal regulations.

PRIOR TO PRODUCTION SAMPLES

Jackets 640-446, 640-449, 640-450, and 640-460 DO NOT require prior-to-production samples.

Unless waived by the Government, prior-to-production samples are required on Jackets 640-464 and 640-467. The sample requirement for these Jackets is not less than 500 printed construction samples. Each sample shall be printed and constructed as specified and must be of the size, kind, and quality that the contractor will furnish.

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

Prior to the commencement of production of the Jacket production quantity, the contractor shall submit samples to address(es) provided under “Distribution”. The 500 samples will be tested for usage on the specified equipment and/or for construction. The container and accompanying documentation shall be marked PREPRODUCTION SAMPLES and shall include the GPO jacket, purchase order, and requisition numbers. The samples must be submitted in sufficient time to allow Government testing of the samples and production and shipment in accordance with the shipping schedule.

The Government will approve, conditionally approve, or disapprove the samples within 1 workday of the receipt thereof. Approval or conditional approval shall not relieve the contractor from complying with the specifications and all other terms and conditions of the contract. A conditional approval shall state any further action required by the contractor. A notice of disapproval shall state the reasons therefor.

If the samples are disapproved by the Government, the Government, at its option, may require the contractor to submit additional samples for inspection and test, in the time and under the terms and conditions specified in the notice of rejection. Such additional samples shall be furnished, and necessary changes made, at no additional cost to the Government and with no extension in the shipping schedule. The Government will require the time specified above to inspect and test any additional samples required.
In the event the additional samples are disapproved by the Government, the contractor shall be deemed to have failed to make delivery within the meaning of the default clause in which event this contract shall be subject to termination for default, provided however, that the failure of the Government to terminate the contract for default in such event shall not relieve the contractor of the responsibility to deliver the contract quantities in accordance with the shipping schedule.

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

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

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

**STOCK/PAPER**

The specifications of all paper furnished must be in accordance with those listed herein or listed for the corresponding JCP Code numbers in the “Government Paper Specification Standards No. 12” dated March 2011. All paper used must be of a uniform shade.

White Writing/Wove, basis weight: 24 lbs. per 500 sheets, basis size: 17 x 22”, equal to JCP Code V20.

**INK/PRINTING**

Black ink, Helvetica (or equal) font, follow Envelope Specification Sheets, Exhibits 1-6 on pages 14-19 for font sizes.

Printing shall be in accordance with the requirements for the type of envelope ordered. All printing shall comply with all applicable U.S. Postal Service regulations.

**MARGINS**

Follow margins on the Government furnished Envelope Specification Sheets, Exhibits 1-6 on pages 14-19.

**CONSTRUCTION OF ENVELOPES**

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

- **Inserters:**
  - Bell & Howell Enduro
  - Bell & Howell Forerunner
  - Bell & Howell A825-C10
  - Bowe Bell & Howell A743
  - Neopost DS140
  - Hasler PS 200
  - Mailcrafter 98-6+4 RM Edge

- **Postage Meters:**
  - Neopost IS-5000
  - Hasler IM-5000
Envelopes shall be open side, high cut, diagonal or side seam construction with pointed and fully gummed flap. Split-gumming is NOT permitted. Fold down flap for packaging. See Exhibits 1-6 on pages 14-19.

The sealed seams shall not adhere to the inside of the envelope. Envelopes shall be free from cuts, folds, tears, machine marks, foreign matter, dirt, ink smears, and adhesive stains.

**FLAP ADHESIVE**

All sealing flap adhesive shall be a water-activated type of such a consistency to prevent premature sealing of the flap and curling of the envelope after drying.

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

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

**WINDOWS**

Envelopes require one square window, non-standard size and position. Window size is 3-1/2 x 1”, located 3/4” from left edge of envelope and 5/8” from bottom edge of envelope.

Windows shall have rounded or slightly rounded corners, shall be the size and location specified on the Envelope Specification Sheets, see Exhibits 1-6 on pages 14-19, and shall comply with all applicable U.S. Postal Service regulations.

The windows shall be covered on the inside with a 1.5 mil clear polystyrene window material glued securely on all interior edges so as not to interfere with insertion of contents. The clear polystyrene window material shall be free of conditions which would prevent being machine read by USPS and IRS equipment.

NOTE: Window covering material MUST BE TRANSPARENT.

**QUALITY ASSURANCE LEVELS AND STANDARDS**

The following levels and standards shall apply to these specifications:

Product Quality Levels:

(a) Printing Attributes – Level IV  
(b) Finishing Attributes - Level IV

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:

<table>
<thead>
<tr>
<th>Attribute</th>
<th>Specified Standard</th>
</tr>
</thead>
<tbody>
<tr>
<td>P-7. Type Quality and Uniformity</td>
<td>Prior to Production Samples and Envelope Specification Sheets</td>
</tr>
</tbody>
</table>

**PACKING**

Envelopes shall be un-banded and sealing flap on open side shall be folded down. The shipping container shall be closed/sealed in accordance with GPO Contract Terms.
Envelopes must not be packed in oversized containers. All envelopes shall be securely packed in containers so as to prevent curling or warping due to excessive space. Spacers or fillers should only be added to the last shipping container to complete an odd order quantity.

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

Shipping containers shall have a minimum bursting strength of 1379 kPa (200 pounds per square inch) or a minimum edge crush test (ECT) of 7700 N per m width (44 pounds per inch width).

**LABELING AND MARKING**

**Jackets 640-446, 640-449, 640-460, 640-464, and 640-467**

Reproduce carton shipping label, IRS Form 6153 (Rev. 3-2006), from furnished PDF file, fill in appropriate blanks from the information contained on the purchase order and Envelope Specification Sheet (Analyst Name, Phone Number, Carton Count, Contractor Name, Consignee’s Address, Envelope Number, and Revision Date (as listed on Title block of purchase order), Carton Quantity, IRS Requisition Number, GPO Program Number, Requisition Number) and attach to shipping containers. See Exhibit 7, page 20.

The pallet with Blue Label and/or Yellow Label cartons is to be labeled with the “Sample Boxes” Pallet label, with the Jacket and Requisition numbers indicated that are on the pallet. See Exhibit 9, page 22.

**Jacket 640-450**

All deliveries to NDC in Bloomington, IL require special labeling requirements with barcodes. Jacket 640-450 for the Atlanta Campus delivers to the NDC Bloomington, IL location.

Reproduce carton shipping label, IRS Form 6153 (Rev. 3-2006), from furnished PDF file, fill in appropriate blanks (Carton Count and Contractor Name) and attach to shipping containers. See Exhibit 8, page 21.

The pallet with Blue Label and/or Yellow Label cartons is to be labeled with the “Sample Boxes” Pallet label, with the Jacket and Requisition numbers indicated that are on the pallet. See Exhibit 9, page 22.

**PALLETTIZING**

It is critical that the following pallet specifications be adhered to in order to accommodate storage requirements.

Palletizing is required if an order has at least 18 shipping containers going to one destination. There shall be no more than one partial pallet per destination.

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

Shipping containers must be fastened securely to the pallet in a manner that will prevent lateral movement but will permit ready removal without damage to the containers.

Pallets shall be stacked with reverse layer pattern to insure acceptance and safe delivery by common carriers. Maximum height (including pallet) 55”. See Exhibit 11, page 24. If this is not possible due to custom carton sizes for envelopes, other stacking patterns may be accepted with the application of corner protectors.

Palletized material shall be secured on pallet(s) by stretch-wrap plastic or plastic shrink-wrap. Pallets shall be suitably packed so as to insure acceptance and safe delivery by common carrier.
Strict adherence to these dimensions is necessary to meet requirements of IRS storage facilities. Non-compliance with the palletizing requirements may be cause for the Government to reject the shipment at destination and return it to the contractor at the contractor’s expense. After giving notice of deficiency and affording the contractor an opportunity and a reasonable time to correct, the Government, at its option, may re-palletize in accordance with the specifications and charge all costs to the contractor.

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

Departmental Random Copies are required with each partial delivery and with the complete and final delivery. One set must be labeled with the government furnished Blue Label (GPO Form 2678 – Certificate of Selection of Random Copies) and one set must be labeled with a contractor furnished Yellow Label (Blue Label information copied onto yellow paper).

Each Jacket must have the production quantity divided into 200 equal sublots. A random “Blue Label” copy and a random “Yellow Label” copy must be selected from each subplot. Do not choose copies from the same general area in each subplot.

The contractor will be required to certify that all copies were selected as directed using GPO Form 917 – Certificate of Selection of Random Copies (located on www.gpo.gov). The GPO Form 917 shall be packaged with the “Blue Label” copies. The random copies constitute a part of the total quantity ordered, and no additional charge will be allowed. These randomly selected copies must be packed separately and identified by a special label (GPO Form 2678 – Departmental Random Copies (Blue Label)) that must be printed on blue paper for “Blue Label Copies” and yellow paper for “Yellow Label Copies” and affixed to each affected container. This form can be downloaded from www.gpo.gov. The container and its contents shall be recorded separately on all shipping documents and sent in accordance with the “Distribution” clause below.

A copy of the purchase order/specification and a signed Certificate of Selection of Random Copies must be included with the “Blue Label” copies.

A copy of the purchase order/specification must be included with the “Yellow Label” copies.

**SCHEDULE**

Adherence to this schedule must be maintained. See “Notice of Compliance with Schedules”, in GPO Pub. 310.2, Rev. 1-18. Purchase Order and furnished material will be e-mailed from U.S. Government Publishing Office, Columbus Regional Office, Suite 112-B, 1335 Dublin Road, Columbus, OH 43215 by March 6, 2019.

**DELIVERY DATE**

**Jacket 640-446**


**Jacket 640-449**


**Jacket 640-450**

Jacket 640-460


Jacket 640-464

Three partial deliveries of 1,950,400 envelopes (includes 200 Blue Label Copy envelopes, 200 Yellow Label Copy envelopes, and balance of 1,950,000 envelopes). Partial deliveries as follows:

<table>
<thead>
<tr>
<th>Partial</th>
<th>Quantity</th>
<th>Delivery Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st</td>
<td>1,950,400 (includes 200 Blue Labels and 200 Yellow Labels)</td>
<td>April 12, 2019</td>
</tr>
<tr>
<td>2nd</td>
<td>1,950,400 (includes 200 Blue Labels and 200 Yellow Labels)</td>
<td>May 3, 2019</td>
</tr>
<tr>
<td>3rd and Final</td>
<td>1,950,400 (includes 200 Blue Labels and 200 Yellow Labels)</td>
<td>May 24, 2019</td>
</tr>
</tbody>
</table>

Jacket 640-467

Five partial deliveries of 1,950,400 envelopes (includes 200 Blue Label Copy envelopes, 200 Yellow Label Copy envelopes, and balance of 1,950,000 envelopes). Partial deliveries as follows:

<table>
<thead>
<tr>
<th>Partial</th>
<th>Quantity</th>
<th>Delivery Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st</td>
<td>1,950,400 (includes 200 Blue Labels and 200 Yellow Labels)</td>
<td>March 27, 2019</td>
</tr>
<tr>
<td>2nd</td>
<td>1,950,400 (includes 200 Blue Labels and 200 Yellow Labels)</td>
<td>April 10, 2019</td>
</tr>
<tr>
<td>3rd</td>
<td>1,950,400 (includes 200 Blue Labels and 200 Yellow Labels)</td>
<td>April 24, 2019</td>
</tr>
<tr>
<td>4th</td>
<td>1,950,400 (includes 200 Blue Labels and 200 Yellow Labels)</td>
<td>May 8, 2019</td>
</tr>
<tr>
<td>5th and Final</td>
<td>1,950,400 (includes 200 Blue Labels and 200 Yellow Labels)</td>
<td>May 22, 2019</td>
</tr>
</tbody>
</table>


Unscheduled material such as shipping documents, receipts or instructions, delivery lists, labels, etc., will be furnished with the order or shortly thereafter. In the event such information is not received in due time, the contractor will not be relieved of any responsibility in meeting the shipping schedule because of failure to request such information.

RECEIPT FOR DELIVERY

As applicable, the contractor must furnish their own receipts for deliveries. These receipts must include the GPO jacket number; total quantity delivered number of cartons, and quantity per carton; date delivery made; and signature of the Government agent accepting delivery. The original copies of these receipts must accompany the contractor’s invoice for payment.
DISTRIBUTION

Deliver f.o.b. Destination in the quantities stated under “Delivery Date” above. Ship all destinations by traceable means. All expenses incidental to picking up and returning materials and samples must be borne by the contractor.

Due to high security at IRS Facilities, detailed information may be required from delivery carriers to confirm the identity of the driver and equipment used for delivery. Additionally, 24 to 48 hour advance notice of intended deliveries may be required to schedule availability of loading/unloading docks.

At same time each partial bulk delivery is made, 10 printed samples of each order must be banded with a copy of the print order wrapped around or attached to the front of the envelopes. Sample packages are to be consolidated into a single package and delivered to: IRS Annex; ATTN: Brian Anderson, Stop 69A, 7940 Kentucky Drive, Florence, KY 41042 (Note: Only small package carrier shipments accepted, no USPS mail.)

On the same day that the product ships, the contractor must notify the ordering agency via e-mail (address provided after award) of the distribution. The subject line of the message shall be “Distribution Notice for Jacket (enter applicable Jacket Number) and Requisition (enter applicable Requisition Number)”. The e-mail must provide all applicable tracking numbers, shipping method, and program title. Contractor must be able to provide copies of all delivery, mailing, and shipping receipts (as applicable) upon agency request.

Jacket 640-446

150,400 envelopes (1 complete delivery, no partials (includes 200 Blue Label and 200 Yellow Label envelopes)):

    IRS Campus
    ATTN: Warehouse, Stop 1422
    333 West Pershing Road
    Kansas City, MO  64108

10 sample envelopes to Brian Anderson at the Cincinnati, Ohio address listed above.

Jacket 640-449

75,400 envelopes (1 complete delivery, no partials (includes 200 Blue Label and 200 Yellow Label envelopes)):

    IRS Campus/TCC
    ATTN: Warehouse, MS 9424
    5333 Getwell Road
    Memphis, TN  38118

10 sample envelopes to Brian Anderson at the Cincinnati, Ohio address listed above.

Jacket 640-450

100,400 envelopes (1 complete delivery, no partials (includes 200 Blue Label and 200 Yellow Label envelopes)):

    Internal Revenue Service
    National Distribution Center
    ATTN: Atlanta Campus Warehouse
    1201 North Mitsubishi Motorway
    Bloomington, IL  61705

10 sample envelopes to Brian Anderson at the Cincinnati, Ohio address listed above.
Jacket 640-460

75,400 envelopes (1 complete delivery, no partials (includes 200 Blue Label and 200 Yellow Label envelopes)):

IRS Campus
ATTN: Warehouse
1040 Waverly Avenue
Holtsville, NY 11742

10 sample envelopes to Brian Anderson at the Cincinnati, Ohio address listed above.

Jacket 640-464

500 prior-to-production samples and 5,851,200 envelopes (3 partial deliveries of 1,950,400 each (includes 200 Blue Label and 200 Yellow Label envelopes)) deliver to:

IRS – DCC
CPS-East, 8th Floor
985 Michigan Avenue
Detroit, MI 48226

10 sample envelopes deliver to Brian Anderson at the Cincinnati, Ohio address listed above.

Jacket 640-467

500 prior-to-production samples and 9,752,000 envelopes (5 partial deliveries of 1,950,400 each (includes 200 Blue Label and 200 Yellow Label envelopes)) deliver to:

AECOM – CPS-West Warehouse
Business Depot Ogden, Building 4B
112 North 700 West
Ogden, UT 84404

10 sample envelopes to Brian Anderson at the Cincinnati, Ohio address listed above.
**BID OFFER**

**SHIPMENT(S):** Shipment(s) will be made f.o.b. destination from: City _______________________, State________

Bidders must enter bid price for each Jacket. Award will be made based on the lowest total bid for all Jackets.

<table>
<thead>
<tr>
<th>JACKET NO:</th>
<th>Bid Price:</th>
<th>Additional Rate:</th>
</tr>
</thead>
<tbody>
<tr>
<td>640-446</td>
<td></td>
<td></td>
</tr>
<tr>
<td>640-449</td>
<td></td>
<td></td>
</tr>
<tr>
<td>640-450</td>
<td></td>
<td></td>
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<tr>
<td>640-460</td>
<td></td>
<td></td>
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<tr>
<td>640-464</td>
<td></td>
<td></td>
</tr>
<tr>
<td>640-467</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**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.

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

**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.

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

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

(Street Address)

(City – State – Zip Code)

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

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

**************************************************************************************************

THIS SECTION FOR GPO USE ONLY

Contracting Officer Review _____________ Date ___________ Certifier _______________ Date ___________

(initials) (initials)
EXHIBIT 1: JACKET 640-446 E-205 ENVELOPE SPECIFICATION SHEET
### Envelope Specifications

**Construction**
- Printed open side, high cut diagonal or side seam, flag gummed and folded down.
- This envelope requires black/opaque design printed inside.
- All type is 10 pt. Helvetica (or equal) except as noted elsewhere.
- Official Business (two line statement) is 9 pt.
- Type on flap is 12 pt. bold.
- Back printing is 6 pt. (Envelope data, and if not bold).

**Text Specifications**
- Black/White/Blue or White/Blue/Clear Polyethylene.
- A4 Size: 8-1/2" x 3-7/8" (216mm x 98mm).

**Envelope Back**

For your protection and better service:

- Block printing, diagonally oriented, 1/4" (6mm) from upper left corner, 1/8" (3mm) on both front and back.
- Block printing, diagonally oriented, 1/4" (6mm) from upper left corner, 1/8" (3mm) on both front and back.

**Indicia Required**

- 3/8" (10mm) top margin and right margin.
- 3/8" (10mm) top margin.

### Exhibit 3: JACKET 640-450 E-205 ENVELOPE SPECIFICATION SHEET

<table>
<thead>
<tr>
<th>Envelope Specifications Sheet</th>
<th>This sheet is for envelope specifications and composition, as well as manuscript for changeable print areas. Do not use as camera copy. Envelope must conform to USPS requirements.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Envelope Number</td>
<td>E-205</td>
</tr>
<tr>
<td>Issue Date</td>
<td>(Rev. 5-2001)</td>
</tr>
<tr>
<td>N/A</td>
<td>8-7/8&quot; (225mm)</td>
</tr>
<tr>
<td>3/8&quot; (10mm) top margin and left margins</td>
<td>3/8&quot; (10mm) top margin.</td>
</tr>
</tbody>
</table>

#### Additional Comments

**Office ID:** NOVE

**Version:** 396

**Department of the Treasury - Internal Revenue Service**

**Form:** 12847-V (Rev. 10-2003), Catalog Number 30865F

*Do not use for pos. put your check or money printed there. The block must be removed to avoid fraud.*

*Printed in USA only.*

*For your protection and better service:*

1. Block printing, diagonally oriented, 1/8" (3mm) from upper left corner, 1/8" (3mm) on both front and back.
2. Block printing, diagonally oriented, 1/8" (3mm) from upper left corner, 1/8" (3mm) on both front and back.

*For your protection and better service:

1. Block printing, diagonally oriented, 1/8" (3mm) from upper left corner, 1/8" (3mm) on both front and back.
2. Block printing, diagonally oriented, 1/8" (3mm) from upper left corner, 1/8" (3mm) on both front and back.

*For your protection and better service:

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2. Block printing, diagonally oriented, 1/8" (3mm) from upper left corner, 1/8" (3mm) on both front and back.

*For your protection and better service:

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2. Block printing, diagonally oriented, 1/8" (3mm) from upper left corner, 1/8" (3mm) on both front and back.

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*For your protection and better service:

1. Block printing, diagonally oriented, 1/8" (3mm) from upper left corner, 1/8" (3mm) on both front and back.
2. Block printing, diagonally oriented, 1/8" (3mm) from upper left corner, 1/8" (3mm) on both front and back.*
### Envelope Specifications Sheet

<table>
<thead>
<tr>
<th>E-205</th>
<th>N/A</th>
<th>N/A</th>
</tr>
</thead>
</table>

**Envelope Number**

- E-205

**Issue Date**

- Rev. 5-2001

**Paper Size**

- 8 1/2" x 11" (215.9 mm x 279.4 mm)

**Margins**

- 3/8" (10 mm) top and left margins
- 1/4" (6 mm) bottom and right margins

**Typeface**

- 10 pt. Helvetica (or equal) except as noted otherwise

**Stock Weight**

- 3 1/2" x 7 3/4" (90 mm x 196 mm) White Wove 24#

**Ink**

- Black

**Design**

- This envelope requires black opaque design printed inside.

**Construction**

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

**Window**

- 3 1/2" x 1/4" (89 mm x 25 mm) Clear Polyethylene

**Additional Comments**

- None

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**For your protection and better service:**

- Envelope Back

- Additional margins required for address on back
- Indications required

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**For your protection and better service:**

- Envelope Back

- Additional margins required for address on back
- Indications required

---

**For your protection and better service:**

- Envelope Back

- Additional margins required for address on back
- Indications required

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**For your protection and better service:**

- Envelope Back

- Additional margins required for address on back
- Indications required

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**For your protection and better service:**

- Envelope Back

- Additional margins required for address on back
- Indications required

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**For your protection and better service:**

- Envelope Back

- Additional margins required for address on back
- Indications required
EXHIBIT 7: IRS FORM 6153 SHIPPING LABEL FOR 640-446, 640-449, 640-460, 640-464, & 640-467

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.

Carton Shipping Label

<table>
<thead>
<tr>
<th>Department of the Treasury</th>
<th>Publishing analyst</th>
<th>Phone number</th>
<th>Carton # of #</th>
</tr>
</thead>
<tbody>
<tr>
<td>Internal Revenue Service</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>GPO Jacket number</th>
<th>Print order number</th>
<th>Program number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>From (Contractor name and address)</th>
<th>To (Consignee)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Catalog number</th>
<th>Revision (YYYY-MM-DD)</th>
</tr>
</thead>
<tbody>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Product number (Form, Document, Publication, etc)</th>
<th>Product title</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Carton quantity</th>
<th>Requisition number (YY-mm-xxxx)</th>
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</thead>
<tbody>
<tr>
<td></td>
<td></td>
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</tbody>
</table>

Form 6153 (Rev. 3-2006)
EXHIBIT 8: IRS FORM 6153 SHIPPING LABEL FOR JACKET 640-450
☐ BLUE LABEL
☐ YELLOW LABEL

SAMPLES BOXES ARE ON THIS PALLET

Jacket Number(s):

Requisition Number(s):
MIXED SHIPMENT PALLET

Jacket Number(s):

Requisition Number(s):
EXHIBIT 11: IRS PALLET SPECIFICATIONS

IRS Pallet Specifications

NOTE: The pallet in this specification is the standard pallet size that MUST be used when palletizing non-standard IRS products. The pallet size is based on the dimensions that are the standard for IRS products. The dimensions are as follows:

- **Pallet Size**: 48" x 40" (48 x 30.5 cm)
- **Stringer Height**: 3.5" x 4" (3.5 x 10 cm)
- **Width for All Stringers**: 1" x 2.5" (2.5 x 6.4 cm)
- **Height**: 55" (139.7 cm)

For non-standard IRS products, the maximum full pallet (pallet + cartons) height MUST NOT exceed 55". ALL LABELS should be placed on the cartons in the same location, with as many labels visible from the outer edge of the pallet as possible.

Diagram showing the dimensions and layout of the pallet, including the placement of labels on the cartons.
EXHIBIT 12: JACKET 640-464 ORDER TRACKING REPORT FOR PARTIAL DELIVERIES

<table>
<thead>
<tr>
<th></th>
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</thead>
<tbody>
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<td>04/12/19</td>
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<td></td>
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<td></td>
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<tr>
<td></td>
<td>1,950.400</td>
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<td></td>
</tr>
<tr>
<td></td>
<td>1,950.400</td>
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<td></td>
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<td></td>
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</table>
## Order Tracking Report for Partial Deliveries

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</tr>
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<td>1,950,400</td>
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