



**BID OPENING:** Bids shall be opened at 11:00 AM., prevailing Eastern Standard Time (EST), on December 3, 2021 by the U.S. Government Publishing Office, in Washington, DC 20401. Due to the COVID-19 pandemic, this will NOT be a public bid opening

**BID SUBMISSION:** NOTE: Due to the COVID-19 pandemic, the physical office will NOT be open. Based on this, vendors MUST submit e-mail bids to [bidsapsdc@gpo.gov](mailto:bidsapsdc@gpo.gov) for this solicitation. No other method of bid submission will be accepted at this time.

The Jacket Number 418-004 and bid opening date must be specified in the subject line of the e-mailed bid submission. Bids received after 11:00 AM EST on the bid opening date specified above will not be considered for award.

For information regarding the solicitation requirements prior to award, email [deeverett@gpo.gov](mailto:deeverett@gpo.gov). For contract administration after award, contact APS DC at 202-512-0307.

*Additional e-mailed Bid Submission Provisions:*

*The Government will not be responsible for any failure attributable to the transmission or receipt of the e-mailed bid including, but not limited to, the following—*

- (1) Emails over 75 MB may not be received by GPO due to size limitations for receiving emails.*
- (2) The vendor's email provider may have different size limitations for sending e-mail, however vendors are advised not to exceed GPO's stated limit.*
- (3) Illegibility of bid.*
- (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 e-mailed bid prior to bid opening. GPO will use the prevailing time (specified as the local time zone) and the exact time that the e-mail is received by GPO's email server as the official time stamp for bid receipt at the specified location.*

**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 (revised 9-19)).

Offers must include the cost of all materials and operations for the total quantity ordered in accordance with these specifications.

**PRODUCT:** 12-page self-cover publication, paste on fold, perforation required.

**TITLE:** Form 1040-ES - Estimated Tax for Individuals. (Cat. No. 11340T) (Rev. 2022)

**CATALOG NUMBER:** 11340 T

**ITEM:** Form 1040-ES (Rev. 2021)

**QUANTITY:** 186,211 Copies, plus or minus 15%

**CHANGES IN QUANTITY:** The Government, for the FINAL QUANTITY, may submit increases or decreases of up to 15% in the total quantity for each item until the date specified in the schedule. These quantity changes may be made by telephone and confirmed in writing and will be the FINAL quantity. Billing adjustments for scheduled quantity changes (+ or -) will be at the contractor's quoted "ADDITIONAL RATE". If no changes have been received by the scheduled date for final quantity adjustments, the bid quantities will stand as the FINAL contract quantity. Any further adjustments, due to extenuating circumstances, will be negotiated with the contractor.

Statistical Determination of Actual Quantities Shipped: The Government has developed a Statistical Sampling Program for determining quantities received by IRS destinations. Two basic methods will be available, the hand counting method and the machine counting method.

The contractor agrees that the Government may choose either or both methods for quantity verification. Where shortages occur, the contractor will have to make up the shortages (if time permits) or be subject to corrective action.

**NOTE:** Must be full final Quantity to all consignees. No shortages or overruns will be allowed.

**TRIM SIZE:** 8-1/2 x 11", bind (paste on fold) on 11" dimension.

**GOVERNMENT TO FURNISH:** Electronic transfer of text, via email or File Transfer Protocol (FTP), in Portable Document Format (PDF) generated from Adobe Acrobat 9.0 backward compatible with Acrobat 7.0 (all images in PDF files will be hi-resolution and all fonts will be embedded in the files); the operating system is Windows based, the application used is Adobe LiveCycle ES, containing PDF files. Prior to image processing, the contractor is responsible for checking files contained on the furnished electronic files/media to ensure that correct file output selection has been provided for, so as to correctly output for printing. Output must be generated on high resolution image processors. Contractor must set a GPO imprint line and insert per GPO Pub. 310.2, page 9, para. 9).

PDF file for IRS Carton Label (label image is approx. 7-11/16 x 4-1/2").

Excel distribution file via email containing addresses for shipping IRS/Contractor Distribution.

IRS Form 2040 – Distribution List in a PDF fillable Adobe Acrobat 8.0 file format provided via e-mail.

IRS Document 12321 – Pallet Specifications.

Contractor to download the Labeling and Marking Specifications form (GPO Form 905, R. 7-15) from [gpo.gov](http://gpo.gov), fill in appropriate blanks, and attach to shipping containers.

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 or film, must not print on finished product.

**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 is required to have Internet access, provided through an Internet Service Provider (ISP), an e-mail account and a web browser equivalent to Internet Explorer 6.0 (or higher). The contractor is also required to have Adobe Acrobat 8.0 Standard (or higher) software (not Adobe Reader). The contractor must furnish an email address for the IRS to email the forms mentioned above.

**PROOFS:** Contractor must submit same-size proofs electronically. Proofs must be submitted within 1 day after receipt of electronic files to [Mary.E.Morrison@irs.gov](mailto:Mary.E.Morrison@irs.gov). It will be held no more than 1 workday by the IRS. If any contractor's errors are serious enough in the opinion of the IRS to require revised proofs, the revised proofs are to be provided at no expense to the Government. No extra time can be allowed for the reproofing; such operations must be accomplished within the original production schedule allotted in the specifications. Proofs must include the GPO Imprint line/logo.

**STOCK/PAPER:** The specifications of all paper furnished must be in accordance with those listed herein or listed for the corresponding JCP Code numbers in the "Government Paper Specification Standards No. 13" dated September 2019. [https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/vol\\_13.pdf](https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/vol_13.pdf)

JCP Code D10, White Writing 20 lbs. or equal to JCP Code A60 50 lbs. uncoated text. JCP Code A70 is NOT acceptable on this order.

**PRESSWORK:** Print head-to-head in black ink. Some pages print with flat tones.

**FORMAT:** Pages are folioed 1 through 12 with pages 10 and 12 marked "This page left blank intentionally".

**MARGINS:** Adequate gripper margins, follow furnished files.

**BINDING:** Paste on fold on the 11” dimension. Trim 3 sides.

**PERFORATE VERTICALLY:** Pages 9/10 and 11/12, at 8” from outside (right) edge.

**PERFORATE HORIZONTALLY:** pages 9/10 at perforation lines approximately 7-1/4 inches from the top edge; and pages 11/12 at 3-3/4 inches and 7-5/16 inches from the top edge. Horizontal perforations must start at the outside edge and extend across to meet the vertical perforations. Perforations must permit easy and clean separation but be of sufficient strength to prevent disengagement during normal labeling and mailing operations. If there is any discrepancy on placement of horizontal perforations, follow the perforation lines on the copy provided.

**PACKING:** No internal wrapping or tying. Place full size corrugated boards on top, bottom, and vertically between stacks. Pack 500 copies per shipping container, in 2 stacks. Pack solid in corrugated or solid fiber shipping containers, bursting strength: 200 p.s.i., minimum. The cartons, if stapled, may only be stapled on the bottom and/or side, in accordance with GPO Contract Terms (310.2), and the label must be applied to coincide with this construction, that is, no staples are to be on the top. Contractor will determine exact dimensions of carton in accordance with folded and/or trim size and weight of the product being produced with maximum 8” height.

**CARTON SPECIFICATIONS:** The cartons supplied by the contractor must be corrugated or solid fiber shipping containers, 1380 kPa (200 psi) minimum bursting strength. Bottom flaps may be glued, stapled, or sealed with polyester tape 2 to 3” width, minimum 12 kNm (65 lbs./inch) transverse tensile strength). Cartons are to be sealed at top with 2 to 3” paper or polyester tape (not reinforced). Approximate carton size is 17-1/2 X 11-1/2 X 8”. Contractor will determine exact dimensions of carton in accordance with trim size of pamphlets he will produce. Cartons used for bulk shipments require a carton label.

Bottom flaps may be glued, or sealed with polyester tape 2 to 3” width, minimum 65 lbs. /inch transverse tensile strength. Cartons are to be sealed at the top with 2 to 3” paper or polyester taped (not reinforced). Shipments which do not fill a shipping carton must be packaged with fill materials of sufficient strength and durability and in such a manner which will guarantee that the product will not be damaged and the carton will not open nor split when processed through the U.S. mail system, small package carrier or motor freight carrier delivery systems.

**CARTON PACKING:** Pack cartons in 2 stacks, in suitable uniform quantities per carton, with the weight of a fully packed carton between 28 to 32 lbs. Note: Under no circumstances can the carton weight exceed 32 lbs. or carton height exceed 8 inches.

**PALLETS:** Pallets are required. Pallets for IRS consignments: Pallets must be type III and must conform to 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 centers. 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 – After award contractor will be provided with diagram showing exact construction of pallets.

Palletizing: Cartons shall be stacked on pallets using a reverse layer pattern, 9 cartons per layer, with a maximum height of 55”, including pallet. 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.

**LABELING AND MARKING:** Carton labels MUST be generated from the electronic file (IRS form 6153 (3-2006)) provided by the IRS. Contractor’s streamlined or recreated labels will not be acceptable. Reproduce shipping container label (IRS Form 6153 (3-2006)) as necessary from furnished file on suitable white stock, fill in any appropriate blanks, and attach to one end of each shipping container, which must be facing out if loaded on a pallet. If not pre-populated on the carton label 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); and GPO Jacket Number.

**NOTE: If the quantity stated on the furnished carton label is not the same quantity within the carton, the contractor must notify the printing specialist indicated on the print order to resolve the discrepancy immediately prior to packing.**

\*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 of the load on the pallet.

**CONTRACTOR DISTRIBUTION SHIPMENTS: Small package carrier:** Must affix one SPC shipping label to the top left of each carton and an IRS label of end cap of each carton. **Domestic Mail:** All Post Office shipments are to be sent via reimbursable domestic mail with an IRS carton label on the side of the carton.

**REPORTING:** Contractor is required to submit all USPS postage on an IRS Postage Summary Report showing the GPO jacket and number of pieces sent. In addition, the contractor must submit all UPS Tracking Statements to the Print Analyst, Mary Morrison via e-mail. All of the above mentioned forms must be submitted within 3 days of the final day of shipping via e-mail to: [Mary.E.Morrison@irs.gov](mailto:Mary.E.Morrison@irs.gov) and [Yvette.A.Wood@irs.gov](mailto:Yvette.A.Wood@irs.gov).

#### **MISLABELING/QUANTITY/LOOSE PACKING--PRICE REDUCTION**

1. In addition to other inspection procedures detailed elsewhere in these specifications, each receiving office will inspect shipments for label accuracy, carton quantity, and loose packing. In the event one or more mislabeled cartons are discovered, each carton which must be opened and inspected and/or relabeled will reduce the contract price by \$2.00. In the event it is determined by the receiving office (either through the accompanying bills of lading for freight shipments or through association with other cartons received) that the contents of one or more cartons is wrong, thus resulting in a shortage of the item, the contractor will be charged the \$2.00 per carton inspection / re-labeling fee mentioned above and will be required to make up the shortage for each affected office. In the event that cartons are crushing, collapsing, and/or bursting, and it is determined that the cause is due to the cartons not being packed solid, or some other reason within the contractor's control, the contractor will be charged \$2.00 per carton for repacking and re-palletizing.

2. "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.

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

Product Quality Levels:

- (a) Printing Attributes -- Level III.
- (b) Finishing 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:

<u>Attribute</u>	<u>Specified Standard</u>
P-7. Type Quality and Uniformity	OK' Proofs, Electronic Media

**DEPARTMENTAL RANDOM "BLUE LABEL" COPIES** - The contractor MUST submit **200** folded departmental random copies at the completion of production, to test for compliance against specifications. The contractor must divide their entire order into equal sub lots and select 1 copy from a different general area of each sub lot. The contractor will be required to execute the "Certificate of Selection of Random Copies", furnished by GPO, certifying that copies were selected as directed.

These randomly selected copies must be packed separately and identified by a special Government-furnished blue label, affixed to each affected container. Additional labels, if needed, are to be reproduced on blue stock. The container and its contents shall be recorded separately on all shipping documents and sent to Internal Revenue Service, National Distribution Center, 1201 N. Mitsubishi Motorway, Bloomington, IL 61705-6613 separately from any other distribution to this destination. Submit a copy of the signed Government-furnished "Certificate of Selection of Random Copies", along with the Departmental Random Copies.

**DISTRIBUTION:** Ship f.o.b. contractor's city and f.o.b. destination as indicated. The following consignment ship f.o.b. destination in the following order:

- 1) IRS Contractor Distribution copies
- 2) NDC Bloomington flat copies
- 3) GPO Copies

IRS Samples: Immediately after press start up contractor must overnight 2 samples to the following address.

Ship **5** flat samples to IRS/W&I Channel Delivery, SE:W:CAR:MP:P:T:CD, Attn. M. Morrison – Room 6564/ IR, 1111 Constitution Avenue, NW, Washington, DC 20224.

Ship 2 flat samples to M. Morrison, 4317 Birchlake Ct., Alexandria, VA 22309.

Ship **186,200** flat copies IRS National Distribution Center (NDC), Receiving Area, 2525 Revenue Drive, Bloomington, IL 61705-2500. (This includes 200 blue label sample copies.)

**\*NOTE: SHIP GPO COPIES FOB DESTINATION\***

Ship 1 copy to: U.S. Government Publishing Office, Federal Depository Library Program (BAC (C+I) 1523-01), Mail Stop: FDLP, 44 H St., NW, Loading Dock, Washington, DC 20401. Marked Depository Copies, Item no. 0964-B-07.

Ship 10 copies to: Library of Congress (BAC (By-Law) 1525-01), U.S. Serials and Government Documents Section, U.S. Anglo Division, 101 Independence Avenue, SE, Stop 4276, Washington, DC 20540-4276. Marked: Depository File Copies. NOTE: All shipments to this destination must be via FedEx, UPS or United States Postal Service (USPS).

**MOTOR FREIGHT:** Government bills of lading (IRBL's) will be furnished for all freight or air express shipments to deliver outside the contractor's ICC Commercial Zone, except for a few, small f.o.b. destination shipments. The GBL's will have designated carriers which the contractor MUST use. The contractor must give the designated carrier a minimum of two workdays notice for pick-up. The contractor does not have the authority to change a designated carrier without IRS authorization and will be responsible for any additional shipping costs in the event of an unauthorized change. Whenever possible full truckloads should be utilized (e.g., use a full truckload and a partial truckload rather than two partial truckloads).

The contractor must report any carrier-related problems to the IRS immediately. Telephone Roy Murdoch at 309-556-5076, between the hours of 8:30 am-3:30 pm prevailing Eastern Time on Federal workdays. If the carrier refuses the shipment, the contractor must provide the following information: contractor's name, location, date and time of shipment refusal, carrier name, name of the carrier contact, IRBL number, requisition number, and a brief description of the problem. If necessary, the IRS may authorize the use of another carrier. Notify IRS of all unused IRBL's; do not return to GPO. If the IRS Traffic Department cannot be reached, contact Mary Morrison at 703-360-0203. If shipping early, the contractor must notify the IRS Traffic Department at least 24 hours in advance for rescheduling.

The contractor is responsible for ensuring that the proper weight and pieces are shown on the IRB, that the date of receipt of shipment is accurately entered by the carrier's agent, and the proper paperwork is issued to the carrier. Public Vouchers, submitted by the contractor for payment of printing, must be accompanied by a signed copy of the IRBL. All memorandum copies of the IRBL must be legible to be acceptable as proof of shipment. The contractor will not incur or pay any freight charges when using GBL's as the carrier will bill IRS directly.

**SMALL PACKAGE CARRIER:** Shipments weighing less than 750 lbs. will ship via small package carrier. When the contractor is required to ship via small package carrier (SPC), the IRS will provide an IRS small package carrier account number.

IRS requests a phone number, fax phone & e-mail address for a contact at the contractor's plant.

**SCHEDULE:** Purchase order by December 7, 2021.

Furnished electronic files will be forwarded to the contractor on February 8, 2022.

Note: The Government will attempt to meet the schedules stated in these specifications. However, late Congressional tax legislation, etc., may cause a delay in Government furnished material. In such event, the schedule will be adjusted in accordance with contract terms.

Start to ship IRS Contractor distribution complete on or before February 21, 2022.

**ELECTRONIC DAILY SHIPPING VERIFICATION:** Contractor is required to complete and e-mail Form 2040 daily to the IRS when shipping begins. Form 2040 is in a PDF fillable Adobe Acrobat 6.0 file format. The majority of the information will be included in the report from the IRS to the contractor, but the contractor is responsible for the verification and correctness of information supplied back to IRS. If there is any information missing or incorrect, please contact Mary Morrison (703-360-0203).

The contractor *must* update the Electronic Form 2040 and transmit via e-mail to IRS each day. Any delay or missed input could result in delay of payment.

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.

**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. Transportation charges are not a factor in determining award.

Bids received based on shipping the specified f.o.b. contractor's city consignments via f.o.b. destination will be considered non-responsive.

**At the same time invoices are submitted to GPO for payment, contractor must submit a duplicate copy to: [Mary.E.Morrison@irs.gov](mailto:Mary.E.Morrison@irs.gov).**

**PREAWARD 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 low contractor 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 a timely manner 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 (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>.

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

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



**JACKET NUMBER**

**BID PRICE:**

**ADDITIONAL/M**

**Jacket 418-004**

\$ \_\_\_\_\_

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

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

**BID ACCEPTANCE PERIOD:** In compliance with the above, the undersigned agree, if this bid is accepted

Within \_\_\_\_\_ calendar days (60 calendar days unless a different period is inserted by the bidder) from the date for receipt of bids, to furnish the specified items at the price set opposite each item, delivered at the designated 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.

**BIDDER'S NAME AND SIGNATURE:** Unless specific written exception is taken, the bidder, by signing and submitting a bid, agrees with and accepts responsibility for all certifications and representations as required by the solicitation and GPO Contract Terms - Publication 310.2. When responding by fax or mail, fill out and return one copy.

Bidder \_\_\_\_\_  
(Contractor Name) (GPO Contractor's Code)

\_\_\_\_\_  
(Street Address)

\_\_\_\_\_  
(City - State - Zip Code)

By \_\_\_\_\_  
(Printed Name, and Title of Person Authorized to Sign this Bid)

\_\_\_\_\_  
(Signature) (Date)

\_\_\_\_\_  
(Telephone Number) (Email)

Contracting Officer Review: \_\_\_\_\_ Date: \_\_\_\_\_ Certifier: \_\_\_\_\_ Date: \_\_\_\_\_  
(Initials) (Initials)