

**Jacket:** 624-082  
**Title:** Intake/Interview & Quality Review Sheet Form 13614-C (Rev. 10-2025)  
**Agency:** Treasury (IRS)  
**Bid Opening:** July 28, 2025 at 11:00 AM

Contractor Name	Bid	Terms		Discounted Total
NPC, Claysburg, PA	\$103,634.00	2.0%	20 days	\$101,561.32
J.J. Collins Sons Prts, Charleston, IL	\$102,980.00	0.0%	0 days	\$102,980.00
Colonial Press, Miami, FL	\$109,892.00	0.25%	20 days	\$109,617.27
iColor, Los Angeles, CA	\$110,786.00	0.5%	20 days	\$110,232.07
Schmitz Press, Sparks, MD	\$111,758.00	0.5%	20 days	\$111,199.21
Solor Printing, Miami, FL	\$114,265.00	0.25%	20 days	\$113,979.34
Alcom Prtg., Harleysville, PA	\$121,007.51	3.0%	20 days	\$117,377.28
Advantage Mailing, Anaheim, CA	\$130,756.89	0.25%	20 days	\$130,430.00
Specialty Print, Niles, IL	\$134,051.65	1.0%	21 days	\$132,711.13
K M Media, Clifton, NJ	\$133,320.00	0.25%	20 days	\$132,986.70
District Creative, Upper Marlboro,MD	\$139,455.00	2.0%	20 days	\$136,665.90
Omaha Print, Omaha, NE	\$144,896.77	1.0%	20 days	\$143,447.80
Ennis Inc., Chatham, VA	\$175,408.76	2.0%	20 days	\$171,900.58
Marcus Graphic Dsgn, Atlanta, GA	\$200,021.50	1.0%	20 days	\$198,021.29

Awarded

**BID OPENING:** Bids shall be opened virtually at 11:00 AM, Eastern Time (ET), on July 28, 2025 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.

**ISSUE DATE:** July 17, 2025.

ANY QUESTIONS BEFORE AWARD CONCERNING THESE SPECIFICATIONS, CALL (404) 605-9160, EXT. 5 (Ellen Sommer).

## **SPECIFICATIONS**

U.S. Government Publishing Office (GPO)  
Southeast Region

**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:** Folded Form

**TITLE:** Intake/Interview & Quality Review Sheet

**FORM NO:** F13614-C (Rev. 10-2024) Cat #52121E

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

**QUANTITY:** 2,000,215 copies

**PAGES:** Face and Back

**TRIM SIZE:** 11 x 25-1/2" (flat); 11 x 8-1/2" (folded)

### **DESCRIPTION:**

Form prints type, rule, and screen matter in Black ink on the face and back.

NOTE: Forms MUST be printed via offset printing. Digital printing, direct imaging (toner), and inkjet printing are not acceptable.

### **GOVERNMENT TO FURNISH:**

- Purchase Order will be emailed to the contractor upon award.
- Print file and page layout guide (see "ELECTRONIC MEDIA") will be emailed to the contractor.
- IRS carton shipping label (Form 6153) to be completed 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.

NOTE: Contractor must notify agency of quantity per carton, piece weight, and carton weight via email to Erika Bryant (Erika.J.Bryant@irs.gov) and Ellen Sommer (esommer@gpo.gov). Agency will email the 2040/carton label upon receipt of this information from the contractor.

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. One PDF file will be provided.

#### NOTES:

- 1) File is setup as 6 individual pages. PDF pages 1 through 5 are setup landscape on 11 x 8-1/2" page size. PDF page 6 is setup portrait on 8-1/2 x 11" page size.
- 2) Contractor to create page layout to image as specified. A jpg page layout guide will be furnished upon award.
- 3) When viewing page 1 (F13614-C) as right reading and then unfolding the form, page 2 will be at the top (on back of page 1), page 3 will be below page 2 on the 11 x 25-1/2" form.
- 4) When viewing page 1 (F13614-C) as right reading on the unfolded 11 x 25-1/2" form, page 4 is above page 1, with the page 4 header (F15080) on the right.
- 5) Rules at the head and foot of panels 1/2 and panels 4/5 must register.

- COLORS: Identified as Black.

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

- OUTPUT: 150 line screen for all screen matter / 1200 dpi or higher for remainder.

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.
- Upon completion of this order, the contractor must furnish final production native application files (digital deliverables) and one "press quality" PDF file with the furnished media. Storage media must be MAC/PC compatible. The digital deliverables must be an exact representation of the final product and shall be returned on the same type of storage media as was originally furnished. The Government will not accept, as digital deliverables, any proprietary file formats other than those supplied, unless specified by the Government.

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

JCP Code A63, Uncoated Canary Text, Basis Size 25 X 38", Basis Weight 50#

--or at Contractor's Option--

JCP Code D10, Canary Writing, Basis Size 17 X 22", Basis Weight 20#

NOTE: Contractor must print on canary stock. Surface tinting is not acceptable.

**INK:** Black

**MARGINS:** Follow file setup\* - inadequate (less than 1/4") gripper. \*See "ELECTRONIC MEDIA" for additional information.

**PROOFS:** Deliver the following proofs(\*) to the department on or before September 19, 2025. NOTE: On the day of shipping proofs, contractor MUST email the proof tracking number to Erika Bryant (Erika.J.Bryant@irs.gov) and cc Ellen Sommer (esommer@gpo.gov).

Contractor is responsible for all costs incurred in the delivery of proofs. Contractor will receive proof approval/disapproval via email from the agency not longer than 5 workdays after date of proof receipt by the Government\*\*.

\*\*NOTE: The date of receipt by the Government is NOT considered the first workday.

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.

(\*) PAPER SAMPLE: At the same time as submission of the proofs, contractor must submit one 8-1/2 x 11" unprinted PAPER SAMPLE of the actual paper to be used in the production of the contract requirements. The sample must be of the kind and quality required by the specifications. The Government will rely on the sample only as a reference to the general appearance of the stock that will be provided by the contractor in conformance to the specifications. The Government assumes no contractual obligation to perform any inspection and test for the benefit of the contractor. The Government's failure to inspect and accept or reject the paper samples shall not relieve the contractor from responsibility, nor impose liability on the Government, for nonconforming paper.

(\*) CONTENT PROOF: Two\*\*\* complete digital CONTENT proofs created using the same Raster Image Processor (RIP) that will be used to produce the product. Proof shall be collated with all elements in proper position (not pasted up), imaged face and back, trimmed and folded to the finished size/format of the product.

\*\*\*NOTE: Two proofs are required - one proof will be sent to the agency and one proof will be held at the contractor's plant. Proof will not be returned to the contractor.

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

Contractor must notify agency of quantity per carton, piece weight, and carton weight via email to Erika Bryant (Erika.J.Bryant@irs.gov) and cc Ellen Sommer (esommer@gpo.gov). Agency will email the 2040/carton label upon receipt of this information from the contractor.

**TRIMMING/FOLDING:** Trim 4 sides. Fold from 11 x 25-1/2" to 11 x 8-1/2" with page 1 (F13614-C) out using two parallel wraparound folds along the entire 11" dimension at 8-1/2" from the top/bottom edge.

**PACKING/LABELING:** Shrink-wrap in units of 100 copies per package. NDC bulk shipment must be packed in UNIFORM quantities per carton\*. \*Contractor must NOT deviate from the specified quantity.

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. Cartons must not exceed 17-1/2" (L) x 11-1/2" (W) x 9" (D) in exterior dimensions. 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. NOTE: 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 (with the exception of the blue labels) 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. On small package carrier (SPC) boxes/envelopes, the IRS label is to be affixed to the top of each package and the SPC shipping label to the reverse side of the package (this includes advance distributions and IRS samples). 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

NOTE: 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 cc Ellen Sommer (esommer@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 "IRS Pallet Specifications" sheet). 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, 9 cartons per layer, with a maximum height of 55", including pallet or a maximum of 7 layers (see Exhibit 1 "IRS Pallet Specifications" sheet for the 9 tier stacking method). 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 right). 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.

"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 contained in the carton, or has any missing information, or is not securely attached.

#### **SCHEDULE:**

Purchase Order will be emailed to the contractor on or before August 15, 2025.

Print file will be emailed to the contractor on or before September 12, 2025.

Deliver proofs on or before September 19, 2025.

F.O.B. Contractor's City:

-Ship 15 copies (IRS samples) to one address on or before October 22, 2025 - see "DISTRIBUTION" for complete address.

-Ship 2,000,000 copies to one address on or before **October 22, 2025** - see "DISTRIBUTION" for complete address. NOTE: If any copies shipping to the NDC ship prior to October 22, 2025, the fifteen (15) IRS samples must ship within 24 hours of the NDC shipment.

-Ship 200 copies to one address on or before **October 22, 2025** - see "DISTRIBUTION" for complete address.

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.

NOTE: 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 contact and Erika Bryant (Erika.J.Bryant@irs.gov) and cc Ellen Sommer (esommer@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 determining award.

#### **DISTRIBUTION:**

F.O.B. Destination:

- Deliver proof & paper sample on or before September 19, 2025 to: Internal Revenue Service/Atlanta Campus, Attn: Erika Bryant (479-470-2030), MS 061-N, Media & Publications Office, 4800 Buford Highway, Chamblee, GA 30341.

NOTE: On the day of shipping proofs, contractor MUST email the proof tracking number to Erika Bryant (Erika.J.Bryant@irs.gov) and cc Ellen Sommer (esommer@gpo.gov).

F.O.B. Contractor's City:

- Ship 15 copies (IRS samples) on or before October 22, 2025 to: Internal Revenue Service/Atlanta Campus, Attn: Erika Bryant (479-470-2030), MS 061-N, Media & Publications Office, 4800 Buford Highway, Chamblee, GA 30341.

- Ship 2,000,000 copies on or before October 22, 2025 to: IRS/National Distribution Center, Receiving (309-556-5169), 2525 Revenue Drive, Bloomington, IL 61705-2500. NOTE: If any copies shipping to the NDC ship prior to October 22, 2025, the fifteen (15) IRS samples must ship within 24 hours of the NDC shipment.

- Ship 200 "Blue Label\*" copies on or before October 22, 2025 to: IRS/National Distribution Center, Blue Label Copies, 2525 Revenue Drive, Bloomington, IL 61705-2500.

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) and Ellen Sommer (esommer@gpo.gov). the GPO Southeast Region (infosoutheast@gpo.gov), and GPO Compliance (compliance@gpo.gov). The subject line of this message shall be "Distribution Notice for Jacket 624-082, Req 5-05196". 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 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 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** place carton containing Blue Label copies on a pallet shipping to the NDC. Blue Label copies **MUST** ship separately via IRS Small Package Carrier (UPS).

**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
P-7 Type Quality and Uniformity	File Setup

**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 copies (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.

**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 (624-082) 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 9 and 10.

**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.

**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>.

**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's Initials)

(COMPLETE AND SUBMIT THIS PAGE WITH YOUR BID)

**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.

**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)

\*\*\*\*\*

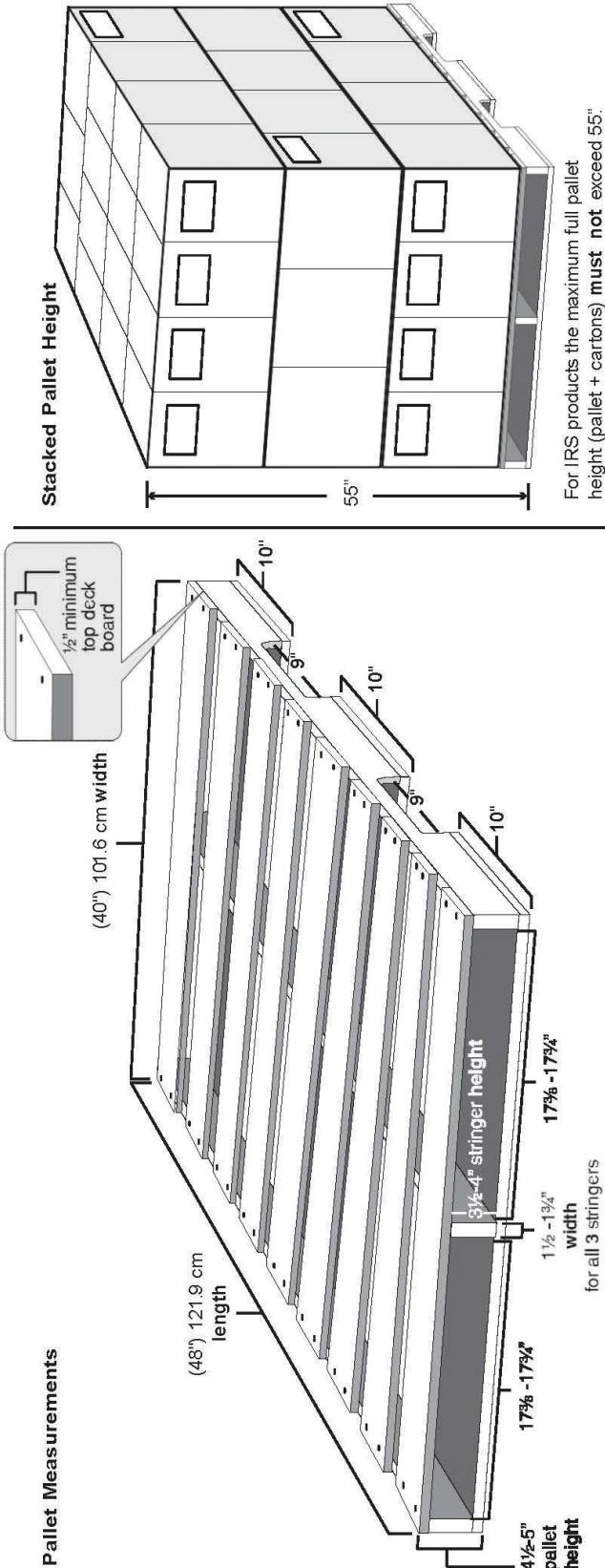
(COMPLETE AND SUBMIT THIS PAGE WITH YOUR BID)

# IRS Pallet Specifications

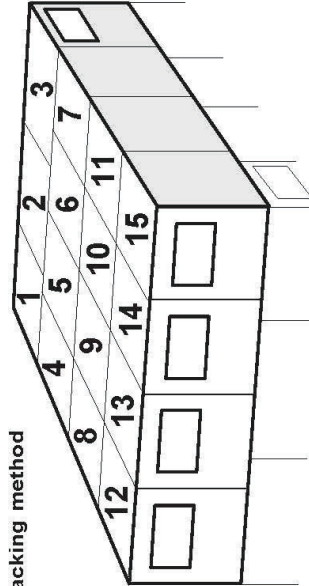
All shipments delivered to the National Distribution Center (NDC), must conform to the specifications outlined in this document.



## Pallet Measurements

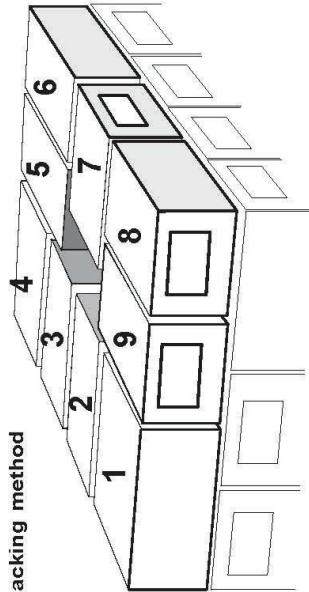


## Exhibit #1



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.