





U.S. GOVERNMENT PUBLISHING OFFICE  
San Francisco, CA

*INVITATION FOR BID*

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS  
For the Procurement of

**ENVELOPES**

as requisitioned from the U.S. Government Publishing Office (GPO) by the  
Department of The Treasury – Internal Revenue Service

**BID OPENING: 11:00 AM Pacific Time on THURSDAY, AUGUST 4, 2022** at the U.S. Government Publishing Office, San Francisco Regional Office. Due to the COVID-19 pandemic, this will NOT be a public bid opening.

Bids must be received no later than the exact date and time specified.

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

The jacket number and bid opening date must be specified in the subject line of the emailed bid submission. Bids received after 11:00 a.m. Pacific Time on the bid opening date specified above will not be considered for award.

**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.

For information regarding the solicitation requirements *prior to* award, email Alan Zada at:  
[azada@gpo.gov](mailto:azada@gpo.gov).

For contract administration *after* award, contact the San Francisco Regional Office Ph. (707) 748-1970 or email: [infosanfran@gpo.gov](mailto:infosanfran@gpo.gov).

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**SECTION 1. - GENERAL TERMS AND CONDITIONS**

**GPO CONTRACT TERMS:** Any contract which results from this Invitation for Bid will be subject to the applicable provisions, clauses, and supplemental specifications of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 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)).

GPO Contract Terms (*GPO Pub 310.2, Effective December 1987, (Rev. 1-18)* – the light blue cover)  
<https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/contractterms2018.pdf>

GPO QATAP (*GPO Pub. 310.1, Effective May 1979 (Rev. 09-19)* – the dark blue cover) –  
<https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/qatap-rev-09-19.pdf>.

**DISPUTES:** GPO Publication 310.2, GPO Contract Terms, Contract Clause 5. Disputes, has been revised. The new clause can be found at [ww.gpo.gov/pdfs/vendors/contractdisputes.pdf](http://www.gpo.gov/pdfs/vendors/contractdisputes.pdf). This revised clause also cancels and supersedes any other disputes language currently included in existing contractual actions.

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

**NOTE:** Prospective as well as existing GPO contractors are to note that, as of 1/1/08, all contractor’s seeking to do business with the GPO must first complete and thereafter maintain the accuracy of its GPO Contractor Connection registration with the following mandatory taxpayer information boxes: “EIN/TIN #” (Employer Identification Number or Taxpayer Identification Number); “Subject to Backup Withholding” (See Form W-9, Request for Taxpayer Identification Number and Certification); and, “Current W-9 Request” (See Form W-9). The GPO will withhold payment of any invoices for work completed by any contractor who fails to provide these tax data in GPO Contractor Connection. Such invoices will be declared ineligible for payment until all requirements for payment, including providing these tax data in GPO Contractor Connection, have been satisfied.

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

Product Quality Levels:

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

Inspection Levels (from ANSI/ASQC 21.4):

- (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	Approved PDF proof

**PREAWARD SURVEY:** 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 pre-award 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 sheets
- 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.

**PREDOMINANT PRODUCTION FUNCTION:** The Predominant Production Function May Be Either Presswork For Printing Firms or Envelope Manufacturing. Bidders Subcontracting Both Operations Will Be Declared Non-Responsible.

**QUALITY CONTROL PLAN:** Prior to award, within 24 hours of notification from the Government Publishing Office, the apparent low bidder is to submit a detailed written quality control plan. The contractor is to email a copy of the plan to [azada@gpo.gov](mailto:azada@gpo.gov). The proposed plan is subject to Government approval. If necessary, a pre-award phone call may be required to discuss the elements of the quality control plan. Plan must address in specific form each of the below items:

The contractor shall initiate, prior to start-up and maintain throughout the term of this contract, quality systems to assure conformance to all requirements of this contract. The quality systems should be documented in a Quality Systems Plan. The plan should also address what actions will be initiated when defects are detected.

The quality control plan must identify what will be inspected, how often inspections will take place, and who is responsible for carrying them out. The plan will also identify who is responsible for following up on the correction of deficiencies.

The Quality Control Plan must anticipate sources of poor quality and lays out ways to identify and prevent them.

The contractor shall designate a Quality Systems official who shall monitor and coordinate the quality systems. This official shall serve as the Government's main point of contact on quality matters during the term of the contract. The name of the official shall be provided in the plan along with their title, position, and telephone number. Performance of all elements and functions of the quality systems shall not relieve the contractor of responsibility for meeting all requirements in this contract.

**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/agency/billing-and-payment>.

**SECTION 2. - SPECIFICATIONS****TITLE:** WINDOW ENVELOPES**QUANTITY:** 8,000,000 E-178 envelopes**TRIM SIZE:** 9-3/4" x 4-3/8"**GOVERNMENT TO FURNISH:** One envelope Specification Sheet, one fillable PDF carton label, one PDF for the G-48 Indicia, IRS pallet specifications and the purchase order will be emailed to contractor upon award.

Contractor to typeset envelope with type, rules and place indicia as per attachment A. Contractor is responsible for accuracy of typesetting.

**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.**PRODUCT DESCRIPTION:** 8,000,000 E-178 pistol style window envelopes, 9-3/4" x 4-3/8", window for the E-178 envelopes are multi-dimensional in shape, see attachment A. Window envelopes print in black ink on face and back, head to head.**Window:** Windows shall have rounded or slightly rounded corners, shall be the size and location specified on attachment A in this IFB, and shall comply with all applicable U.S. Postal Service regulations. Window for the E-178 envelopes are multi-dimensional in shape.

The window shall be covered on the inside with a 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:** All window covering material **MUST BE TRANSPARENT**. Window covering for E-178 envelopes must have 1.5 mil thickness.**Security tint:** Security tint must be over entire inner envelope surface up to the gum line. 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.**Envelope construction:** Follow margins on the Government furnished specification sheets. Envelopes with diagonal seams shall be sufficiently high cut so as to prevent the flap adhesive from contacting the envelope contents. The sealed seams shall not adhere to the inside of the envelope. The construction of the E-178 envelope will require a side seam with a McIntyre cut. Envelopes shall be free from cuts, folds, tears, machine marks, foreign matter, dirt, ink smears, and adhesive stains.**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. **SPLIT GUMMING IS NOT PERMITTED ON ANY ENVELOPE.**

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.

Size of flap: Sealing flap must exceed the throat by at least 3/4".

**MARGIN:** Follow the digital files for margins.

**INK:** Black ink.

**STOCK:** The specifications of all stock 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, and any subsequent amendments thereto.

JCP Code\* V20, Writing Envelope; White and Colors, Basis Size 17 X 22", 24 lb.

All paper used must be of a uniform shade.

The requirement for post-consumer fiber (as specified in the Government Paper Specification Standards No. 12) for this contract is waived; however, the addition of post-consumer fiber is encouraged provided that the requirements of this standard are met. All other attributes remain the same.

**PROOFS:** Contractor to submit one Press Quality PDF soft proof (for content only) using the same Raster Image Processor (RIP) that will be used to produce the final printed product. PDF proof will be evaluated for text flow, image position, and color breaks. Proof will not be used for color match. Contractor must call Alan Zada at 707-748-1970 x6 to confirm receipt.

Email proofs on or before **AUGUST 15, 2022**.

The proofs will be checked for quality and compliance with these specifications, approved or approved with comments and the contractor will be notified within TWO (2) working days after receipt. If, in the opinion of the GPO and/or Department, the proofs are not a true representation of the furnished copy, or contain noticeable defects they will be rejected must be corrected and reproofed at no additional expense to the Government. The schedule stated elsewhere in these specifications CANNOT be extended to allow for such reproofing.

Email proofs to Douglas.R.Hayton@irs.gov. Contractor must also copy contract administrator at azada@gpo.gov. GPO jacket number 671-358 must appear on all correspondence.

If the contractor cannot provide an acceptable set of PDF proofs by this date or within a reasonably sufficient time to allow for proof review and printing BEFORE THE ESTABLISHED DELIVERY DATE, he/she may be required to show cause as to why the contract should not be terminated for default.

**CONTRACTOR MUST NOT PRINT PRIOR TO RECEIVING AN "OK TO PRINT".**

**INSPECTION SAMPLES:** At the start of production, contractor is required to mail 100 sample envelopes to:

Doug Hayton – Room 6550, 1111 Constitution Ave; NW, Washington, DC 20224  
Brain Wischmeyer, IRS, 985 Michigan Ave, Detroit, MI 48226

Samples are to be sent FOB destination via overnight shipping method, internet traceable.

These sample copies shall be considered as sample copies, and cannot be deducted from the total quantity ordered. The package or envelope containing these samples must be identified by the GPO jacket number, title, etc. The contractor must comply with the shipping schedule regardless of this requirement for inspection samples.

**LABELING AND MARKING:** Reproduce partially completed IRS Form 6153 Carton Shipping Label from furnished PDF file, filling in appropriate information. Label outside of shipping containers with label. See



attachment B and C.

**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 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 1,379 k Pa (200 pounds per square inch) or a minimum edge crush lest (ECT) of 7 700 N per M width (44 pounds per inch width).

**PALLETIZING:** See pallet specification Attachment C. Strict adherence to these dimensions is necessary to meet requirements of IRS storage facilities. Receipt of incorrect pallet construction may result in a charge assessed against the contractor for each incorrect pallet. This charge will cover costs incurred by the Government in re-palletizing the shipment onto correct pallets. 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 attached specifications. 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.

Non-compliance with any of 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.

**DELIVERY:** FOB Contractor City. IRS will arrange shipping via IRS-supplied Government Bills of Lading (GBL).

**SCHEDULE:** The signed purchase order will be emailed to the contractor by **AUGUST 8, 2022**.

PDF proofs due to agency and GPO on or before **AUGUST 15, 2022**.

SHIPPING SCHEDULE OF ENVELOPES: **SEPTEMBER 9, 2022**.

**CUSTOMER DELIVERY NOTIFICATION:** Contractor must notify the ordering agency on the same day that the product ships/delivers via e-mail to [douglas.r.haytone@irs.gov](mailto:douglas.r.haytone@irs.gov). The subject line of this message shall be "Distribution Notice for Jacket 671-358 and Requisition 2-06087". 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.

All expenses incidental to returning materials, submitting proofs, and furnishing sample copies must be borne by the contractor.

**JACKET NUMBER: 671-358**

**BIDS:** Bids 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 posters and letters. The price for additional quantities must be based on a continuing run, exclusive of all basic or preliminary charges, (i.e., running rate not including makeready) and will not be a factor for determination of award.

**SHIPMENT(S):** Shipments will be made from: City \_\_\_\_\_ State \_\_\_\_\_

**BID PRICE:** \_\_\_\_\_

**ADDITIONAL RATE:** \_\_\_\_\_

**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 undersign agree, if this bid is accepted with 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 point(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)

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

\*\*\*\*\*

THIS SECTION FOR GPO USE ONLY

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



ATTACHMENT A  
JACKET 671-358

### Envelope 178 (Rev. 9-2003) Envelope Specification Sheet

This sheet is for envelope specifications and composition. Do not use as camera copy. Envelope must conform to the USPS requirements.

Product ID <b>Envelope 178</b>	Copy change area A (return address) <b>N/A</b>	Copy change area B (mailing address) <b>N/A</b>	Indicia required <b>N/A</b>	Print order number	Office ID <b>N/A</b>
Revision date (Rev. 9-2003)					Version <b>N/A</b>

**Envelope Specifications**

**Construction**

Printed open side, high cut, diagonal or side seam, with tapered 2-3/16" V flap (not to exceed 2-1/4"), flap gummed and folded down.

This envelope requires black opaquing design printed inside.

Material covering window is 1.5 mil clear polystyrene.

**Text Specifications**

Font is Helvetica (or equal).

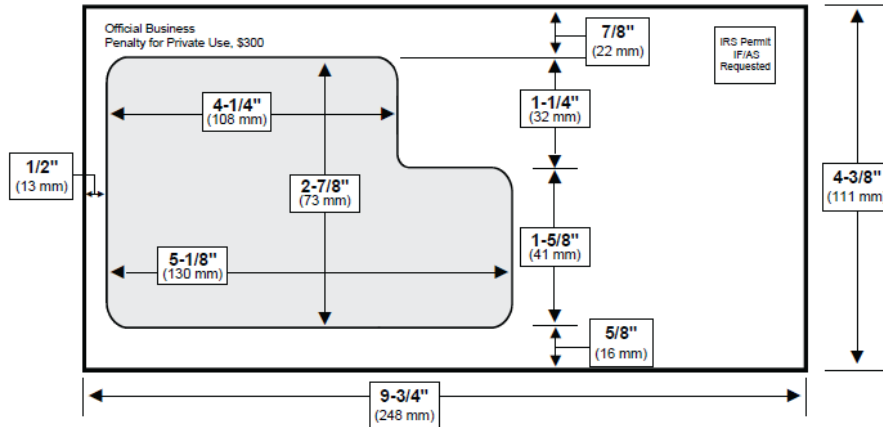
Official Business (two line statement) is 9 point.

Back printing is 6 point.

<b>Size</b> 9-3/4" x 4-3/8" (248 mm x 111 mm)	<b>Stock</b> White Writing or Wove 24#
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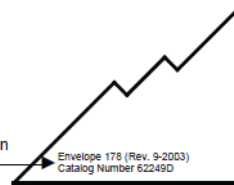
<b>Ink</b> Black	<b>Window</b> Multi-dimensional (see diagram) 1.5 mil thickness
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Additional comments



**Back Printing**

Position bottom & right margins appropriately in lower right corner.



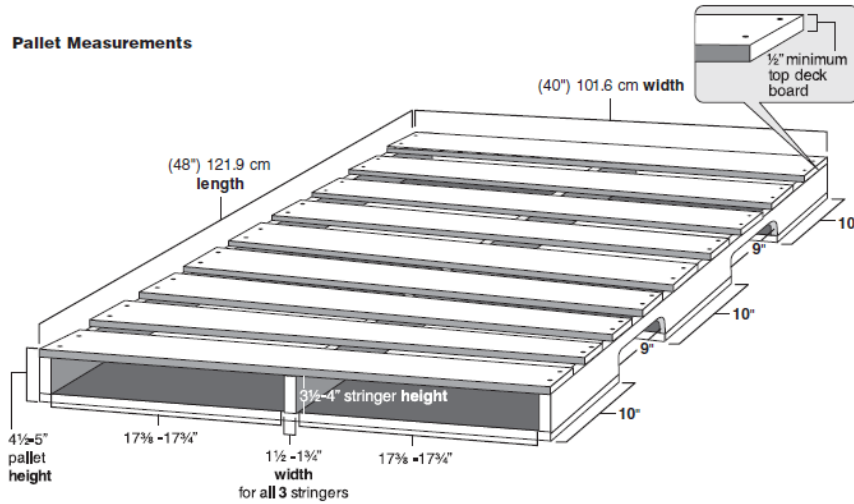


### IRS Pallet Specifications

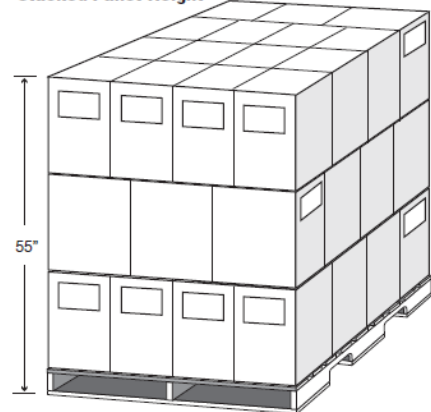
All shipments delivered to the National Distribution Center (NDC), must conform to the specifications outlined in this document. To ensure shipments are 100% compliant and received by the NDC, please reference Publication 4803 and any relating information outlined in the work contract specifications. Non-conformance to the specifications of this document, the standards described in Publication 4803 and or specific instructions outlined in the work contract specifications, may result in corrections at the vendor's expense.

### ATTACHMENT B JACKET 671-358

#### Pallet Measurements

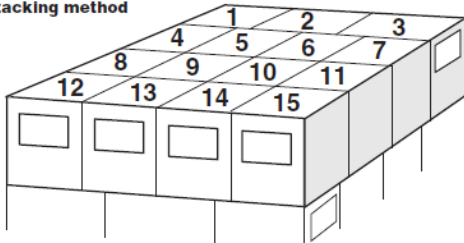


#### Stacked Pallet Height



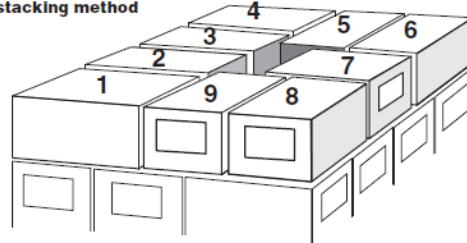
For IRS products the maximum full pallet height (pallet + cartons) **must not** exceed 55\"/>

#### 15 tier stacking method



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

#### 9 tier stacking method



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

ATTACHMENT C  
JACKET 671-358

**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.

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**Carton Shipping Label**

Department of the Treasury <b>Internal Revenue Service</b>		Publishing analyst Douglas Hayton	Phone number 202-317-6070	Carton #	of #
GPO Jacket number		Print order number	Program number		
From (Contractor name and address)			To (Consignee)		
Catalog number <b>62249D</b>	Revision (YYYY-MM-DD) <b>2003-09-00</b>	 *62249D2003-09-00*			
Product number (Form, Document, Publication, etc) <b>Envelope 178</b>		Product title Envelope - Mailer, General purpose, Tri-fold oversize, "Bus" style Double window			
Carton quantity	Requisition number (YY-nnnn) <b>22-05273</b>	 *22-05273*			