

**Jacket:** 741-201 **Quantity:** 15,603,200  
**Title:** IRS Envelopes E178, 4-3/8 x 9-3/4" - Multi-dimensional Window  
**Agency:** Treasury, Internal Revenue Service  
**Bid Opening:** 5/31/2023 at 2:00 PM  
**Abstracted by:** Teresa Shoffstall - 5/31/2023  
**Verified by:** Melita Webb - 6/1/2023

**Unofficial Abstract**

Contractor Name	Bid	Additional Rate Per 1,000	Prompt Payment Discount Offer	Terms	Prompt Payment Discount Offer Extended	Discounted Bid Offer
JJ Collins	\$ 311,130.00	\$ 19.94	0.00%	NET	\$ -	\$ 311,130.00
Envelope 1 <b>*Awarded</b>	\$ 314,156.80	\$ 20.13	2.00%	10 DAYS		\$ 314,156.80
The Envelope Printery	\$ 339,821.26	\$ 21.77	5.0%	21 DAYS	\$ 16,991.06	\$ 322,830.20
Double Envelope	\$ 326,106.88	\$ 20.90	1.0%	20 DAYS	\$ 3,261.07	\$ 322,845.81
Cenveo Worldwide	\$ 323,766.40	\$ 20.75	0.00%	NET	\$ -	\$ 323,766.40
Printing Resources	\$ 325,326.72	\$ 20.85	0.00%	NET	\$ -	\$ 325,326.72
Husky Envelope	\$ 338,433.40	\$ 21.69	0.00%	NET	\$ -	\$ 338,433.40
Bridge The Gap Ent. + Cenveo	\$ 339,369.60	\$ 21.75	0.00%	NET	\$ -	\$ 339,369.60
Advanced Image Direct	\$ 356,540.00	\$ 22.85	0.00%	NET	\$ -	\$ 356,540.00
Love Envelope	\$ 358,249.47	\$ 22.96	0.00%	NET	\$ -	\$ 358,249.47
Mac Paper Convertors	\$ 369,795.84	\$ 23.70	0.00%	NET	\$ -	\$ 369,795.84
Response Envelope	\$ 419,726.08	\$ 26.90	0.00%	NET	\$ -	\$ 419,726.08
St. Louis Print Group	\$ 440,010.24	\$ 28.20	2.00%	20 DAYS	\$ 8,800.20	\$ 431,210.04
Tri-State Envelope	\$ 583,871.74	\$ 37.42	0.00%	NET	\$ -	\$ 583,871.74

U.S. Government Publishing Office  
Columbus, Ohio  
General Terms, Conditions, and Specifications  
for the procurement of  
IRS Envelopes E178, 4-3/8 x 9-3/4"- Multi-dimensional Window  
as requisitioned from the U.S. Government Publishing Office (GPO) by the  
Department of the Treasury, Internal Revenue Service

**BID OPENING**

Bids shall be opened at **2:00 PM** prevailing Columbus, OH time on **May 31, 2023**.

**BID SUBMISSION**

Bidders MUST submit email bids to [bidsnortheast@gpo.gov](mailto:bidsnortheast@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 2 PM prevailing Columbus, Ohio 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.

Any questions before or after award concerning these specifications call Teri Shoffstall at (614) 488-4616, Ext. 6. No collect calls. Email: [tshoffstall@gpo.gov](mailto:tshoffstall@gpo.gov).

**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. 09/19).

GPO Contract Terms (GPO Publication 310.2):

<https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/contractterms2018.pdf>

GPO QATAP (GPO Publication 310.1):

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

**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 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.

**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>.

**SUBCONTRACTING**

The predominant production function is the manufacture of the envelopes and the printing of the envelopes. Bidders who must subcontract these 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**

General purpose envelope E-178, Tri-fold, Left window, (CPS East & West G48 PRC1 Version)

**PRODUCT**

These specifications cover the production of non-standard window envelopes requiring such operations as reproducible, printing, die cutting, 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.

**QUANTITY**

15,603,200 envelopes.

Eight partial deliveries to two different addresses. See details under "SCHEDULE" and "DISTRIBUTION"

**NUMBER OF PAGES**

Face and back.

**TRIM SIZE**

After envelope construction: 4-3/8 x 9-3/4" plus flap.

**GOVERNMENT TO FURNISH**

IRS Envelope Specification Sheet.

IRS 6153 Shipping Label.

IRS Pallet Specifications.

GPO Purchase Order.

Certificate of Selection of Random Copies.

Labels for Blue/Yellow Random Copies

**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.

**ELECTRONIC PREPRESS**

Contractor will create Print File, per supplied IRS Specification sheet, ensuring compliance with applicable USPS regulations. **Exhibit 1 on page 9**

Stock designs are acceptable for security tint with the exception of proprietary designs or company logo, which are not permitted.

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 the GPO contract administrator immediately.

The contractor shall create or 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 required by the Government, the contractor shall make minor revisions to the electronic files. It is anticipated that the Government will make all major revisions.

Prior to making revisions, the contractor shall copy the furnished files and make all changes to the copy.

Upon completion of the order, the contractor must furnish final production native application files (digital deliverables) with the furnished material. The digital deliverables must be an exact representation of the final printed product and shall be returned on suitable storage media or e-mailed upon request. The Government will not accept, as digital deliverables, PostScript files, Adobe Acrobat Portable Document Format (PDF) files, or any proprietary file formats other than those supplied, unless specified by the Government. NOTE: Government will accept Adobe Acrobat Portable Document Format (PDF) files as digital deliverables when furnished by the Government.

### **PROOFS**

Contractor to submit one Press Quality PDF soft proof, 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 print breaks, and must show all elements relative to print and construction, in proper position, imaged face and back. Email proofs on or before June 7, 2023 to [Carl.M.Slater@irs.gov](mailto:Carl.M.Slater@irs.gov) ; [Stan.L.Tubbs@irs.gov](mailto:Stan.L.Tubbs@irs.gov) ; and [tshoffstall@gpo.gov](mailto:tshoffstall@gpo.gov) .

Do not print prior to receipt of proof approval. Proofs will be held for **1 workday**.

### **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. All paper used must be of a uniform shade.

White Writing or 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) typeface, follow Envelope Specification Sheets, **Exhibit 1 on page 9** for typeface sizes. All printing shall comply with all applicable U.S. Postal Service regulations.

Prior to construction, face side of sheet consists of First-Class mailing indicia and 4 additional text lines. Back of sheet consists of security design, ensuring complete opacity up to gum line, preventing show through of any material contained therein.

### **MARGINS**

Follow margins on the Government furnished Envelope Specification Sheet, **Exhibit 1 on page 9**.

### **CONSTRUCTION OF ENVELOPES**

Envelopes shall be open side. Contractor has the option to manufacture high cut diagonal or side seams, with commercial flap that is slightly rounded or slight "v" shaped.

The flap must be a minimum of 2-3/16" and must not exceed 2-1/4"

Gum line must exceed the throat by at least 3/4"

Envelopes with diagonal seams shall be sufficiently high cut so as to prevent the flap adhesive from contacting the envelope contents. Sealed seams shall not adhere to the inside of the envelope for either construction style. Envelopes shall be free from cuts, folds, tears, machine marks, foreign matter, dirt, ink smears, and adhesive stains.

Construction shall comply with all applicable U.S. Postal Service regulations

**FLAP ADHESIVE**

Flap adhesive shall be a water activated type of such a consistency to prevent premature sealing 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 fingertips 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

Flap requires full gum, with a consistent line of adhesive. Split gum flaps will not be accepted.

**WINDOW**

Die cut one multi-dimensional window, See **Exhibit 1, Page 9** for window dimensions and placement. Windows shall have rounded or slightly rounded corners and covered with a 1.5 mil clear polystyrene window material glued securely on all interior edges so as not to interfere with insertion of contents.

Window shall comply with all applicable U.S. Postal Service regulations.

**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:

<u>Attribute</u>	<u>Specified Standard</u>
P-7. Type Quality and Uniformity	PDF/Average Type Dimension

**PACKING**

Pack envelopes 500 per box, un-banded, with flaps folded down. Five boxes of envelopes per carton.

Envelopes shall be securely packed in cartons so as to prevent curling or warping due to excessive space.

Cartons shall have a minimum bursting strength of 1 379 kPa (200 pounds per square inch) or a minimum edge crush test (ECT) of 7 700 N per m width (44 pounds per inch width).

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

Departmental Random Copies (Blue and Yellow) are required with each partial delivery.

Production quantity is to be 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 random copies constitute a part of the total quantity ordered, and no additional charge will be allowed.

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 carton. This form will be supplied upon award and may also be downloaded from [www.gpo.gov](http://www.gpo.gov).

A copy of the purchase order/specification and a signed Certificate of Selection must be included with blue and yellow samples.

**LABELING AND MARKING**

Reproduce carton label, IRS Form 6153 (Rev. 3-2006), from furnished PDF file. Complete the carton label as appropriate, without deleting any information that was pre-populated upon receipt. Information necessary to complete required 6153 carton label is on the purchase order and Envelope Specification Sheet.

**Exhibit 2a, page 10, and Exhibit 2b, page 11.**

All cartons must have a fully completed IRS Form 6153 attached.

**PALLETIZING**

Pallets are required. There shall be no more than one partial pallet per delivery.

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.

Cartons 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.

Corner beads and stretch-wrapping is required.

Pallets shall be stacked with reverse layer pattern to insure acceptance and safe delivery by common carriers. Maximum height (including pallet) 55". **See Exhibit 3, page 12.** If this is not possible contact GPO Contracting Officer.

Pallets shall be suitably packed so as to insure acceptance and safe delivery by common carrier. Double stacking pallets is not permitted.

Strict adherence to these dimensions is necessary to meet requirements of IRS storage facilities. Receipt of incorrect pallet configuration 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.

**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, by **June 5, 2023**.

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.

**DELIVERY DATES**

- Partial #1: 1,950,400 envelopes delivered to Detroit, MI 48226 on or before July 6, 2023
- Partial #2: 1,950,400 envelopes delivered to Ogden, UT 84404 on or before July 7, 2023
- Partial #3: 1,950,400 envelopes delivered to Detroit, MI 48226 on or before July 11, 2023
- Partial #4: 1,950,400 envelopes delivered to Ogden, UT 84404 on or before July 13, 2023
- Partial #5: 1,950,400 envelopes delivered to Detroit, MI 48226 on or before July 18, 2023
- Partial #6: 1,950,400 envelopes delivered to Ogden, UT 84404 on or before July 20, 2023
- Partial #7: 1,950,400 envelopes delivered to Detroit, MI 48226 on or before July 25, 2023
- Partial #8: 1,950,400 envelopes delivered to Ogden, UT 84404 on or before July 27, 2023

Quantities above include 200 blue label and 200 yellow label randomly selected samples.

**DISTRIBUTION**

Deliver envelopes, f.o.b. destination by traceable means to two locations using the schedule above and the addresses below:

CPS-East  
985 Michigan Avenue  
Detroit, MI 48226

CPS-West Warehouse  
Business Depot Ogden  
112 North 700 West, Bldg. 4B  
Ogden, UT 84404

All expenses incidental to picking up and returning materials and samples must be borne by the contractor.

Delivery appointment is required. Contractor or contractor agent must call in advance to schedule delivery. Due to high security at IRS Facilities, delivery agent may be required to provide detailed information regarding driver identity and delivery equipment. Contact information for delivery appointment will be provided upon award.

**Customer Samples:**

Upon shipment of Partial #1, 10 samples from the start of production must be banded with a copy of the purchase order and shipped **Overnight**, fob destination, by traceable means, using small package carrier (no USPS), to:

IRS  
ATTN: Carl Matt Slater  
M/S 8100  
1160 West 1200 South  
Ogden, UT 84404

**DISTRIBUTION NOTICES**

Upon Shipment of each partial, notify ordering agency via email, subject line to read:

"DISTRIBUTION NOTICE-741-201\_3-04954".

Body of email to include:

Title: "General purpose, Tri-fold, Left window, (CPS East & West G48 PRC1 Version)"

Shipping Method

Tracking.

Email addresses for Distribution Notices will be provided upon award.

**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.



**BID OFFER****SHIPMENT(S):** Shipment(s) will be made f.o.b. destination from: City \_\_\_\_\_, State \_\_\_\_\_**JACKET NO:** 741-201**BID PRICE:** \$ \_\_\_\_\_**ADDITIONAL RATE:** \$ \_\_\_\_\_ per \_\_\_\_\_**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. When responding by email, fill out and return one completed copy of all applicable pages (page 8) 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**Contracting Officer Review \_\_\_\_\_ Date \_\_\_\_\_ Certifier \_\_\_\_\_ Date \_\_\_\_\_  
(initials) (initials)

**EXHIBIT 1: E-178-2 ENVELOPE SPECIFICATION SHEET****Envelope 178-2 (Rev. 9-2003) (CPS East & West G48PR1C Version) 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 178-2</b>	Copy change area A (return address) <b>N/A</b>	Copy change area B (mailing address) <b>N/A</b>	Indicia required <b>G-48 Presorted 1st class</b>	Print order number	Office ID
Revision date <b>(Rev. 9-2003)</b>					Version <b>G48PR1C</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**

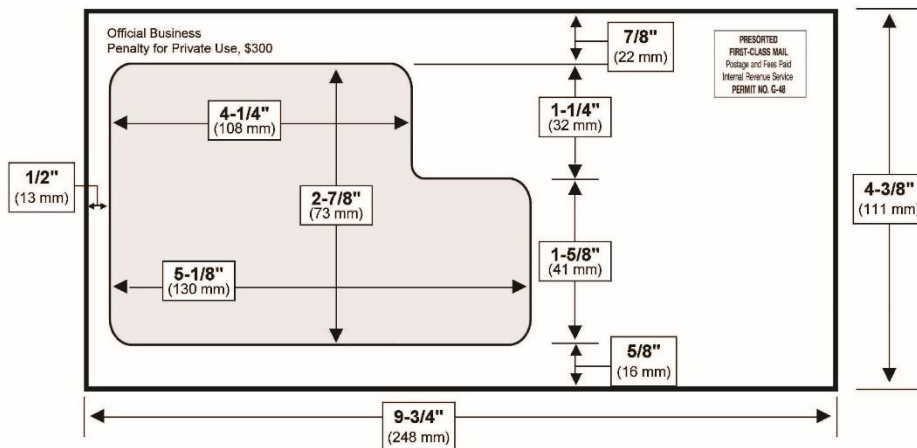
Font is Helvetica (or equal).

Official Business (two line statement) is 9 point.

Back printing is 6 point.

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

Additional comments

**Back Printing**

Position bottom & right margins appropriately in lower right corner.

Envelope 178-2 (Rev. 9-2003)  
Catalog Number 73772D

**EXHIBIT 2a: IRS FORM 6153 CARTON LABEL – DETROIT, MI****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.

cut here ..... cut here

**Carton Shipping Label**

Department of the Treasury <b>Internal Revenue Service</b>		Publishing analyst Carl Slater	Phone number 801-620-7181	Carton #	of # 1
GPO Jacket number		Print order number	Program number	Contractor order no.	
From (Contractor name and address)		To (Consignee) CPS-East 985 Michigan Avenue Detroit, MI 48226			
Catalog number <b>73772D</b>	Revision (YYYY-MM-DD) <b>2003-09-00</b>	 <b>*73772D2003-09-00*</b>			
Product number (Form, Document, Publication, etc) <b>Envelope 178-2</b>		Product title General purpose, Tri-fold, Left window, (CPS East & West G48 PRC1 Version)			
Carton quantity <b>2,500</b>	Requisition number (YY-nnnnn) <b>23-04954</b>	 <b>*250023-04954*</b>			

**EXHIBIT 2b: IRS FORM 6153 CARTON LABEL – OGDEN, UT****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.

cut here ..... cut here

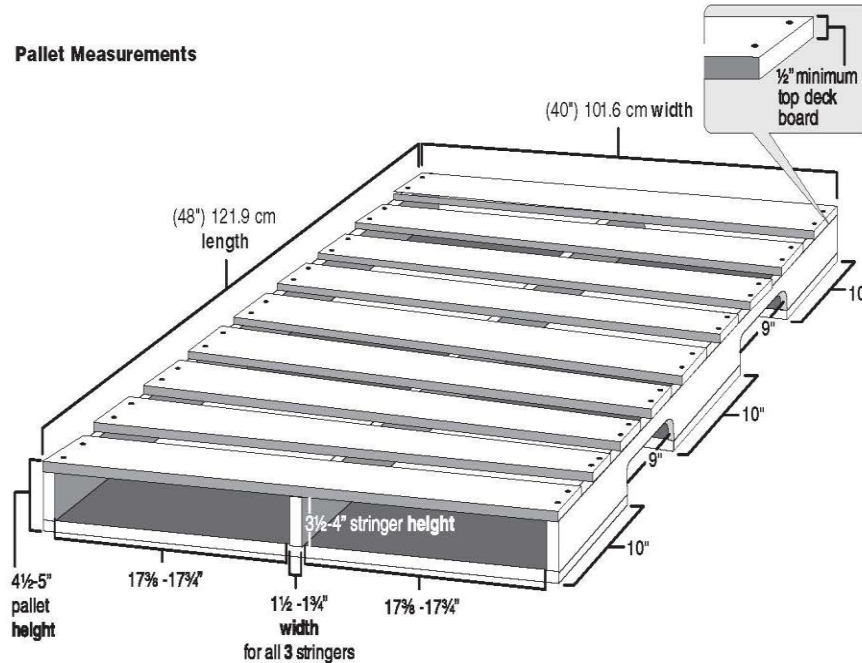
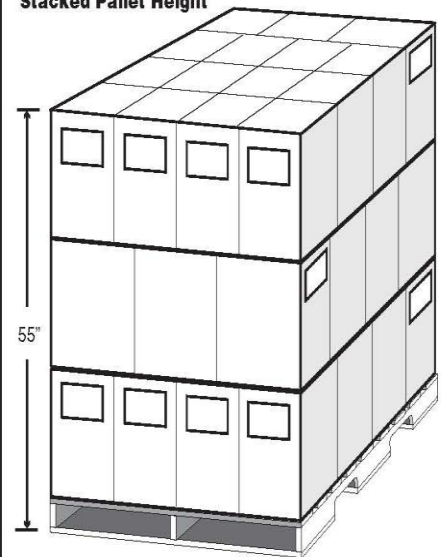
**Carton Shipping Label**

Department of the Treasury <b>Internal Revenue Service</b>		Publishing analyst <b>Carl Slater</b>	Phone number <b>801-620-7181</b>	Carton #	of # <b>1</b>
GPO Jacket number		Print order number	Program number	Contractor order no.	
From (Contractor name and address)		To (Consignee) CPS-West Whse. Business Depot Ogden 112 North 700 West, Bldg. 4B Ogden UT 84404			
Catalog number <b>73772D</b>	Revision (YYYY-MM-DD) <b>2003-09-00</b>	 <b>*73772D2003-09-00*</b>			
Product number (Form, Document, Publication, etc) <b>Envelope 178-2</b>		Product title General purpose, Tri-fold, Left window, (CPS East & West G48 PRC1 Version)			
Carton quantity <b>2,500</b>	Requisition number (YY-nnnnn) <b>23-04954</b>	 <b>*250023-04954*</b>			

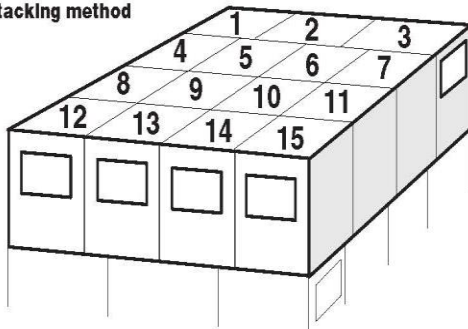


**EXHIBIT 3: IRS PALLET SPECIFICATIONS****IRS Pallet Specifications**

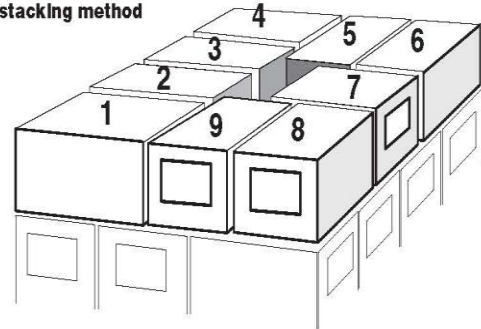
All shipments delivered to the National Distribution Center (NDC), must conform to the specifications outlined in this document. To ensure shipments are 100% compliant and received by the NDC, please reference Publication 4803 and any relating information outlined in the work contract specifications. 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.

**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.