

BID OPENING: SEPTEMBER 30, 2008.

BIDS SHALL BE PUBLICLY OPENED AT 11:00 A.M., PREVAILING WASHINGTON, D.C. TIME.

IF YOU HAVE ANY QUESTIONS CONCERNING THESE SPECIFICATIONS CALL (202) 512-1239 AND ASK FOR FRANK YATOR (AST 5). NO COLLECT CALLS.

U.S. Government Printing Office (GPO) Specifications, Washington, D.C.

GPO CONTRACT TERMS: Any contract which results from this Invitation for Bid will be subject to GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 6-01)) and Quality Assurance Through Attributes Program for Printing and Binding (GPO Publication 310.1, effective May 1979 (Rev. 8-02)).

SPECIFICATIONS FOR CONTRACT PRINTING AND BINDING  
OF THE INDIVIDUAL INCOME TAX PACKAGE 1040-PR and 1040-SS FOR TAX YEAR 2008

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**SCOPE:** These specifications cover the printing and binding of two (2) separate tax packages for mailing (which totals 67,000), as follows: 64,000 packages of 1040-PR and 3,000 packages of 1040-SS. Each separate tax package will require such operations as printing and binding of forms and instructions, manufacturing and printing envelopes; In addition, these specifications require NCOA processing, **USPS CASS Certification including LACSLink, NCOALink and Delivery Point Validation**, computer imaging/addressing label/s, palletizing, packing, storing, assembling by ZIP Code (staging), and turn over for mailing of packages (includes some packages for APO/FPO mail). Carrier route sorting required.

**NOTE:** Due to the numerous exhibit pages in this specification, the exhibits will not be put on the Internet. A complete copy of the specifications may be obtained from the bid room by request. Telephone (202) 512-0526.

**BID QUANTITIES:** 67,000 packages. Exhibit 1 shows the Government's bid quantity breakdown of Standard Mail. The quantities are broken out by IRS Service Center address.

**CHANGES IN QUANTITY:** The Government, for the FINAL QUANTITY, may submit increases or decreases of up to 25% of the quantities shown in Exhibit 1 until the dates specified in the schedule. These quantity adjustments may be made by updates to Exhibit 1 by telephone, and will be the final quantity *prior to deducting the NCOALink undeliverables*, (see section 5.1.2). These adjustments will not change the scheduled turnover to USPS dates. Billing adjustments for scheduled quantity changes (+ or -) will be at the contractor's quoted "ADDITIONAL RATE" (see Offers Section). If no changes have been received by the scheduled date for final quantity adjustments, the bid quantities will stand as the final contract quantity.

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

**SUBCONTRACTS:** The predominant production function of this contract may be either Printing or Imaging. Any other functions, including printing of the envelopes, may be subcontracted per GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 6-01)). NOTE: The prime contractor is ultimately responsible for monitoring and the quality of work performed by subcontractors.

## **SECTION 1 - SCHEDULE**

<u>Date</u>	<u>Event</u>
09-30-08	Bid opening.
10-14-08	Award of contract (Purchase Order Number by phone).
11-03-08	Production & Quality Plans (See Sec. 1.2 & Sec. 8), Security Letter (See Sec. 5.3), and Safeguarding IRS Confidential Information.
11-17-08	Electronic Media/Disk for envelope available. (Section 4.8 - Envelope Proofs)
11/10 to 12/19/08	Preproduction conference at contractor's plant. (See Section 1.2).
12-29-08	Electronic Media/Disk for pamphlet & construction dummy available for pickup at GPO (Section 3.10 - Proofs).
12-29-08	Package and envelope quantity adjustments (may be by telephone).
12-29-08	Address cartridges or CD-ROM's to contractor.
01-14-09	Contractor must electronically submit postage summary reports (See Section 1.5).
01-15-09	Complete turnover of mail packages to Postal Service.
01-15-09	Contractor must submit 1 complete set of PS Forms 3602 and listings report. (See Section 2.4).

The Government will attempt to meet the schedules as stated in these specifications. However, uncontrollable circumstances such as Congressional Legislation may delay the furnishing of printing media. In such event, the schedule will be adjusted in accordance with contract terms.

Unscheduled material such as delivery lists, receipts or instructions, 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.

**1.1 A Pre-award Plant Survey** may be conducted by Government Printing Office and Internal Revenue Service personnel to determine if the prospective contractor (and the subcontractors) has adequate facilities and expertise to accomplish the requirements of these specifications.

**1.2 A Pre-production Conference** will be held at the contractor's plant as indicated in the schedule. The purpose of the conference will be to discuss and review all aspects of the contractor's internal and external operations required to complete this contract. Prior to this conference the contractor **MUST** submit two (2) copies each of detailed written Production and Quality plans, 1 copy to be submitted to IRS and 1 copy to be submitted to GPO. The plans shall be submitted, by the date in the schedule to the IRS, Attn: Joe Moyer, Senior Print Specialist – Room 6236, 1111 Constitution Avenue, NW, Washington DC 20224 and GPO, Attn: Frank Yator – Room C-829, 732 North Capital St. NW, Washington DC 20401. The proposed Quality plan is subject to Government approval. The contractor will conduct this preproduction conference during which the production plan will be discussed and the previously approved Quality plan will be reviewed in depth.

Items to be included in the Production Plan are: 1) processing and sorting master-file magnetic cartridges, as well as the security of the cartridges and CD-ROM(s) and taxpayer information, 2) scheduled start-up dates for all phases of production, 3) how coordination/ communication will flow from one production phase to another, 4) who will be responsible for each phase, 5) how will subcontractors be involved and kept informed, 6) specific production dates of all subcontractors, 7) how the product will be staged and/or shipped, and 8) any other special requirements which are specific to this contract. Items to be included in the Quality Systems Plan are covered in the Quality Systems Section. Attending this meeting will be representatives from the Internal Revenue Service and there MAY be representatives from the Government Printing Office and USPS Headquarters Office Personnel. To establish coordination of all required operations, a representative of all subcontractors involved should also be present as well as representatives from each involved production area for the primary contractor. It is also required that the contractor have the local Postal Service representative in attendance.

**1.3 QUALITY SYSTEMS AUDIT:** In connection with the preproduction conference, should the Government elect, a quality systems audit would be conducted. Following the conference, IRS/GPO may conduct an in-depth audit of all contractor quality control methods, quality systems and quality plans in a formal walk-through review of the previously approved written plan. This audit would require the contractor to plan, in advance, all quality related functions which would be required to complete the contract. Should subcontractors be involved, a complete audit of their quality systems may also be performed. This procedure will be mandatory for all contractors doing IRS Tax Package work for the first time.

**Failure to maintain the quality systems in accordance with the contractor's plan approved by the Government may result in the Government's termination of the contract for default.**

**1.4 INSPECTION NOTIFICATION:** 72 hours prior to press, pamphlet binding, addressing and mailing operations the contractor must e-mail to [Betty.Howard@irs.gov](mailto:Betty.Howard@irs.gov) and [Joseph.J.Moyer@irs.gov](mailto:Joseph.J.Moyer@irs.gov) IRS Form 9558 (PDF file) with the following information: 1) Jacket and Requisition Numbers; 2) Name of company; 3) Location and address of inspection site; 4) Name and phone number of contact person; and 5) Date and time of inspection. Whether IRS elects to be present for the inspection, or waive the inspection, you will be notified at least 24 hours prior to the time for inspection. **If the press inspection is waived, the contractor is required to send 5 press sheet samples overnight to Internal Revenue Service, Attn: Joe Moyer, 1111 Constitution Avenue, NW, Room 6236 Washington, DC 20224.** If IRS fails to respond, proceed as you would have, had there not been an inspection. Attendance at, or waiver of, the inspection does not affect any other provisions of the contract. Do not hold up production unless specifically authorized by the GPO.

**1.5 Postage Summary Report:** (The reports must be submitted **electronically** by the date/s in the schedule), otherwise there will be a delay in payment processing). Contractor is required to submit postage summary reports, for each phase, showing the number of pieces and cost of Carrier Route, 3/5 digit, and Basic broken out by Service Center and the grand total in a format similar to the one shown in Exhibit 6. The reports are to be submitted following NCOALink, LACSLink and Delivery Point Validation processing. E-mail the reports to [Joseph.J.Moyer@irs.gov](mailto:Joseph.J.Moyer@irs.gov).

**1.6 Shipping Notification:** Contractors must also submit shipping notification on the final day of shipping. E-mail the notification to [Joseph.J.Moyer@irs.gov](mailto:Joseph.J.Moyer@irs.gov).

## **SECTION 2 - MATERIALS**

**2.1 FURNISHED BY GOVERNMENT:** (1) Electronic Media for the pamphlet and envelope\*, (2) upon request, previous printed samples will be provided, (3) PDF file for printing carton labels, (4) bills of lading, (5) test CD-ROMs and live address CD-ROMs for individual tax packages – produced in EBCDIC format. Contractors must be capable of reading CDs produced in EBCDIC format. The data will be encrypted/password protected using WinZip 9.0 (256 Bit AES encryption). The password will be secured emailed to the contractor. (6) USPS pallets -made available by the USPS upon request, (7) e-mail electronic file containing a listing of states and zip codes that file at each service center, (8) Form 2040, Electronic Daily Shipping Report, (9) IRS Form 13456, IRS Publishing - Postage Report in a fill able PDF file & Form 13456-A, Fax Cover Sheet for Form 13456 (10) IRS Form 9558 – Inspection Notification Report and (11) Form 9659, Production and Mailing Report.

\*Note: Electronic transfer will be via e-mail or File Transfer Protocol (FTP) or CD RW disk in Portal Document Format (PDF) generated from Adobe Acrobat 8.0 or later (We will supply a color composite PDF file, and all fonts will be embedded in the files at the PDF level). **Do not unembed fonts!** This may result in a loss of data. The PDFs are backward

compatible to Adobe Acrobat 6.0. Prior to image processing the contractor is responsible for checking files to insure that such features as bleeds, register marks, and correct file output selection have been provided for, so as to correctly output for printing. The contractor must supply necessary trapping. High-resolution image processors must be used if generating films. The contractor must verify the accuracy of the Postal barcodes, output as part of the envelope printing, with the USPS.

**DISPOSITION OF FURNISHED MATERIALS:** Furnished dummy must be returned to IRS, Attn: Joe Moyer, SE:W:CAR:MP:P:W:T, Room 6236, 1111 Constitution Avenue, NW Washington, DC 20224. Postal Service will advise contractor of disposition of unused postal pallets. Contractor must maintain all CD-ROMs in a secure environment for 60 days after completion of contract. After 60 days, contractor must immediately shred/destroy CDs and submit a signed certificate of destruction to IRS on company letterhead. CD-ROMs must not be returned to the IRS.

**2.2 FURNISHED BY CONTRACTOR:** All other materials and operations necessary to fulfill the contract requirements, including telephone, facsimile transmission capability, personal computer, internet access and the following:

For completing Forms 2040 and 13456: The contractor is required to have Internet access provided through an Internet Service Provider (ISP), an email account and a web browser equivalent to Internet Explorer 6.0 or Netscape 4.0. The contractor is also required to have Adobe Acrobat 8.0 (or higher) software (not Adobe Reader). The contractor must furnish an email address for the IRS to email the forms mentioned above.

**2.3 JCP STANDARDS:** The specifications of all papers 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 February 2008.

CAUTION: Strict adherence to the following ruling and writing qualities must be observed for the stocks listed under 2.3.1 and 2.3.2.

2.3.1 White Offset Book Paper, basis weight: 50, 70, or 80 lbs. per 500 sheets, 25 x 38", must be equal to JCP Code A60.

2.3.2 White Writing Paper, basis weight: 20 lbs. per 500 sheets, 17 x 22", must be equal to JCP Code D10.

2.3.3 White/Natural (MUST be light shade) Newsprint, basis weight: 28 to 30 lbs. per 500 sheets, 24 x 36", must be equal to JCP Code A10.

2.3.4 Envelope Stock – White Wove, basis weight: 24 lbs. per 500 sheets 17 x 22"; containing a minimum of 20 percent post consumer recovered material.

**2.4 Postage Statements/IRS Postal Forms:** The contractor is required to complete and submit via email Form 13456 and Form 13456-A to the IRS within three days after the final turnover of mail packages to the USPS. E-mail Form 13456 to [postage@publish.no.irs.gov](mailto:postage@publish.no.irs.gov) and [Joseph.J.Moyer@irs.gov](mailto:Joseph.J.Moyer@irs.gov). For your convenience, Form 13456 is provided as a fillable PDF file for each GPO print order. The IRS will complete the top portion of the form prior to e-mailing the form to the contractor. If there is any information missing or incorrect, please contact Joe Moyer at 202-927-9903.

The contractor is responsible for capturing five data elements from every postage statement (i.e. USPS Form 3602, 3602-R, 3600). The five elements are: (1) barrel stamped post office zip code, (2) postage statement date, (3) quantity mailed, (4) postage amount, and (5) postage statement type. **The form must contain only postage information for the designated GPO jacket number.** Prior to submitting Form 13456, the contractor must rename the file "GPO Jacket number \_date\_ Print order" i.e. **123-456\_9-02-03\_10000.pdf**. If the contractor completes an additional form per day, they should add a suffix to the file name starting with the letter "a" then "b", etc. i.e. **123-456\_09-02-03\_10000a.pdf**. The contractor is also responsible for the accuracy of the information returned to the IRS. **Any delay or missing input could result in delay of payment.**

All Postage Statements (i.e. USPS Form 3602, 3602-R, 3600) must contain the IRS Agency Cost Code "67039" in the "Federal Agency Cost Code" box. The GPO Jacket Number must be included in the mailer information located in the upper portion of the postage statement.

Faxing USPS Postage Statements: On the same day the completed Form 13456 is emailed, the contractor is also required to FAX all associated postage statement forms to the IRS. Contractor is required to FAX postage statement forms (i.e. USPS Form 3602, 3602-R, 3600) that have received a barrel stamp from the USPS to 1-267-295-7877 (not a toll free number). The

first page of every FAX sent to the IRS must be a fully completed IRS Form 13456-A. The number of pages faxed may not exceed 32 pages in any single FAX transmission. **The fax must contain only postage statements for the designated jacket number.** Contractor must not combine postage associated to multiple GPO contracts in a single FAX transmission.

The form must contain entries in the following fields: Name of IRS publishing analyst, IRS requisition number, GPO jacket number, GPO Contractor Number, Name of contractor, Contact person at contractor, Telephone number of contact person, FAX number of contact person, Number of pages faxed (*cannot exceed 32 pages including cover sheet*) and Date of fax transmission.

The date on the Form 13456-A "Date of fax transmission" must match the date on the associated Form 13456 "Date of fax transmission". Postage reported on the completed Form 13456 must correspond line by line to the postage statements in the associated fax.

Within three (3) workdays of completion of mailing, contractor must ship f.o.b. destination, via overnight and traceable means, one complete set of all Form 13456s' and the associated barrel date stamped postage statements to **Internal Revenue Service, Room 6236, Attn: Joe Moyer, 1111 Constitution Avenue, NW Washington, DC 20224.**

**SECTION 3 - PACKAGE SPECIFICATIONS – Note: All Forms pages must print on White Offset Book or White Writing and all instructions may print on White Offset book, White Writing, or White/Natural Newprint.**

**3.1 Package 1040-PR Format mailing contains:**

2 copies of the 4-page Form 1040-PR (Catalog No. 17182F)  
 1 copy of the 8-page Instructions for Form 1040-PR (Catalog No. 31798F)  
 1 copy of the 6-page Instructions for Form 1040-ES (PR) (Catalog No. 17173U)  
 1 4-5/8 x 9" Return Envelope for Form 1040-PR (Catalog No. 62252A)  
 1 6 x 10" Booklet Mailer Envelope  
 Approximately 64,000 Mailing

**3.1.1 Package Format 1040-SS Format Mailing Contains:**

2 copies of the 4-page Form 1040-SS (Catalog No. 17184B)  
 1 copy of the 8-page Instructions for Form 1040-SS (Catalog No. 26341Y)  
 1 copy of the 8-page Form 1040-ES (Catalog No. 11340T)  
 1 4-5/8 x 9" Return Envelope for Form 1040-SS (Catalog No. 62250E)  
 1 6 x 10" Booklet Mailer Envelope  
 Approximately 3,000 Mailing

**3.2 Trim Size:** 4-page items above are 17 x 11" flat, folding to 8-1/2 x 11" with title out; 6-page items are 25-3/8 x 11" folded to 8-1/2 x 11" using two parallel wraparound folds with title out.

**3.3 Ink:** Print forms and pamphlets head to head in black ink only. Some pamphlet pages may contain halftones.

**3.4 Image Size:** Copy furnished will have a maximum image size of 7-5/8 x 10-1/8".

**3.5 GPO Imprint:** Contractor must set and insert a GPO imprint line, per Contract Terms, GPO Publication 310.2.

**3.6 Margins:** All pages must have a 1/2" head to black ink (image) and are to be centered left and right.

**3.7 Perforations:** The pages containing "TAX VOUCHERS" (Pages 5/6 of Instructions for Form 1040-ES (PR) and pages 5/7 for Form 1040-ES require a full-length vertical perforation 8" from outside trim edge and horizontal perforations 3.5" from the bottom trim edge starting at the outside edge intersection the vertical perforation. Perforations may be slit or slot (not pinhole) and must allow for easy and clean separation of pages. Perforation should be of sufficient strength to prevent premature separation during normal handling and mailing. See previously printed sample for examples of perforations.

**3.8 Binding:** 8-page items listed above are 8-1/2 x 11" and bind on the 11" dimension. using at two saddle-wire stitches or pasted on fold. At contractor's option - single leaves connected with a lip (i.e., binding stub) to left or right side of stitches will be allowed, provided the lip does not extend past the bind margins of the adjacent pages. Three-side trim required.

All items fold in half to a final folded size of 8-1/2 x 5-1/2" with the head or title out.

**3.9 Construction Samples:** The sample requirement for this contract is 3 construction samples (printing not required, but the Forms pages and Instruction pages must be identified). Each sample shall be constructed as specified and must comply with the specifications as to trim size, paper specified, and contain the envelope that the contractor will furnish. Mark jacket number on each sample. Contractor will be given an approval, conditional approval, or rejection within 15 workdays after receipt in IRS.

Submit 3 construction samples to: Internal Revenue Service, Attn: Joe Moyer, Room 6236, 1111 Constitution Avenue, NW Washington, DC 20224. The container and accompanying documentation shall be marked CONSTRUCTION SAMPLES and shall include the GPO jacket number. The samples must be submitted by the date specified in the schedule.

**3.10 Proofs:** Submit 2 sets of composite Dylux, or similar proofs as soon as the contractor deems necessary in order to comply with the contract schedule. Dylux proofs shall consist of complete signatures with all illustrations in proper position (not pasted up), and all images imposed in correct location, exposed face and back, folded and trimmed to the finished size of the product. At contractor's option, digital proofs created using the same Raster Image Processor (RIP) that will be used to produce the product may be furnished. Digital proofs shall be collated in page sequence with all elements in proper position (not pasted up), imaged face and back and trimmed to the finished size of the product in. Contractor is not authorized to print prior to receipt of an approval or conditional approval. Do not return electronic media with proofs.

If any contractor's errors are serious enough in the opinion of the GPO to require revised proofs, the revised proofs are to be provided at no expense to the Government. No extra time can be allowed for this reproofing; such operations must be accomplished within the original production schedule allotted in the specifications.

Submit proofs to: U.S. Government Printing Office, Stop CSAB, Room A-843, 732 North Capitol St. NW, Washington, DC 20401. The container and accompanying documentation must be marked "Attention: Frank Yator (AST 5), PAMPHLET PROOFS" and must include the GPO Jacket Number. Proofs will be withheld 5 workdays from receipt in GPO until contractor is given an O.K. to print.

Submit proofs to: Internal Revenue Service, Attn: Joe Moyer, Room 6236, 1111 Constitution Avenue, NW Washington, DC 20224. Mark container and accompanying documentation "PAMPHLET PROOFS" and include the GPO Jacket Number. Proofs will be withheld 5 workdays from receipt in IRS until contractor is given an O.K. to print.

**SECTION 4 – ENVELOPE SPECIFICATIONS** – The envelope must be inserted across (around) the bind of the pamphlets. Stitches must not hit the envelope.

**4.1 Quantity:** Mailer - 67,000  
Return – 67,000

**4.2 Size of Envelopes:**

Mailer Envelope: 6 X 10 (Inside dimension)  
Return Envelope: 4-5/8 X 9 (Inside dimension)

**4.3 Paper:** White Wove 24 lb.

**4.4 Envelope Construction:** Side Seam or Edge Glued. All envelopes must have a fold at bottom, the bottom may not be glued. No perforations are allowed on the bottom fold or flap fold. The flap of the return side seam envelope is 1-1/4 x 9, (see exhibit 2) the flap of the edge glued envelope is 1-1/4 x 9 to 9-3/4" (see exhibit 3).

NOTE (for Edge glued envelopes): The adhesive on the sealed seams of the edge glued envelope **MUST BE** 3/8" to 1/2" in width, but the inside dimension of the mailer envelopes must be 6 x 10", and return envelope must be 4-5/8 X 9", for an inside dimension of 9".

**4.5 Envelope Printing:** Envelopes print face and back in carbon based Black ink. Back Printing: Same for all envelopes.

**NOTE:** IRS will furnish copy for two (2) different envelope printings; one (1) for Service Centers, and one (1) for Area and Miscellaneous bulk. NOTE: The contractor may have to reposition elements of the furnished copy as necessary,

according to envelope construction and size selected.

**4.6 Postal Delivery Point Bar Code:** Each Postal Bar Code is comprised of fifty-two full and half-bar configurations and is for scanning by the U.S. Postal Service. The contractor must verify the accuracy of the barcode with the USPS. **The bulk envelopes will not require a postal barcode.**

**4.7 Facing Identification Marks (FIM Bars):** FIM Bars are furnished in position on the furnished copy. FIM Bars print in black ink and are located in the upper right face of each envelope. **FIM Bars do not print on Bulk copies.**

**4.8 Envelope Proofs:** Contractor must submit 3 sets of proofs for each envelope. Submit proofs with margins indicated as soon as the contractor deems necessary to comply with the contract schedule. Proofs will be withheld **5 workdays** from receipt in the IRS until they are made available for pickup at the IRS by the contractor. Contractor is not authorized to print prior to receipt of an approval or conditional approval. Do not return electronic media with proofs.

Submit proofs to: Internal Revenue Service, Attn: Joe Moyer, Senior Print Specialist – Room 6236, 1111 Constitution Avenue, NW, Washington, DC 20224. The container and accompanying documentation must be marked - Attn: ENVELOPE PROOFS and must include the GPO Jacket Number.

**4.9 Envelope Samples:** At the start of the envelope production, 10 samples of each envelope must be sent immediately by an overnight delivery service, at contractor's expense, to the destinations listed in the Production Samples Section. (See section 10)

**SECTION 5 – IMAGING AND MAIL PREPARATION** - The contractor is responsible for the imaging of the mailer envelope. The imaging on the Taxpayer's Name and Address will contain a carrier route endorsement, the carrier route endorsement and Delivery Point Barcode; will be either above or below the address.

**CD-ROM(s):** The furnished CD-ROM's are raw unedited mail label records and must be formatted for an address label at the contractor's expense (see exhibit 8). Computer dumps are not acceptable. The CD-ROM's are sorted by ZIP Code. The service center code included in the record layout can be used for sorting addresses by service center. The raw data contained on these CD-ROM's has been passed through Finalist Software (equivalent to Code 1 of Group One Software) for hygiene and standardization.

Contractor must pass the entire file against a **USPS Code Accuracy Support System (CASS) certified** software address hygiene program. Contractor's software must also be Presort Accuracy Validation and Evaluation (PAVE) certified.

**5.1 NCOA Link Processing, LACSLink, & Delivery Point Validation (DPV):** Contractor is responsible for taking the IRS raw data file and passing the file against the National Change of Address <sup>Link</sup> (NCOA<sup>LINK</sup>), LACSLink, and Delivery Point Validation (DPV) file using a licensed USPS Full Service Provider. Contractor must specify in their bid the name of the NCOA LINK full service provider to be utilized (see Offers Section 10.8). Contractor must select the new move addresses from the mail file, verify the service center code of the new move addresses (making all necessary service center code corrections) using the furnished electronic file, and merge the new move addresses back into the mail file. There are expected to be approximately 5,000 new move addresses.

**Undeliverables:** **Code 01/ foreign move, Code 02/ no forwarding address, and Code 03/ closed post office box** will be taken out of the mailing. Provide IRS with a summary report of the NCOA<sup>Link</sup> Return Codes listing the return code, the address designation, and the how code. In addition, the summary report must include the number of undeliverable mail pieces and the number of good move address mail pieces. Email this report to: [Joseph.J.Moyer@irs.gov](mailto:Joseph.J.Moyer@irs.gov) within 3 workdays of completing NCOALINK.

**5.2 Unusable CD-ROM's:** CD-ROM's received in an unusable condition, out of ZIP code sequence, or missing CD-ROM's, will be replaced by IRS on an expedited basis. *If the contractor has not reported any discrepancy to the Government, within five (5) workdays after receipt of CD-ROM's, it will be understood that none exists.* The contractor may notify IRS Enterprise Computing Center (ECC) directly only if there is a physical problem with the CD-ROM's or the



shipment in which they are received. Call ECC Production Control Help Desk (304) 264-7501 and provide the following: Job Run File ID; Batch Cycle Group; CD-ROM Number; and a brief explanation of the problem. The GPO jacket number WILL appear on the shipping transmittal label which will always be in the last CD-ROM, if more than one.

**5.3 CD-ROM's and Security/Security Letter:** The contractor must guarantee that they, and any subcontractor's, will not reproduce, or allow reproduction of, the cartridges, CD-ROMs, furnished by IRS, nor use or allow any person to use the cartridges, CD-ROM's, or labels themselves for any other purpose than mailing the tax packages. The contractor must FAX on company letterhead (reference the GPO jacket number), to IRS @ 202-283-7432, Attn: Joe Moyer, a detailed report of the inventory and tracking system and the security measures to be taken to secure the IRS CD-ROM's, and any information output from them, throughout the period the contractor and/or subcontractor's have possession of taxpayer information. (See IRS Pub. 1075 "Tax Information Security Guidelines for Federal, State, and Local Agencies". A copy may be obtained either from the Internet by entering [HTTP://WWW.IRS.GOV](http://www.irs.gov) then click on forms and pubs, or from IRS by calling 1-800-829-3676). (See Privacy Act Exhibit 9). The IRS will also provide the contractor with the video, Publication 4465, Safeguarding IRS Confidential Information and Publication 4465-A, IRS Disclosure Awareness Pocket Guide.

**5.4 Imaging/Addressing:** The imaging and addressing may be accomplished by either impact printers or non-impact printers.

IMAGING - Must meet the following requirements:

(a) **The size of the type must be at least 12 point (in height not characters to the inch)** and the font may be Helvetica, Siemens Gothic Text, Siemens Essay Standard, Scitex Gothic International Medium, or Kodak Gothic. Any other must be approved before reproduction meeting.

(b) Imaging must be black.

(c) All characters must align.

(d) No missing data or entries.

(e) No duplicate data or entries.

(f) Labels will have no more than 5 lines. (7 lines including carrier route line and delivery point barcode)

(g) There will be a maximum of 39 characters per line and spaced 6 lines per inch vertically.

(h) No broken characters.

(i) No smearing.

(j) No visible wicking.

(k) No visible gloss.

(l) Reflectance of characters shall be visually uniform across the whole label.

MAILING ADDRESS: Must meet all U.S. Postal Service requirements. The mailing address will be on the mailer envelope. The contractor must reformat the CD-ROM to image the carrier route endorsement and literal, service center code, tax package code, name, address, city, state, and zip code plus the postal sack number, and break number (change indicator) in 6 lines (See Record Layout—Exhibit 5). The contractor will be required to take information from the furnished cartridges and format it to create an 11-digit Delivery Point Barcode.

This Barcode is to be imaged below the last line of the address, in accordance with the USPS current Domestic Mail Manual It must be on all 3/5 digit and basic mail, and may print on carrier route mail.

**5.5 Unique Number:** The contractor may be required to produce a unique number for each package, using their own equipment, so the contractor may retrieve and reproduce records for any unusable package or when packages are pulled as QA Samples. If the unique number contains more than 10 characters, it must NOT begin with 1800, 1866, 1877, 1888, or 1900. The unique number must not appear on any labels.

**5.6 Spoiled Packages:** The contractor must replace all spoiled imaged packages. The contractor must provide sufficient detail to fulfill the contract requirements for 100% mailing that there are no missing pieces.

**5.6.1 Production Interruptions:** Anytime an equipment, materials or personnel interruption occurs (machine problems, web break – printing or imaging, roll changes, shift changes, etc.), whether printing, printing and imaging or imaging only, the on-site IRS Resident Coordinator/Quality Monitor (if applicable) must be notified. This will be done to allow the Quality Monitor to observe the last correct piece, the destruction of all bad pieces and the new first correct piece. The Quality Monitor must also have access to the contractor log containing this information for each piece of production equipment.

**5.7 USPS Regulations:** The contractor must comply with all U.S. Postal Service regulations governing the preparation of

Standard rate mailings which are in effect at the time of the mailing, (or parcel post, for some bulk shipments), including the issuance of the required forms (mailing statements) and the weighing of shipments. The contractor must meet with local postal authorities before the start of production.

The current Domestic Mail Manual (DMM) has specific requirements regarding the minimum and maximum package sizes and must be adhered to by all mailers.

**5.8 Carrier Route Presort:** Contractor must utilize a commercially prepared software package for assigning a portion of the mail file in an approved carrier route format (carrying carrier route endorsement and number on first line of the mailing address).

**5.9 Presort Palletization:** As outlined by the Postal Service in the current Domestic Mail Manual, the carrier route presort palletization program requires that in **most cases, depending on thickness and weight**, individual packages of ten or more pieces be prepared for carrier routes. This may take the form of packages or packages in bundles presented on pallets. See current Domestic Mail Manual for specific requirements.

**5.10 Internal Wrapping or Tying:** All bundles containing mixed carrier routes or 3/5-digit ZIP codes require internal wrapping or tying in direct packages of ten or more envelopes. See current Domestic Mail Manual for details.

**5.11 Postal Pallets:** The U.S.P.S. will provide pallets upon contractor's request, or contractor may use their own pallets that meet postal requirements, at his own expense. Loaded pallets must be wrapped with a shrinkable or stretchable plastic strong enough to retain the integrity of the pallet during transportation and handling. Pallets must be prepared in accordance with the requirements in the current Domestic Mail Manual for (Packages and Bundles Presented on Pallets) and (Palletizing Sacks). See the current DMM for preparation requirements for palletizing Standard Mail. Packages must be palletized separately from sacks. The sack tags must be bar coded and readable by USPS equipment. Further details on pallet loading and flagging may be obtained by consulting local Postal Customer Representatives, bulk mail acceptance personnel or RCC.

**5.12 Identification Numbers:** A Service Center Code and a Tax Package Code will appear on each Taxpayer's Name and Address.

**5.13 ZIP Code Count Report:** Contractor's software must provide 3-digit, 5-digit, and carrier route ZIP Code count report for the contractor's use during the addressing operation. **A copy must also be provided for the IRS resident coordinator.**

**5.14 IRS Resident Coordinator:** One or more IRS representatives may be stationed at the contractor's and/or subcontractor's facility to provide project coordination in the receipt of CDs, monitoring of the imaging, printing, binding, quality control sample selection, packing, staging, and distribution of the tax packages. These coordinators do not have contractual authority and cannot make changes in the specifications or contract terms but are to bring any and all defects they see to the attention of the company Quality Control Officer. These coordinators will have full and unrestricted access to all production areas where IRS work is being produced. **The contractor will furnish office space to include a desk, telephone, personal computer with CD Drive and internet access to send and receive e-mail. Personal computer must be loaded with Adobe Acrobat 8.0, and current Microsoft Office software suite for submitting reports. Access to a fax machine will also be required for the coordinators.** This space will be in an enclosed, secure area adjacent to the binding/mailing operations. (The contractor will have long distance charges reimbursed by the Government). Desk and telephone access are also required for a postal clerk during the turnover of packages to the Postal Service. The contractor and resident coordinator will conduct product sampling. The contractor must make contractor pulled samples available to the coordinator for review. The coordinator will keep and record information from (12) contractor samples each day and submit a report to the IRS Print Specialist. The coordinator will also pull their own quality samples from each production line throughout the day and document (32) on the same report that goes to the IRS Print Specialist. These samples are outside the scope of any sampling the contractor may do as part of their own internal quality plan and must be captured as spoilage and put back into the mailing. The contractor must maintain storage of these samples for a warranty period of 120 days as outlined in GPO contract terms. (See section 9.3)

**5.15 Daily Production Report:** The contractor will provide daily addressing production information required to complete Report Form 9659 (see exhibit 4). The coordinator will email this report every work day to IRS National Office via internet. In the absence of the coordinator, the contractor must email the report to IRS, [Betty.Howard@irs.gov](mailto:Betty.Howard@irs.gov) and [Joseph.J.Moyer@irs.gov](mailto:Joseph.J.Moyer@irs.gov).

**5.16 Order of Addressing:** Addressing may be affected by staging considerations. See Section 7.3 Turnover

requirements.

## **SECTION 6 - STAGING**

**6.1 Pallet Assembly and Storage/Staged:** Loaded pallets must be assembled and stored "staged" for eventual turn over to U.S. Postal Service beginning no sooner than the date specified in the Schedule. The pallets are to be staged in an order so that the furthest destinations will be turned over first and the closest destinations last.

**6.2 Location of Staging Area and Point of Entry:** Contractor will specify in his bid the location of his staging area/areas and his proposed point of entry/entries for the tax package mail. (See Offers Section 10)

## **SECTION 7 - MAIL TURNOVER TO POSTAL SERVICE**

**7.1 Standard Mail:** The Postal Service will verify the total weight of the mailing. The contractor must comply with all current Domestic Mail Manual (DMM) regulations governing use of Standard Mail.

**7.2 Vehicles Provided:** For material not covered under the drop shipment plan or if the drop shipment plan is not accepted, truck/trailers (vans) will be provided by U.S. Postal Service. However, physical loading is contractor's responsibility, in conformance with the U.S. Postal Service loading plan. Vans will not be provided before earliest turnover date as indicated in schedules without demurrage costs.

**7.3 Turnover Requirements:** Special handling instructions for the Puerto Rico and D.O. 66 mail out. The contractor must separate these addresses from the Service Center and release them in accordance with the date in the schedule. Contractor must provide transportation so the in home delivery window is between January 4, 2008 and no later than January 18, 2008.

**7.4 APO/FPO:** APO/FPO packages, if any, will be part of the Austin Service Center (18) requirement. There are no special envelope codes for APO/FPO mail. APO/FPO mail is to be addressed by the contractor, tied into 5 digit packages, placed in regular canvas bags for each unique zip code, and mailed to San Francisco/Oakland or New York per the current DMM requirements. APO/FPO Requirements: The contractor must obtain bag tags (or produce tags at own expense) from the Postal Service for each APO/FPO destination. Each bag tag should contain the following:

1. APO Destination, and code (e.g.: APO AE 09028)
2. Standard Mail (STD A FLATS)
3. IRS Washington D.C. 20224

**7.5 Indicia:** The Government will furnish a permit number and indicia for the Standard Mail. A PS Form 3602, Statement of Mailing with Permit Imprints and a GPO Form 712, Certificate of Conformance must be completed and submitted to the entry post office for all bulk shipments using permit imprint mailing labels.

## **Section 8 - QUALITY SYSTEMS**

**8.1 Quality Systems:** The prime 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 Systems shall assure the quality of components from subcontractors and subsidiary plants. This element includes assuring that components from different sources will be compatible BEFORE the start of production.

The Quality Systems shall include procedures for assuring that all variable data elements are accurately and completely printed and that all addressed items are mailed. These procedures shall explicitly describe the methods to be used to assure that no records are missed or duplicated when an interruption of variable printing occurs (e.g., due to equipment malfunction) during all phases of production.

**8.2 Quality Systems Official:** The prime contractor shall designate an official who shall monitor and coordinate the quality system. 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 title, position, and telephone number.

**8.3 Records:** Records of tests, inspections, and critical process controls shall be time stamped and maintained on file. The records must be made available to the GPO and/or IRS inspector until the expiration of the warranty period of this contract (see GPO contract terms). Copies of the forms used to record the inspections and test results shall be submitted with the plan.

All quality control samples must be produced at no additional cost to the Government.

**8.4 Inspection by the Government:** The right of the Government to make general or specialized tests and inspections DOES NOT RELIEVE THE CONTRACTOR OF ANY RESPONSIBILITY.

8.4.1 Performance of all elements and functions of the Quality Systems shall not relieve the contractor of responsibility for meeting all requirements in this contract.

**8.5 Quality Systems Plan:** The prime contractor shall submit, in duplicate, written outline plans of the Quality Systems and copies of the forms by the date in the schedule in Section 1. The plans shall be submitted to the Internal Revenue Service, Attn: Joe Moyer, Senior Print Specialist – Room 6236, 1111 Constitution Avenue, NW, Washington, DC 20224. The proposed Quality Systems Plans are subject to Government approval.

**8.6 QUALITY ASSURANCE LEVELS AND STANDARDS:** The following levels and standards, per GPO Publication 310.1, shall apply to these specifications:

Product Quality Levels:

(a) Printing Attributes -- Level III.

(b) Finishing Attributes -- Level III.

(c) Exceptions: The size of the detached forms and the form-to-form register, of identical forms, must be maintained within  $\pm 1/16$ " from the specified 8 x 10-7/8" to 11" detached size. The margins may vary  $\pm 1/16$ ", but the form-to-form register of identical forms must still be maintained within  $\pm 1/16$ ". Any deviation will be considered a major defect. Any unreadable character on any tax table within a package will make the entire package unusable.

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	O.K. Press Sheets
P-9. Solid and Screen Tint Color Match	O.K. Press Sheets

Special Instructions: In the event that inspection of the press sheets is waived by the Government, the following listed alternate standards (in order of precedence) shall become the Specified Standards.

P-7. Furnished copy, electronic media, and average type dimension in pamphlet.

P-9. Government furnished material, color match for Pantone Matching System.

## **SECTION 9 - PRODUCTION SAMPLES**

NOTE: The copies included in A, B, C, D, E, and F are to be considered sample copies and will not be included in the quantity ordered and may not be included in the quantity billed. Shipping of these samples is to be at the contractor's expense, and must be sent by a traceable means. NOTE: All live imaged samples must be replaced as soon as practicable to ensure that the full quantity is delivered by the completion date.

**A. QUALITY ASSURANCE RANDOM COPIES** - The contractor **MUST** submit 200 quality assurance copies complete with addresses, imaged labels, and envelopes, 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 Pink label, affixed to each affected container. Additional labels, if needed, are to be reproduced on Pink stock. The container and its contents shall be recorded separately on all shipping documents and sent to U.S. Government Printing Office, Printing Procurement, Stop: PPSQ, Room A-843, Quality Assurance Section, 732 North Capitol St. NW, Wash., DC 20401. Submit a copy of the SPECIFICATIONS and the signed Government-furnished "Certificate of Selection of Random Copies", along with the Quality Assurance Random Copies.

B. ENVELOPE SAMPLES: Ship or mail (using an overnight delivery service), 10 copies of each envelope at the start of production to be sent to the following address.

Internal Revenue Service  
Room 6236  
Attn: Joe Moyer, Senior Printing Specialist  
1111 Constitution Avenue, NW  
Washington, DC 20224

C. PACKAGE SAMPLES: Ship or mail 20 imaged packages, complete with label(s) & envelope (any service center address), to Internal Revenue Service, Room 6236, Attn: Joe Moyer, 1111 Constitution Avenue, NW Washington, DC 20224. Image the packages using the following information:

Mailing Address Information for Outside of Pamphlet

ECRLOT    \*\*CO 17  
8900025764325  
JAMES A & ANDREA A TAXPAYER  
16305 Main Ave NW  
ANYTOWN US 99999-9999  
(Apply Delivery Point Barcode here)

D. PACKAGE SAMPLES: Ship or mail, by an overnight delivery service, 120 packages complete with envelopes and label/s. 85 packages unimaged and 35 packages imaged (with the same information as in Section C), within 24 hours of binding startup to three destinations:

50 copies (Unimaged) - Internal Revenue Service  
Room 6422  
1111 Constitution Ave., NW  
Washington, D.C. 20224  
M/F: W:CAR:MP:FS:FP

50 copies (25 imaged and 25 unimaged) -----Internal Revenue Service,  
1111 Constitution Avenue, NW  
Washington, DC 20224  
Attn: Joe Moyer, Room 6236

20 copies (10 imaged and 10 unimaged) - Internal Revenue Service  
Room 6550  
1111 Constitution Avenue, NW  
Washington, DC 20224  
M/F: Betty Howard SE:W:CAR:MP:P:B:T

E. PACKAGE SAMPLES: Ship or mail 2 packages, imaged with the information in Section C, with envelopes and label(s), to: U. S. Government Printing Office, Stop CSAB, Room A-843, 732 North Capitol St. NW, Washington, DC 20401, M/F Attention Frank Yator (AST 5).

F. GPO SAMPLES: Ship or mail 17 packages to 2 destinations as follows:

Ship 15 unimaged copies, marked "File Copies" to the Library of Congress, Madison Building, Anglo-American Acquisition

Division, Government Documents Section, C Street (between 1st & 2nd), SE, Washington, D.C. 20540.

Ship 2 unimaged copies marked "Depository Copies, Item 0964-B" to the U. S. Government Printing Office, Depository Receiving Section, 44 H Street, NW Loading Dock, Washington, D.C. 20401. Any cartons containing "Depository Copies" that are mailed to the GPO's Depository Receiving Section must be clearly marked to indicate the total number of cartons in the mailing. For example: 1 of 3; 2 of 3; 3 of 3.

**SECTION 10 - OFFERS (BIDS):** Offers must include the cost of all materials and operations for the total quantity ordered in accordance with these specifications.

**BILLING ADJUSTMENTS DUE TO SCHEDULED QUANTITY CHANGES (+ or -) AND THE SUBTRACTION OF UNDELIVERABLES WILL BE AT THE CONTRACTOR'S "ADDITIONAL RATE".** Prices for these "ADDITIONAL RATES" must be based on a continuing run and must be exclusive of all preliminary charges, and will not be a factor in determining award. Bidder **MUST** submit a price for each line item under "Additional Rate" Section. If an entry of NC (No Charge) is entered it shall be held the bidder intends to furnish those individual items at no charge to the Government. NA (Not Applicable) should be entered if a line item will not be used.

**AWARD:** Award will be made to the low responsible offer or whose offer is determined to be fair and reasonable.

Mail costs are not a factor in award.

10.1 Printing and binding of 67,000 total packages, and inserting envelopes. These packages require manufacturing and imaging envelopes, packing, storing, and turnover to the Postal Service.

.....\$ \_\_\_\_\_

10.2 Prices for scheduled quantity changes  
(A price MUST be submitted for each applicable line)

"ADDITIONAL RATES"

10.2.1 Printing and folding of 4-page Form 1040-PR.....per 1,000...\$ \_\_\_\_\_

10.2.2 Printing, folding, and binding of 8-page Instructions for Form 1040-PR.....per 1,000...\$ \_\_\_\_\_

10.2.3 Printing, folding, and binding of 6-page Instructions for Form 1040-ES (PR).....per 1,000...\$ \_\_\_\_\_

10.2.4 Printing and folding of 4-page Form 1040-SS.....per 1,000...\$ \_\_\_\_\_

10.2.5 Printing, folding, and binding of 8-page Instructions for Form 1040-SS.....per 1,000...\$ \_\_\_\_\_

10.2.6 Printing, folding, and binding of 8-page Form 1040-ES.....per 1,000...\$ \_\_\_\_\_

10.2.7 Manufacture and Print Return Envelopes.....per 1,000..\$ \_\_\_\_\_

10.2.8 Manufacture and Print Mailer Envelopes.....per 1,000..\$ \_\_\_\_\_

10.2.9 Assembly of packages.....per 1,000..\$ \_\_\_\_\_

10.2.10 Imaging Mailer Envelope.....per 1,000.. \$ \_\_\_\_\_

10.2.11 Packing, storing, staging and turnover for mailing.....per 1,000..\$ \_\_\_\_\_

10.2.12 Passing records through NCOALink, LACSLink, & DPV.....per 1,000..\$ \_\_\_\_\_

10.3 Paper the contractor proposes to furnish for the packages. Mark all that apply:

Offset, JCP Number A60.     Writing, JCP Number D10.     Newsprint, JCP Number A10.

10.4 Size of pamphlet contractor proposes to furnish            X     in

10.5 Guaranteed maximum weight of package to (.0001 pound): Pkg. 1040-SS \_\_\_\_\_ Pkg 1040-PR \_\_\_\_\_ .

\_\_\_\_\_  
(Initials)

10.6 Company name and address, and contact name and phone number of any subcontractor who will perform any function on this contract.

Envelope Manufacturer - \_\_\_\_\_

\_\_\_\_\_

Bindery - \_\_\_\_\_

\_\_\_\_\_

NCOALink, LACSLink, & DPV USPS Licensed Full Service Vendor -

\_\_\_\_\_

\_\_\_\_\_

Imaging - \_\_\_\_\_

\_\_\_\_\_

10.7 Location of Staging Area: City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

10.8 Point of entry for Standard Mail: Post Office \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Bidder must fill out, sign or initial as indicated, pages 15 and 16 of these specifications and return them attached to GPO Form 910.

SUBMIT WRITTEN BIDS TO: U.S. Government Printing Office, Bid Section (PPSB), 36 H Street NW, Room C-161, Washington, DC 20404.

FACSIMILE BIDS are permitted. Submit facsimile bids to FAX No. 202-512-1782, one bid per facsimile. Refer to Solicitation Provisions in GPO Contract Terms (GPO Pub. 310.2), Page 1, Paragraph 6.

**AT THE SAME TIME INVOICES ARE SUBMITTED TO GPO FOR PAYMENT, THE CONTRACTOR MUST SUBMIT A DUPLICATE COPY AND FREIGHT COSTS TO: INTERNAL REVENUE SERVICE, ROOM 6236, ATTN: JOE MOYER, 1111 CONSTITUTION AVENUE, NW, WASHINGTON, DC 20224.**

\_\_\_\_\_  
Name of Firm

\_\_\_\_\_  
Signature of Bidder