

BIDS SHALL BE PUBLICLY OPENED AT 11:00 A.M., PREVAILING WASHINGTON, D.C. TIME, ON SEPTEMBER 22, 2008.

ANY QUESTIONS BEFORE AWARD CONCERNING THESE SPECIFICATIONS CALL FRANK YATOR (202) 512-1239 (AST #5). NO COLLECT CALLS.

## BID SPECIFICATIONS

U.S. Government Printing Office (GPO)  
Washington, DC

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)).

Title: Miscellaneous Income

Catalog Number: 14425J

Item: Form 1099-MISC (Rev 2007) POD Distribution

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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 including exhibit pages may be obtained from the bid room by request. Telephone 202-512-0526

Quantity: 1,986,382 sets plus or minus none, Note: sets, 8-1/2" x 11" (2-up) = 3,972,764 sets 8-1/2 x 5-1/2".

Changes in Quantity: The Government, for the FINAL QUANTITY, may submit increases or decreases of up to 25% of the form quantities until the date specified in the contract. These quantity adjustments may be made by telephone and will be the final quantity. These adjustments will not change the schedule. Billing adjustments for scheduled quantity (+ or -) will be at the contractor's quoted "ADDITIONAL RATE". If no changes have been received by the scheduled date for final quantity adjustments, the bid quantities will stand as the final contract quantity.

Statistical Determination of Actual Quantities Shipped: The Government has developed a Statistical Sampling Program for determining quantities received by IRS destinations. Two basic methods will be available, the hand counting method and the machine counting method. The contractor agrees that the Government may choose either or both methods for quantity verification. Where shortages occur the contractor will have to make up the shortages (if time permits) or be subject to corrective action.

### Section I – Schedule

Bids open on September 22, 2008

Purchase order number by telephone by September 25, 2008

Furnished electronic media for text will be received on or before September 26, 2008

Final quantity adjustment by telephone on or before September 26, 2008

Furnished distribution files will be received on or before September 26, 2008

Ship/mail complete before October 15, 2008 (ship/mail to the furthest destination first (i.e. Hawaii, Alaska, Virgin Islands))

Form 3602 and Postage Summary is due 3 days after ship complete.

Form 2040 is to be updated and emailed daily to the IRS when shipping begins.

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

**1.1 Inspection Notification:** The contractor, 72 hours prior to press sheet operations, must email IRS Form 9558 (copy of form to be furnished with electronic files) to [Betty.J.Howard@irs.gov](mailto:Betty.J.Howard@irs.gov) and [Sheryl.M.Moe@irs.gov](mailto:Sheryl.M.Moe@irs.gov) 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 inspections is waived, the contractor is required to send 5 press sheet samples overnight **IRS-SE:W:CAR:MP:P:B:T, Attn: Sheryl Moe Room 6231, 1111 Constitution Ave., NW, Washington, DC 20224**. If the 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.

**1.2 Postage Summary:** The contractor is required to complete and submit via e-mail Form 13456 to the IRS at [postage@publish.no.irs.gov](mailto:postage@publish.no.irs.gov) and [Sheryl.M.Moe@irs.gov](mailto:Sheryl.M.Moe@irs.gov) within three (3) work days of completion of the mailing. 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 Sheryl Moe at 202-622-6607.

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 print order. Prior to sending, 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 postal service 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 print order 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 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 via overnight, traceable means, one complete set of all 13456s' and barrel date stamped postage statements to: IRS-SE:W:CAR:MP:P:B:T, Attn: Sheryl Moe Room 6235, 1111 Constitution Ave., NW, Washington, DC 20224.

## **Section 2 – Materials**

**2.1 Government to Furnish:** Electronic transfer will be via e-mail or File Transfer Protocol (FTP) in Portable 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 7.0. 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 film

The Distribution List will be provided via email as Electronic Form 2040 in a PDF fill-able Adobe Acrobat 6.0 file format. Distribution List will contain addresses for creating shipping and mailing labels. (See Exhibit 2)

Two fillable IRS carton labels will be provided via email. Label one for parcel post packages (Form 6153-A with an image size 7-7/8 x 5), the second one for container shipping (Form 6153 with an image size of 7-3/4 x 4-5/8). Contractor must reproduce as necessary to accomplish shipping and mailing. (See Exhibit 3)

One previously printed sample to be used as a general guide.

Electronic media for POD distribution will be provided in a Microsoft Excel 2003 file format. Contractor will have to manipulate text into a maximum of 8 lines per address for distribution.

Form 13456, IRS Publishing – Postage Report, and Form 13456-A, IRS Publishing Postage Statement – FAX Cover Sheet, in a fillable PDF file format will be provided via email. (See Exhibits 4)

Form 9558, Quality Assurance Inspection Notification in a PDF fillable Adobe Acrobat 6.0 file format will be provided via e-mail when a press inspection is required. (See Exhibit 5)

PDF files for reproducible printing media will be e-mailed or sent via File Transfer Protocol (FTP) to contractor.

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

Contractor is required to have Internet access, provided through their Internet Service Provider (ISP) with e-mail and a web browser equivalent to Internet Explorer 6.0. The print contractor is also required to have Adobe Acrobat 8.0 (or more recent) software (**not Adobe Reader**) and the capability to receive and open file attachments compressed into a Zip (.zip) file format. The contractor must furnish all e-mail addresses for the IRS to e-mail all electronic files in order to avoid any lapse in service.

In order to verify that contractor has the capability to send and receive IRS' electronic distribution list from the distribution/shipping application. The contractor will be required to do a test to verify that network and operating system used by contractor will be compatible with IRS' distribution application, before sending "live" electronic distribution files.

Identification markings such as register marks, ring folios, rubber stamped jacket numbers, commercial identification marks of any kind, etc., except GPO imprint, form number, and revision date, carried on copy or film, must not print on finished product.

**2.2.1 Basic Check Of Furnished Media And Files:** Prior to image processing, the contractor is responsible for performing a basic check (preflight) of the furnished media and files. If any errors, media damage, or data corruption that might interfere with proper file imaging are discovered during inspection by the contractor, contact the printing specialist for new files. If you are unable to work out problems with the agency, further instructions should be requested from the GPO Contract Administrator.

This preflight should identify any problem areas with the digital file submission and should include but not be limited to missing or damaged fonts, improper trim size and/or margins, only low resolution files included for illustrations, and improper color definition. The contractor is also responsible for adjusting copy for trim size and folds, and defining proper file output selection for the imaging device being used. All furnished files must be imaged as necessary to meet the assigned Quality Assurance Through Attributes Program (QATAP) level.

### Section 3 – Specifications

**3.1 Trim Size:** Finished size is 8-1/2" x 11"; 8" x 11" detachable sheets plus a 1/2" x 11" stub (internal glue or paste).

**3.2 Margins:** Face -- Head 1/2"; left 1/2", right 1/4"; start of 2nd form 1" from bottom of 1st form to the start of 2nd form. (See Exhibit 1)

**3.3 Ink:** Red ink used on Part 1 must be highly reflective, Flint Ink Corp. (formerly Sinclair and Valentine) J-6983 or equal. Black ink used on Part 1 must be non-reflective. No special ink requirements for black ink used on the balance of parts.

OCR Specifications: Density readings on the solid J-6983 (red) must be between the ranges of 0.95 to 0.90. The optimal scanning range is 0.93. Density readings on the solid black must be between the ranges of 112 to 108. The optimal scanning range is 110.

Two control boxes will be printed on the stub for each form, one box for each color of ink on the sheet. The density readings will be taken from these control boxes.

**Note:** The readings that were taken using an Ex-Rite 500 series densitometer, in Status T with Obsolute or – paper setting under an Illuminate 5000 Calvin Watt Light. The printing contractor must maintain print contrast specification of ink and densitometer reflectivity reading throughout entire production run.

**3.4 Stock:** The specifications of all paper furnished must be in accordance with those listed herein or listed for the corresponding JCP Code numbers in the "Government Paper Specification Standards No. 12" dated February 2008.

Part No.	Paper--To Be Furnished by Contractor-- Basis 500 Sheets 17 x 22"			Copy Designation	Type of change <sup>1</sup>		Color of ink			Stub Position
	Color	Kind <sup>2</sup>	Substance		Face	Back	Face	Back <sup>3</sup>	Prints Head to	
			(Lbs)							
1	White	OCR Chem. Trans. CB	20 – 21.5	Copy A			*	None		L
2	White	Chem. Trans. CFB	12.5 – 15.5	Copy 1	Maj		Black	None		L
3	White	Chem. Trans. CFB	12.5 – 15.5	Copy B	Maj		Black	Black	Head	L
4	White	Chem. Trans. CFB	10.5 – 13.5	Copy 2	Maj	Maj	Black	None		L
5	White	Chem. Trans. CF	10.5 – 13.5	Copy C	Mi		Black	Black	Head	L
<sup>1</sup> Based on sequence.... 1,2,3,4,5										
<sup>2</sup> Image transfer must be black.										
<sup>3</sup> Prints 80% tone of a 110-line screen.										
* Black and red, see "OCR SPECIFICATIONS" and ink in section 3.3. One line prints on stub, parallel to the stub perforation, in black ink.										

Performance of Finished Product: The forms produced under these specifications must be guaranteed to function properly when processed through High Speed Scan-Optics 9000mm scanners. Forms require precision spacing, printing, and trimming.

**3.5 Composition:** The contractor will be required to create a 2-up layout from the provided PDF file. Follow the provided measurements for the margins and spacing between the forms as the provided layout. (See Exhibit 1) Also, the contractor will be required to screen the back pages on Parts 3 and 5 at 80% using a 110-line screen. All electronic files generated must be produced on a high resolution output device producing quality equal or better than an image resolution of 1200 dpi.

The contractor might have to make adjustment to the provided copy to make it fit the specified specifications. The main adjustment will be made to the “Printed on recycled paper” logo to make sure it fits within the forms specified margins.

Rights on Data: The fonts provided (see GOVERNMENT TO FURNISH) are the property of the ordering agency and are provided for use on this contract only. Using the furnished fonts on any job other than the one for which the fonts were submitted violates copyright law.

**3.6 Printing:** Form prints 2-up, 5-part no carbon required sets with a 1/2" stub. Part 1 will be optically scanned. Stub print parallel to the stub perforation, in black ink.

Contractor must have or initiate a quality control program to assure OCR ink density. In addition the contractor must have at or adjacent to the production area a densitometer in order that testing may be accomplished at regular intervals throughout a shift.

**3.7 Bindery:** Assemble the form in the following order, Copy A (one side only), Copy 1 (one side only), Copy B (head to head), Copy 2 (one side only), and Copy C (head to head). Once Assembled bind each part together with internal glue or paste along the stub.

**3.7.1 Trim:** Trim three non binding edges (head, foot and right side) of the form to a finished size of 8-1/2" x 11", making sure to maintain the required margins.

**3.7.2 Perforations:** All parts of each snap set are to be held together on the left 11" measurement with a 1/2" stub. Stub perforation must be such as to guarantee easy separation of all parts in one operation, but of sufficient strength to prevent disengagement of any part under normal handling and mailing conditions. Stub will be assembled with internal glue or paste.

In addition to the vertical perforation at the stub, horizontal perforations are required on parts 2 through 5 (but not on detachable portion of part 1) perpendicular to the stub at 5-1/2" from the head. Reminder there must be no perpendicular perforations on the detachable portion of part 1. On Parts 2 thru 5, all forms must have a 1/2" head margin, whether rule to head or rule to perforation.

**3.8 GPO Imprint:** Contractor must set and insert a GPO imprint line per GPO Publication 310.2 on the stub along the perforation.

**3.9 Proofs:** If adjustments are made to the copy other than to the margins, an imposed Adobe Acrobat (PDF version 1.6) soft proof may be provided. Proofs will be emailed to [sheryl.m.moe@irs.gov](mailto:sheryl.m.moe@irs.gov) or to a predetermined FTP site. If a predetermined FTP site is used, there must be proof of submission dates and approval dates and contractor must notify the IRS via email/phone of the time/date the file was posted. The PDF proof will be evaluated for image position, pagination, trim size, position of perforations and color breaks; it will not be used for color match. The proofs will be checked for quality and compliance with the contract specifications, approved, rejected or approved with comments and the contractor will be notified, via email, within two (2) business days after receipt of the email.

If, in the opinion of the GPO and/or the IRS, the proofs are not a true representation of the furnished copy, or if any contractor's errors are considered serious enough in the opinion of GPO, revised proofs may be required and are to be provided at no additional expense to the Government. No additional time will be allowed for this reproofing and such operations must be accomplished within the original production schedule allotted in this contract.

## Section 4 – Quality

**4.1 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.
- (c) Exceptions: Trim size and margins, of the finished product, and detached size of forms, must be within a tolerance of + 1/16" and the register from form to form must be within 1/16". Any deviation will be considered a major defect.

Inspection Levels (from ANSI/ASQC Z1.4):

- (a) Non-destructive Tests -- General Inspection Level I.
- (b) Destructive Tests -- Special Inspection Level S-2.

Specified Standards: The specified standards for the attributes requiring them shall be:

Attribute	Specified Standard
P-7. Type Quality and Uniformity	OK Press Sheets/Electronic media
P-9. Solid and Screen Tint Color Match	OK Press Sheets/Flint Ink Corp.'s J-6983

S0095Special Instructions: In the event that the Government waives inspection of press sheets, the following listed alternate standards (in order of precedence) shall become the Specified Standards:

P-7. Type Quality and Uniformity	Electronic media
P-9. Solid and Screen Tint Color Match	Flint Ink Corp.'s J-6983

**4.2 Quality Assurance Random Copies (Pink Label):** The contractor MUST submit 200 quality assurance random copies, at the completion of production, to test for compliance against specifications. The contractor must divide the entire order into equal sublots and select one copy from a different general area of each subplot. The contractor will be required to execute "Certificate of Selection of Random Copies", furnished by GPO, certifying that copies were selected as directed. The random copies constitute a part of the total quantity ordered, and no additional charge will be allowed.

These randomly selected copies must be packed separately and identified by a special 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 at contractor's expense, by traceable means, to U.S. Government Printing Office (IRS), Printing Procurement - Stop PPSQ, Quality Assurance Section, Washington, DC 20401

A copy of the SPECIFICATIONS and the signed Government-furnished "Certificate of Selection of Random Copies" must be included with the Quality Assurance Random Copies

**Section 5 – Packing and Loading Packages**

**5.1 Packing:** No internal wrapping or tying. Place full size corrugated boards on top, bottom, and vertically between stacks. Pack 740 sets per shipping container, in 2 stacks. Pack solid in corrugated or solid fiber shipping containers, bursting strength: 200 p.s.i., minimum. The cartons, if stapled, may only be stapled on the bottom and/or side, in accordance with GPO Contract Terms (310.2), and the label must be applied to coincide with this construction, that is, no staples are to be on the top. Contractor will determine exact dimensions of carton in accordance with folded and/or trim size and weight of the product produced.

**5.2 Pallets:** All motor freight shipments require pallets.

Pallets for IRS consignments: Pallets must be type III and must conform to the Federal Specifications NN-P-71C,

and any amendments thereto except for dimensions and single center stringer (must not be double stringer). Pallets are 48" in length and 40" in width and must not exceed 5" in height. Full entry MUST be on the 40" width. Strict adherence to these dimensions is necessary to accommodate storage requirements of IRS distribution center. Receipt of incorrect pallets may result in a charge for each incorrect pallet, which will be assessed against the contractor. This charge will cover additional costs incurred by IRS to repalletize the shipment onto correct pallets. (See Exhibit 6)

**5.2.1 Palletizing:** Cartons shall be stacked on pallets using a reverse layer pattern, 9 cartons per layer, with a maximum height of 55", including pallet or a maximum of 7 layers. Cartons must be fastened securely to the pallet in a manner that will prevent movement during transit but permit ready removal, without damage to the cartons, at destination. Neither metal strapping nor pallet caps are to be used. There must be no more than one partial pallet per destination.

**5.3 Labeling and Marking (package and/or container label):** Reproduce shipping container label (IRS Form 6153 (3-2006)) or parcel post label (IRS Form 6153-A (7-2005)) from furnished file on suitable white stock all other shipments, fill in any appropriate blanks, and attach to one end of each shipping containers, which must be facing out if loaded on a pallet.

Labels MUST be generated from electronic file (IRS form 6153 (3-2006)) or (IRS Form 6153-A (7-2005)) provided. Contractor's streamlined or recreated labels will not be acceptable. (See Exhibit 3)

Correct labeling of shipping cartons, in strict accordance with the requirements of these specifications, is essential to the identification, distribution and warehousing activities of the ordering agency.

For POD distribution, the contractor must produce address labels with up to 8 lines of consignee address (using a minimum of 12 point sans serif type), using the furnished electronic media and affix one per container label. The mailed consignments will have a two-letter designation for each address in the Transportation Mode field. The two-letter designations are "AF" for Air Freight; "DM" for Domestic Mail; "SC" for Small Package Carrier; and "MF" for Motor Freight.

For all **POD** addresses the following address will be used as the return address: **Internal Revenue Service, 4050 Alpha Rd 7015 NDAL, Farmers Branch, TX 75244-4203**. Changes will need to be made to the provided labels in the "From (Contractor name and address)" or "Contractor Information" field of the labels. For the small package carrier labels the contractor will also be required to change the return address to the one listed above for POD shipments only.

Small Package Carrier shipments require the shipping container label (IRS Form 6153 (3-2006)) on one end and the small package carrier label on the top of the carton. Make sure to keep the two labels close together.

U.S. Postal Service shipments require the parcel post shipping label (IRS Form 6153-A (7-2005)) to be placed on one end of the carton.

If not entered on the carton label copy furnished by the IRS, the following items must be filled in by the contractor; From (Contractor's Name and Address); To\* (Consignee, complete address must appear on carton label); Carton Quantity (Number of copies in each carton); and GPO Jacket Number (as well as Program Number and Print Order Number, if applicable).

Contractor is to follow all the instructions listed on the carton label and if you have any questions, please call the printing specialist.

POD Motor freight shipments: affix 5 address labels to all four sides of the stretch wrap and to the top of each loaded pallet/skid. Air freight: Affix a shipping container label to front, back and top of each carton. Small package carriers: Must affix one IRS carton shipping label to one end and the small package carrier label on the



top of the carton. The contractor must coordinate on all air shipments with the air freight carrier to ensure that the maximum pallet weight is within that specific carrier's allowable weight limit. This must be done for each air destination. **All Post office requirements must deliver via Package Service Parcel Post using the furnished parcel post label. THE POST OFFICE WILL NOT ACCEPT SMALL PACKAGE CARRIER SHIPMENTS.**

\*At the contractor's option, the consignee address may be eliminated from the carton labels on all full and secure pallet loads. If this option is exercised, then in addition to the cartons being labeled, pallets require labels containing the full shipping address on all four sides and top of the load on the pallet.

#### **5.4 Packaging and Packing Problems:**

In addition to other inspection procedures detailed elsewhere in these specifications, the contractor is responsible for correcting all packaging and packing problems (i.e. mislabeled cartons, IRS carton labels not being used, cartons not being packed solid, incorrect pallets, or pallets not being layered right). The delivery will either be returned to the contractor to be corrected or the contractor will be required to make the corrections on site. If the contractor is required to make corrections on site and does not arrange to be on site correcting the problems, they will then be billed by GPO for the amount that accrued in fixing the problem by an outside vender.

"Mislabeling" means any error on the carton label, which incorrectly states or identifies the title of the form; the form identification number; or the quantity of forms actually contained in the carton.

\*If contractor has any questions about the packaging and palletizing of a product because it does not fit the stated specifications due to the actual carton size please call Sheryl Moe at 202-622-6607 to discuss the issues.

**Section 6 – Distribution and Shipping** Ship f.o.b. destination and f.o.b. contractor's city as indicated below:

Ship the following three shipments f.o.b. destination:

Ship 15 sets marked "File Copies" to the Library of Congress, Madison Building, Exchange and Gift Division, Federal Documents Section, C Street (between 1st & 2nd), SE, Washington, DC 20540.

Ship 2 sets marked "Depository Copies, Item 0964-E" to the U.S. Government Printing Office, Depository Receiving Section, 44 H Street, NW Loading Dock, Washington, DC 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.

Ship 5 sets to: IRS- SE:W:CAR:MP:P:B:T, Attn: Sheryl Moe Room 6231, 1111 Constitution Ave., NW, Washington, DC 20224

The balance will ship f.o.b contractor city:

**6.1 Electronic Distribution List (Form 2040):** A fillable PDF file will be e-mailed to contractor, PDF file will contain locations, and quantities to be shipped. (See Exhibit 2)

**6.2 POD Distribution:** Ship f.o.b. contractor's city. Ship 1,986,160 sets (2,684 cartons) nationwide in full carton quantities as follows: Air Freight – 22,200 sets (30 cartons); Domestic Mail – 32,560 sets (44 cartons); Motor Freight – 96,200 (130 cartons); and Small Package Carrier – 1,835,200 sets (2,480 cartons).

**Reminder:** Please use the following address for the return address for POD shipments: Internal Revenue Service, 4050 Alpha Rd 7015 NDAL, Farmers Branch, TX 75244-4203.

**6.3 Internal Revenue Bill of Lading (IRBL's):** IRBL'S will be furnished for all motor freight shipments of 750 lbs or grater or air express shipments of 500 lbs. to deliver outside the contractor's ICC Commercial Zone. The

IRBL's will have designated carriers, which the contractor MUST use. The contractor must give the designated carrier a minimum of 2 workdays notice for pick-up. The contractor does not have the authority to change a designated carrier without IRS authorization and will be responsible for any additional shipping costs in the event of an unauthorized change. The contractor must report any carrier-related problems to the IRS immediately. Telephone 202-622-7350, between the hours of 8:30 am -- 3:30 pm prevailing Eastern Time, on Federal workdays. If the carrier refuses the shipment, the contractor must provide the following information: contractor's name, location, date and time of shipment refusal, carrier name, name of carrier contact, IRBL number, requisition number, and a brief description of the problem. If necessary the IRS may authorize the use of another carrier. All unused IRBL's should be returned to the IRS, NOT the GPO.

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

**6.4 Multiple Truckload Shipments:** Whenever possible full truckloads should be utilized (e.g., use a full truckload and a partial truckload rather than two partial truckloads). The contractor will be provided multiple IRBL's for shipments to an individual destination exceeding a truckload. Only one bill of lading should be released for each truckload. Any extra IRBL's should be returned to the IRS, NOT to the GPO.

**6.5 Small Package Shipments:** Shipments less than 750lbs are required to ship via small package carrier (SPC), the IRS will provide an IRS small package carrier account number (UPS). Contractors must notify the IRS at 202-622-6607, at least 10 Federal workdays, prior to the scheduled ship date, if a carrier account number has not been issued. Contractors are required to ship using the designated carrier (UPS) and IRS account number(s) or be responsible for any additional shipping costs. Contractor must notify the designated small package carrier when orders are ready for shipping. The contractor must report any SPC related problems to the IRS Postal and Transport Policy Section immediately; by telephone (972)308-7074 or (972)308-1886, between the hours of 8:00 am – 3:30 pm, prevailing eastern-standard time, Monday through Friday, exclusive of Federal Holidays. The U.S. Postal Service (USPS) is not an option for shipments to the government for this jacket.

In order to verify small package carrier cost for each print order, the contractor MUST have the capability to generate UPS shipping labels electronically. It will be the responsibility of the contractor to be familiar with the electronic shipping methods of any IRS small package carrier for the duration of this contract. In addition to basic electronic address requirements, the contractor MUST provide 2 additional reference fields. **Reference fields for small package carrier labels are as follows: Reference Field 1 – GPO Jacket #; Reference Field 2 – IRS requisition number.**

**Note:** Please send the shipments destined for Alaska, Guam, Hawaii, Northern Mariana Islands, Puerto Rico, or Virgin Islands through UPS Worldwide Express (Air Express) unless the shipments are going to a post office or P.O. Box, then send the shipments through the domestic mail.

**6.6 Electronic Shipping Verification:** IRS' Electronic Form 2040- Distribution List is used for shipping verification and is used for the purpose of updating IRS' databases and to inform destinations of the shipping and quantity status. The contractor MUST update the Electronic Form 2040 and transmit via e-mail to IRS on day of product shipment. **Any delay or missed input could result in delay of payment.** The contractor is required to complete and email Form 2040 daily to IRS when shipping begins. The majority of the information will be included in the report from the IRS to the contractor but the contractor is responsible for the verification and correctness of information supplied back to IRS. It will be the contractor's responsibility to update the Shipping Status, Ship Quantity and Date Shipped fields with their information as per instructions included in Form 2040 PDF. An IRS' Quick Reference Guide for the Form 2040 application will be made available upon the contractor a request the. If there is any information missing or incorrect, please contact the IRS Printing Analyst that is specified in the upper corner of Form 2040. (See Exhibit 2)

In addition to the Electronic Shipping Verification (Form 2040), the contractor must complete and send to the printing specialist, via e-mail or small package carrier, the complete manifest showing all of the small package carriers tracking numbers. The complete manifest must be sent within three workdays following the final shipment.

## **7 – Offers**

**7.1 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 sets. The price for additional quantities must be based on a continuing run, exclusive of all basic or preliminary charges and will not be a factor for determination of award.

Transportation charges are not a factor in determining award.

Contractor must give the location (post office, city and state) from which any required mailing will be made, and the location (city and state) of the plant(s) from which this product will be shipped. Contractor is responsible for all deliveries in own ICC commercial zone, per GPO Pub. 310.2, page 8, paragraph 6.

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

**7-2 Submit Written Bids:** Written bids are sent to U.S. Government Printing Office, Bid Section (PPSB), Room C-161, 36 H St. NW, Washington, DC 20404.

**7-3 Facsimile Bids:** Facsimile Bids Are Permitted. Submit facsimile bids to FAX number 202-512-1782, one bid per facsimile. Refer to Solicitation Provisions in GPO Contract Terms (GPO Publication 310.2), Page 1, Para. 6. Note: With each bid submitted, whether written or facsimile, bidder must provide a duplicate copy.

**7-4 Compliance:** Toll Free WATS lines to the GPO are available to successful bidders to report information regarding compliance with schedule requirements under "SCHEDULE". The toll free number is 1-800-424-9470 or 9471 and for calls originating in the Washington, DC area, 202-512-0516 or 0517. Personnel answering these calls will be unable to respond to questions of a technical nature. These calls cannot be transferred to other telephones in GPO.