

BIDS SHALL BE PUBLICLY OPENED AT 11:00 A.M., PREVAILING WASHINGTON, D.C. TIME, ON DECEMBER 4, 2008

ANY QUESTIONS BEFORE AWARD CONCERNING THESE SPECIFICATIONS CALL FRANK YATOR (202) 512-1239 (AST 5). AFTER AWARD, REFER ALL QUESTIONS TO YOUR CONTRACT ADMINISTRATOR WHOSE NAME APPEARS IN THE UPPER PORTION OF THE PURCHASE ORDER. NO COLLECT CALLS.

### FACSIMILE 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)).

**"DISPUTES:** GPO Publication 310.2, GPO Contract Terms, Contract Clause 5. Disputes, is hereby replaced with the June 2008 clause found at <http://www.gpo.gov/printforms/pdf/contractdisputes.pdf>. This June 2008 clause also cancels and supersedes any other disputes language currently included in existing contractual actions."

**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.

**PRODUCT:** Twenty-four page publication with separate wraparound cover, saddle-wire stitched.

**TITLE:** IRS Guide to Free Tax Services (Rev. 12-2008).

**CATALOG NUMBER:** 15315W.

**ITEM:** Publication 910; (Rev. 12-2008).

**QUANTITY:** 186,027 copies, plus or minus 25% - Final quantity to be given to contractor on 12/8/08 .

**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.

### SCHEDULE:

<u>Date</u>	<u>Event</u>
12-04-08	Bid opening.
12-05-08	Notification of award (Purchase Order By Telephone), previously printed production sample available for pickup at GPO.

- 12-08-08 Camera copy available for pickup by contractor.
- 12-08-08 Final day the Government may make quantity adjustments (may be by telephone).
- 12-08-08 POD files received by the contractor.
- 12-29-08 All POD (FOB Contractor's City) shipments to be completed by Small Package carrier.
- 12-29-08 All Remaining (FOB Destinations) Shipments MUST be at destination on or before this date.
- 01-05-09 All Contractor required shipping documentation, postage reporting and tracking manifests are to be received by this date.

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.

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.

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.

**SUBCONTRACTING:** Must comply with GPO Publication 310.2, effective December 1, 1987 (Rev. 6-01) or any/and all GPO terms at time of award. The primary contractor is responsible for monitoring and the quality of work performed by subcontractors.

**PRODUCTION AUDIT:** Following the preproduction conference, the IRS may conduct a walk-thru visual audit of the contractor's facility to determine if the contractor has the operational capability and equipment to complete the necessary requirements of the contract. Should any subcontractors be involved a visual audit of that facility may be required as well.

**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 monitoring of printing, binding, packing and distribution of product. 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 Microsoft Office 2003 for submitting production 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).

**GOVERNMENT TO FURNISH:** 1) Electronic Printing Media, generated on Macintosh operating system, using Adobe InDesign CS2 native application format, with all Printer's links and screen fonts included as separate files, on CD-ROM, provided via small package carrier or the contractor's FTP site; GPO Form 952; Screen Shot of CD-Rom contents; Full color, composite, visuals; Black and white composite visuals; One previously printed sample (12-2007) to be used as a general guide; Electronic Excel Spreadsheet for POD address files – See Exhibit 3 for sample file (Contractor will have to manipulate text into a maximum of 8 lines per address for distribution), provided via E-mail or the contractor's FTP site and the following:

Exhibit 1 IRS Form 2040, Electronic Distribution List

Exhibit 2	IRS Form 6153, Carton Label
Exhibit 3	Sample POD Excel Spreadsheet
Exhibit 4	IRS Form 9558, Quality Assurance Inspection Notification
Exhibit 5	IRS Document 12321, Pallet Specifications

**RETURN OF GOVERNMENT FURNISHED MATERIALS:** Any printing media provided on CD-ROM, previously printed samples and hardcopy visuals **MUST** be returned at time of product shipment (See "DISTRIBUTION", below).

**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.

For completing Form 2040, the contractor is required to have Internet access, provided through their Internet Service Provider (ISP) with an e-mail account and a web browser equivalent to Internet Explorer 6.0 or Netscape 4.0.

*NOTE: All e-mail transmittals to the IRS must be completed via e-mail platform (ex: MS Outlook). Any use of public address or web-based mail servers (ex: Hotmail, Yahoo, Juno) are not acceptable.*

The 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.

IRS requests a phone number, fax phone & e-mail address for a contact at the contractor's plant. 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.

**Basic Check of Furnished Electronic Media and Files:** Prior to image processing, the contractor is responsible for checking all furnished electronic media and files to insure that such features as bleeds, register marks, and correct file output selection have been provided for, so as to correctly generate output for printing. The contractor must supply necessary trapping. Output must be generated on high resolution image processors. If any errors, media damage, or data corruption that might interfere with proper file imaging are discovered during inspection by the contractor, contact Lauren Malarkey at 202-927-9429 or Lauren.E.Malarkey@irs.gov for new files.

This Electronic Media and File check 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.

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.

**NOTE:** Any electronic files received in unusable condition will be replaced by IRS on an expedited basis. It is the contractor's duty to report such occurrences to the IRS Resident Coordinator, or Lauren Malarkey at 202-927-9429 as soon as discovered.

**PROOFS:** Contractor **MUST** supply imposed Adobe Acrobat (PDF version 1.4) soft proofs. Proofs will be transferred to the agency via electronic mail or a predetermined FTP site. If a predetermined FTP site is used, there must be proof of submission dates and approval dates. After the contractor has posted the proofs to the FTP

site, the contractor will inform the IRS and GPO via email/phone of the date and time the file was posted. The PDF proof will be evaluated for image position, pagination, trim size, 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 business days after receipt of the email. If, in the opinion of the GPO and/or the Internal Revenue Service, the proofs are not a true representation of the furnished copy, they will be rejected and correction and reproofing must be at no additional expense to the Government. The schedule stated elsewhere in these specifications cannot extend to allow for such reproofing. No extra time can be allowed for this reproofing; such operations must be accomplished within the original production schedule allotted in the specifications.

Email proofs to [lauren.e.malarkey@irs.gov](mailto:lauren.e.malarkey@irs.gov), [fyator@gpo.gov](mailto:fyator@gpo.gov) and [scott.j.barry@irs.gov](mailto:scott.j.barry@irs.gov). In the subject line please indicate the GPO Jacket and the Title of the job. Proofs will be withheld 2 workdays from receipt of e-mail notification until contractor is given an O.K. to print.

DO NOT return electronic/hardcopy media with proofs.

CONTRACTOR MUST NOT PRINT PRIOR TO RECEIVING AN OK-TO-PRINT.

**PRESS SHEET INSPECTION:** Final make-ready press sheets will be inspected and approved at the contractor's plant for the purpose of establishing specified standards for use during the actual press run. Upon approval of the press sheets, the contractor is charged with maintaining those standards throughout the press run (within QATAP tolerances when applicable) and will discard all make-ready sheets that preceded approval. See GPO Publication 315.3 (Guidelines for Contractors Holding Press Sheet Inspections) issued September 1991. Note: A press sheet inspection is for the purpose of setting specific standards that are to be maintained throughout the entire run. It does not constitute a prior approval of the entire run.

Press sheets must contain control bars for each color of ink on the press sheet. Control bars must be placed parallel to the press's ink rollers. The control bars must show areas consisting of 3/16" X 3/16" minimum solid color patches; tint patches of 25%, 50% and 75%; dot gain scale (such as, BRUNNER, GATF, GRETAG, or RIT); and gray balance patches for process color (if applicable). These areas must be repeated across the entire press sheet.

**INSPECTION NOTIFICATION:** 72 hours prior to press inspection/ 3 days minimum, the contractor must e-mail to [fyator@gpo.gov](mailto:fyator@gpo.gov); [betty.j.howard@irs.gov](mailto:betty.j.howard@irs.gov) and [lauren.e.malarkey@irs.gov](mailto:lauren.e.malarkey@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 in order for proper arrangements to be made to attend inspection (See Exhibit 5). 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: Lauren Malarkey, SE:W:CAR:MP:P:W:T, 1111 Constitution Ave., 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.

*NOTE:* When supplies are not ready at the time specified by the contractor for inspection, the Contracting Officer may charge to the contractor the additional cost of the inspection.

**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. 12" dated February 2008.

Cover: JCP Code\* L50, Matte Coated Cover, White, Basis Size 20 x 26", Basis Weight 80 lb;

Text: JCP Code\* A91, Smooth and Fancy-Finish Text, White, Basis Size 25 x 38", Basis Weight 70 lb.

**INK COLOR:** Ink Must Contain a Minimum of 20% Vegetable Oil.

Text: 2 color, Black and PMS 132 Bronze;

Cover: 4-Color Process + Flood Satin Varnish.

**PRINTING/ PRESSWORK:** Prints head-to-head for both text and separate wrap around cover.

Cover: Covers 1, 2, 3 and 4 print in 4-color Process, images consist of full coverage background screen builds, photo/illustrations plus reverse and color-build type elements: bleeds all sides. Coat the entire surface of Covers 1 and 4 (over the printing) with Clear Satin Varnish to prevent scratching and smearing.

Text: Circle folios 1-24 print in Black and Pantone 132 Bronze, images consist of solid and flattone elements, duotones and halftones plus type/line matter; all pages bleed at top and both sides. A common-aligning art feature prints on the top portion of each page, and must line up across the bind from page to page.

**TRIM SIZE:** 8-1/2" x 11, bind on the 11" dimension.

**MARGINS:** Follow output; bleeds throughout (See "PRINTING/ PRESSWORK", above).

**BINDING:** Saddle-wire stitch in two places at left on 11" dimension, trim flush 3 sides to avoid shingling. Note critical alignment requirement on text pages (See "PRINTING/ PRESSWORK", above).

**PACKING:** Pack solid in corrugated or solid fiber shipping containers, bursting strength: 200 p.s.i., minimum. No internal wrapping or tying. Place full size corrugated boards on top, bottom, and vertically between stacks. Pack 100 copies per shipping container, in 2 stacks, with the weight of a fully packed carton between 28 to 32 lbs. Carton weight MUST not exceed 32 lbs. 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. Cartons are to be sealed at top with 2 to 3" paper or polyester tape (not reinforced). Approximate carton size is 17-1/2 x 11-1/2 x 9". Contractor will determine exact dimensions of carton in accordance with folded and/or trim size and weight of the product produced. Cartons used for bulk and POD shipments require a carton label (See Exhibit 2).

**PALLETS (required for motor freight shipments only):** Pallets must be type III and must conform to Federal Specifications NN-P-71C, and any amendments thereto except for dimensions (as shown in Exhibit 6) and single center stringer. Full entry MUST be on the 40" width. Strict adherence to these dimensions is necessary to accommodate storage requirements of IRS distribution centers. 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. Cartons shall be stacked on pallets with a maximum height of 55", including pallet. Do NOT use metal strapping or pallet caps for securing material on pallets. There must be no more than one partial pallet per destination.

**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.

IRS Document 12321, Pallet Specifications, will be provided via e-mail to contractor with Electronic Distribution List notification.

**LABELING AND MARKING (package and/or container labels):** All cartons must have IRS shipping label (IRS Form 6153 (3-2006)) affixed to one end of the carton only (never on top, long-side, or bottom). Bulk Shipment carton labels MUST be generated from the PDF file provided. Contractor MUST produce shipping

container labels from the furnished file in the same-size, black ink, on White stock, and fill in any appropriate blanks electronically. **Carton labels that are streamlined or recreated (redesigned) by the contractor will not be acceptable.**

IRS Form 6153, Carton Label, will be provided via e-mail to contractor with Electronic Distribution List notification (See Exhibit 2).

Fields for Contractor to Update Electronically (See Exhibit 2): (a) Carton # of # \*; (b) From address; (c) To /Consignee address\*\*; and (d) Carton quantity (if carton quantity is blank, it must be updated with the correct packing quantity).

\*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.**

\*\*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.

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.

Contractor is to follow all the instructions listed on the carton label, please contact Lauren Malarkey at 202-927-9429 or Lauren.E.Malarkey@irs.gov for any questions or concerns related to carton label.

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

See "SMALL PACKAGE CARRIER SHIPMENTS", below, for special addressing requirements of the separate small package carrier labels used on FOB Contractor's City shipments.

**MISLABELING/QUANTITY/LOOSE PACKING:** 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). 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 problem(s), 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 product; the product identification number; or the quantity of copies actually contained in the carton.

NOTE: If contractor has any questions about the packaging and labeling of product because it does not fit the stated specifications due to the actual carton size please contact Lauren Malarkey at 202-927-9429 or Lauren.E.Malarkey@irs.gov for instructions.

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

Product Quality Levels:

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

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

- (a) Non-destructive Tests -- General Inspection Level I.

(b) Destructive Tests -- Special Inspection Level S-2.

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

	<u>Attribute</u>	<u>Specified Standard</u>
P-7.	Type Quality and Uniformity	Furnished electronic media
P-9.	Solid and Screen Tint Color Match	Pantone Matching System (text0
P-10.	Process Color Match	Finished Electronic Media (cover)

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

**DISTRIBUTION AND SHIPPING:** Product shipments are to ship by both FOB Contractor's City and FOB Destination (as indicated below).

**FOB CONTRACTOR'S CITY:** All quantities listed on POD distribution. Ship 89,800 copies nationwide in full carton quantities as follows:

Small Parcel Carrier – 89,800 copies (898 cartons) to 340 destinations in full carton quantities. (See Exhibit 4).

Domestic Mail – Not required for this requisition. Please ignore all references to Domestic Mailing on all POD summary reports, record layouts and addressing files.

**SMALL PACKAGE SHIPMENTS (FOB Contractor's City):** Shipments less than 750lbs and all POD shipments are required to ship via small package carrier (SPC) and must use 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.**

For all **FOB Contractor's City (POD)** shipments *only*, the following return address will be required on the

additional small package carrier shipping labels.

Internal Revenue Service  
4050 Alpha Rd 7015 NDAL  
Farmers Branch, TX  
75244-4203

**NOTE:** Please send all small package carrier shipments destined for Alaska, Guam, Hawaii, Northern Mariana Islands, Puerto Rico, or Virgin Islands through UPS Worldwide Express (Air Express).

**FOB DESTINATION:** Ship the following quantities, to the following addresses, to be at destination on/or before the delivery date in the schedule (MUST be full quantities to all consignees, no shortages will be accepted).

Deliver 96,000 copies to IRS National Distribution Center, 1201 N. Mitsubishi Motorway, Bloomington, IL 61705-6613.

Deliver 10 copies to: IRS - SE:W:CAR:MP:P:W:T; 1111 Constitution Ave., NW, Room: 6236; Washington, DC 20224; Attn: Lauren Malarkey. NOTE: Return all provided GFM to this address with copies requested.

Deliver 15 copies marked "File Copies" to the Library of Congress, Madison Building, Anglo-American Acquisitions Division, Government Documents Section, C Street (between 1st & 2nd), SE, Washington, DC 20540.

Deliver 2 copies marked "Depository Copies--A, Item 0964-B" 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.

**For Deliveries Over 750 Lbs** – Must be completed by motor freight. All specifications in this contract under PALLET, PALLETIZING, LABELING AND MARKING will apply.

**For Deliveries Under 750 lbs** – Contractor is required to ship via small package carrier (ex: UPS). The contractor MUST have the capability to generate SPC shipping labels electronically and each label MUST provide the 2 following reference fields: Reference Field 1 – GPO Jacket #; Reference Field 2 – IRS requisition number for this procurement.

**MULTIPLE TRUCKLOAD SHIPMENTS FOR IRS' NDC:** Whenever possible full truckloads should be utilized (e.g., use a full truckload and a partial truckload rather than two partial truckloads).

**SHIPPING SEQUENCE:** The contractor must ship in the following sequence – 1.) 10 copies to IRS location listed under “FOB DESTINATION”; 2.) 89,800 copies for POD distribution listed under “FOB CONTRACTOR’S CITY”, and; 3.) 96,000 copies for IRS NDC listed under “FOB DESTINATION”.

**CONTRACTOR’S PRODUCTION, SHIPPING AND DISTRIBUTION REPORTING/DOCUMENTATION:**

**DAILY PRODUCTION REPORT:** The contractor will provide daily production information to indicate the quantity of all destinations shipped. The coordinator will email this report every work day to IRS National Office via internet. In the absence of an IRS coordinator, the contractor must email the report to IRS, [Betty.J.Howard@irs.gov](mailto:Betty.J.Howard@irs.gov) and [Lauren.E.Malarkey@irs.gov](mailto:Lauren.E.Malarkey@irs.gov).

**ELECTRONIC SHIPPING VERIFICATION:** A fillable PDF file will be e-mailed to contractor, PDF file will contain locations, and quantities to be shipped (See Exhibit 1). 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.

**SHIPPING MANIFESTS:** The contractor must complete and send to the printing specialist, via e-mail or small package carrier, a complete manifest showing all of the freight and small package carriers tracking numbers. The complete manifest must be sent within three workdays following the final shipment.

**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.

Transportation charges for the POD shipments will not be used as 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.

**SUBMIT WRITTEN BIDS TO:** Written bids are sent to U.S. Government Printing Office, Bid Section (PPSB), Room C-161, 36 H St. NW, Washington, DC 20404

**FACSIMILE BIDS ARE PERMITTED.** 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.

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