

U.S. GOVERNMENT PUBLISHING OFFICE

Northeast Region

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

IRS E-182-W Envelopes for Flat Products

as requisitioned from the U.S. Government Publishing Office (GPO) by the

Internal Revenue Service

Single Award

**TERM OF CONTRACT**

The production period begins July 1, 2025 through June 30, 2026 and up to 4 option year periods (July 1, 2026 through June 30, 2027, July 1, 2027 through June 30, 2028, July 1, 2028 through June 30, 2029, and July 1, 2029 through June 30, 2030). Special attention is directed to the following provision and clauses in Section 1 of this contract: "Option to Extend Term of Contract".

**BID OPENING**

Bids shall be opened virtually at 11:00am, Eastern Time (ET), on June 24, 2025, at the U.S. Government Publishing Office. All parties interested in attending the bid opening shall email bids@gpo.gov one (1) hour prior to the bid opening date and time to request a Microsoft Teams live stream link. This must be a separate email from the bid submission. The link will be emailed prior to the bid opening.

**BID SUBMISSION**

Bidders must email bids to bids@gpo.gov for this solicitation. No other method of bid submission will be accepted at this time. The 2559-S and bid opening date must be specified in the subject line of the emailed bid submission. Bids received after the bid opening date and time specified above will not be considered for award.

**NOTICE TO BIDDERS**

Bidders are cautioned to familiarize themselves with all provisions of this contract before bidding.

Abstract of bids for Program 2559-S available at: <https://www.gpo.gov/how-to-work-with-us/vendors/contract-pricing>.

For information of a technical nature contact Simone Silva-Sutton at [ssilva-sutton@gpo.gov](mailto:ssilva-sutton@gpo.gov) or (202) 512-2402, (no collect calls).



## **SECTION 1. – GENERAL TERMS AND CONDITIONS**

### **GPO CONTRACT TERMS**

Any contract which results from this Invitation for Bid will be subject to the applicable provisions, clauses, and supplemental specifications of GPO Contract Terms (GPO Pub. 310.2, effective December 1, 1987 (Rev. 1-18)) and GPO Contract Terms, Quality Assurance Through Attributes Program for Printing and Binding (GPO Pub. 310.1, effective May 1979 (Rev. 09-19)).

GPO Contract Terms (GPO Publication 310.2) is available at the following web address:

<https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/contract-terms-01-18.pdf>

GPO QATAP (GPO Publication 310.1) is available at the following web address: <https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/qatap-rev-09-19.pdf>

Additional GPO Publications can be found at the following web address: <https://www.gpo.gov/how-to-work-with-us/vendors/forms-and-standards>.

### **SUBCONTRACTING**

The predominant production function is the manufacture and the printing of the envelopes. Bidders who must subcontract either operation will be declared non-responsible.

### **QUALITY ASSURANCE LEVELS AND STANDARDS**

The following levels and standards shall apply to these specifications:

Product Quality Levels:

- (a) Printing (page related) Attributes -- Level IV.
- (b) Finishing (item related) Attributes -- Level IV.

Inspection Levels (from ANSI/ASQC Z 1.4):

- (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	Pre-Production Samples PDF Proofs/Average Type Dimension

### **CONTRACTOR'S QUALITY CONTROL PROCEDURES**

The contractor shall, prior to start-up, put into effect within his own organization, and maintain throughout the life of this contract, an independent quality assurance organization.

This unit shall be of sufficient size and expertise to monitor, perform, or have performed the process controls, inspections, and tests necessary to assure that production and delivery of envelopes meets these specifications and Government requirements.

The contractor shall be required to correct each defect or error found during the inspection of work either in process or completed.

The contractor shall submit in writing to the Contracting Officer, within 2 workdays after request by GPO, the details of their Quality Control Program. The proposed program is subject to Government approval.

This program shall, at a minimum, address the following:



1. Where and by whom daily process controls and inspections will be performed. Contractor shall state the number of people and the assignments that shall be permanently assigned to this program.
2. Appointment of an official or officials who shall be responsible for both the operation of the quality control system/department and for investigating and ascertaining the causes of defects/deficiencies found during production and in envelopes shipped, as reported by IRS.
3. How and when daily inspection and tests or reviews will be held to check for:
  - a. acceptable printing on back for placement and legibility
  - b. size, squareness, and parallel measurements.
4. Actions that will be taken when defects/deficiencies are detected.

Failure to maintain the Quality Control Program in accordance with the plan submitted and approved by the Government may result in the Government's termination of the contract for default.

### **WARRANTY**

Contract Clause 15, "Warranty", of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 01-18)) is amended for the solicitation to the effect that the warranty period is EXTENDED from 120 days to one calendar year from the date the check is tendered as final payment. All other provisions remain the same.

### **EXTENSION OF TERM OF CONTRACT**

At the request of the Government, the term of any contract resulting from this solicitation may be extended for such period of time as may be mutually agreeable to the GPO and the contractor.

### **OPTION TO EXTEND TERM OF CONTRACT**

The Government has the option to extend the term of this contract for a period of 12 months by written notice to the contractor not later than 30 days before the contract expires. If the Government exercises this option, the extended contract shall be considered to include this clause, except, the total duration of the contract may not exceed 5 years (**June 30, 2030**) as a result of, and including, any extension(s) added under this clause. Further extension may be negotiated under the "Extension of Term of Contract" clause. See also "Economic Price Adjustment" clause for authorized pricing adjustment(s).

### **ECONOMIC PRICE ADJUSTMENT**

The pricing under this contract shall be adjusted in accordance with this clause, provided that in no event will any pricing adjustment be made that would exceed the maximum permissible under any law in effect at the time of the adjustment.

There will be no adjustment for orders placed during the first period specified below. Pricing will thereafter be eligible for adjustment during the second and any succeeding performance period(s). For each performance period after the first, a percentage figure will be calculated as described below and that figure will be the economic price adjustment for that entire next period.

Pricing adjustments under this clause are not applicable to reimbursable postage or transportation costs, or to paper, if paper prices are subject to adjustment by separate clause elsewhere in this contract.

For the purpose of this clause, performance under this contract will be divided into successive periods. The first period will extend from **July 1, 2025, through June 30, 2026**, and the second and any succeeding period(s) will extend for 12 months from the end of the last preceding period, except that the length of the final period may vary. The first day of the second and any succeeding period(s) will be the effective date of the economic price adjustment for that period.



The economic price adjustment will be the percentage difference between Index averages as specified in this paragraph. An index called the variable index will be calculated by averaging the monthly Indexes from the 12-month interval ending three (3) months prior to the beginning of the period being considered for adjustment. This average is then compared to the average of the monthly Indexes for the 12-month interval ending **March 31, 2025**, called the base index. The percentage change (plus or minus) of the variable index from the base index will be the economic price adjustment for the period being considered for adjustment.

If the Government exercises an option, the extended contract shall be considered to include this economic price adjustment clause.

Paper prices charged under this contract will be adjusted in accordance with “Table 9 – Producer Price Indexes and Percent Changes for Commodity Groupings and Individual Items” in Producer Price Indexes report, published by the Bureau of Labor Statistics (BLS), as follows:

- $$\frac{X - \text{Base Index}}{\text{Base Index}} \times 100 = \underline{\hspace{1cm}}\%$$

6. The contract adjustment amount, if any, will be the percentage calculated in 5 above less 5%.
7. Adjustments under this clause will be applied to the contractor's bid price(s) for all line items under **"Item II. Stock/Paper"** in the Schedule of Prices and will be effective on the first day of any month for which prices are to be adjusted.

In no event, however, will any price adjustment be made which would exceed the maximum permissible under any law in effect at the time of the adjustment. The adjustment, if any, shall not be based upon the actual change in cost to the contractor, but shall be computed as provided above.



The contractor warrants that the paper prices set forth in this contract do not include any allowance for any contingency to cover anticipated increased costs of paper to the extent such increases are covered by this price adjustment clause.

### **PRE-AWARD SURVEY**

In order to determine the responsibility of the prime contractor or any subcontractor, the Government reserves the right to conduct an on-site pre-award survey at the contractor's/subcontractor's facility or to require other evidence of technical, production, managerial, financial, and similar abilities to perform, prior to the award of a contract.

As part of the financial determination, the contractor in line for award may be required to provide one or more of the following financial documents:

1. Most recent profit and loss statement
2. Most recent balance sheet
3. Statement of cash flows
4. Current official bank statement
5. Current lines of credit (with amounts available)
6. Letter of commitment from paper supplier(s)
7. Letter of commitment from any subcontractor

The documents will be reviewed to validate that adequate financial resources are available to perform the contract requirements. Documents submitted will be kept confidential and used only for the determination of responsibility by the Government. Failure to provide the requested information in the time specified by the Government may result in the Contracting Officer not having adequate information to reach an affirmative determination of responsibility.

### **POST-AWARD CONFERENCE**

Unless waived by the Government, the total requirements of the job as indicated in these specifications will be reviewed by Government representative(s) with the contractor's representative(s) at the contractor's plant or via telephone conference immediately after award.

### **ASSIGNMENT OF JACKETS, PURCHASE AND PRINT ORDERS**

A GPO jacket number will be assigned, and a purchase order issued to the contractor to cover work performed. The purchase order may be supplemented by an individual "Print Order" for each job placed with the contractor. The print order, when issued, will indicate the quantity to be produced and any other information pertinent to the particular order.

### **ORDERING**

Items to be furnished under the contract shall be ordered by the issuance of print orders by the Government. Orders may be issued under the contract from **July 1, 2025, through June 30, 2026**, plus for such additional period(s) as the contract is extended. All print orders issued hereunder are subject to the terms and conditions of the contract. The contract shall control in the event of conflict with any print order. A print order shall be "issued" upon notification by the Government for purposes of the contract when it is electronically transmitted or otherwise physically furnished to the contractor in conformance with the schedule.

### **REQUIREMENTS**

This is a requirements contract for the items and for the period specified herein. Shipment/delivery of items or performance of work shall be made only as authorized by orders issued in accordance with the clause entitled "Ordering." The quantities of items specified herein are estimates only and are not purchased hereby. Except as may be otherwise provided in this contract, if the Government's requirements for the items set forth herein do not result in orders in the amounts or quantities described as "estimated", it shall not constitute the basis for an equitable price adjustment under this contract.



Except as otherwise provided in this contract, the Government shall order from the contractor(s) all the items set forth which are required to be purchased by the Government activity identified on page 1.

The Government shall not be required to purchase from the contractor(s), requirements in excess of the limit on total orders under this contract, if any.

Orders issued during the effective period of this contract and not completed within that time shall be completed by the contractor(s) within the time specified in the order, and the rights and obligations of the contractor(s) and the Government respecting those orders shall be governed by the terms of this contract to the same extent as if completed during the effective period of this contract.

If shipment/delivery of any quantity of an item covered by the contract is required by reason of urgency prior to the earliest date that shipment/delivery may be specified under this contract, and if the contractor(s) will not accept an order providing for the accelerated shipment/delivery, the Government may procure this requirement from another source.

The Government may issue orders which provide for shipment/delivery to or performance at multiple destinations.

Subject to any limitations elsewhere in this contract, the contractor shall furnish to the Government all items set forth herein which are called for by print orders issued in accordance with the "Ordering" clause of this contract.

#### **ADDITIONAL EMAILED BID SUBMISSION PROVISIONS**

The Government will not be responsible for any failure attributable to the transmission or receipt of the emailed bid including, but not limited to, the following:

1. Illegibility of bid.
2. Emails over 75 MB may not be received by GPO due to size limitations for receiving emails.
3. The bidder's email provider may have different size limitations for sending email; however, bidders are advised not to exceed GPO's stated limit.
4. When the email bid is received by GPO, it will remain unopened until the specified bid opening time. Government personnel will not validate receipt of the emailed bid prior to bid opening. GPO will use the prevailing eastern time and the exact time that the email is received by GPO's email server as the official time stamp for bid receipt at the specified location.

#### **PAYMENT**

Contractor's billing invoice must be itemized in accordance with the line items in the "Section 4. – Schedule of Prices." Failure to itemize invoice may result in delay of payment.

Submitting all invoices for payment via the GPO fax gateway (if no samples are required) utilizing the GPO barcode coversheet program application is the fastest method of getting paid. The information for using this method can be found at: <https://winapps.access.gpo.gov/fms/vouchers/barcode/instructions.html>.

Invoices may also be mailed to: U.S. Government Publishing Office, Office of Financial Management, Attn: Comptroller, Stop: FMCE, Washington, DC 20401.

For more information about the billing process refer to the General Information of the Office of Finance web page located at: <https://www.gpo.gov>.

At time of invoicing, the contractor shall submit a copy of the print order, contractor's invoice, and all mailing and/or delivery receipts via e-mail to: [infonortheast@gpo.gov](mailto:infonortheast@gpo.gov).



## **SECTION 2. – SPECIFICATIONS**

### **SCOPE**

These specifications cover the production of envelopes requiring such operations as electronic submission of orders, reproducibles, proofs, prior-to-production samples, printing, construction, packing, and distribution.

These envelopes are used in the processing of time sensitive taxpayer correspondence. Complete production and timely delivery, are critical to the mission of the IRS. Failure to receive envelopes on schedule can cause stock outages and excess cost and/or work stoppages or costly work-arounds at IRS Processing Centers.

### **TITLE**

IRS E-182-W Envelopes for Flat Products

### **NUMBER OF ORDERS AND QUANTITY**

Based on anticipated usage, 2 orders per year. Approximately 400,000 to 1,000,000 envelopes per order.

### **TRIM SIZE**

9-1/2 x 12-1/2”

### **GOVERNMENT TO FURNISH**

Print Orders and furnished material will be submitted via e-mail. The following forms will be in a PDF file.

- Print Orders (GPO Form 2511).
- IRS Form 12847-W (Rev. 2-2020), Catalog Number 31205D, IRS Envelope Specification Sheet.
- IRS Form 6153 (Rev. 3-2006) Cat. No. 62724N Carton Shipping Label with marking specifications.

The following attachments are a part of this specification: Exhibit 1, IRS Form 12847-W (Rev. 2020), Exhibit 2, IRS Form 6153, Exhibit 3, IRS Pallet Specifications, Exhibit 4, Sample Boxes Pallet Label, and Exhibit 5, Monthly Order Tracking Report.

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

### **CONTRACTOR TO FURNISH**

All materials and operations, other than those listed under “Government to Furnish”, necessary to produce the products in accordance with these specifications.

### **ARTWORK**

The Envelope Specification Sheets (IRS Form 12847-W) are representative of the requirements ordered under this contract and contain all necessary information for printing and construction of each envelope style.

Contractor will be expected to create necessary artwork from the Envelope Specification Sheet furnished with the individual Print Order. Artwork shall be in accordance with USPS DMM regulations. No alternate typefaces allowed.



## **REPRODUCIBLES**

The contractor must make all reproducibles required. The contractor is responsible for determining what type reproducibles will be used but must maintain the quality level specified in the contract. No separate charges will be allowed for the various types of reproducibles that may be used.

## **PDF PROOFS**

PDF Proofs will be required prior to production of the first order and may be requested for each subsequent print order. The contractor to submit one "Press Quality" PDF soft proof (for content only) using the same Raster Image Processor (RIP) that will be used to produce the final printed product. PDF proof will be evaluated for text flow, image position, and color breaks. Proof will not be used for color match. Contractor must call the point of contact listed on the individual print order to confirm receipt.

When the individual print order does not require proofs, the contractor will be responsible for performing all necessary proofreading to ensure that the final product is in conformity with the Envelope Specification Sheet submitted and USPS postal regulations. Should there be a discrepancy between the Print Order and the Envelope Specification Sheet provided, and/or USPS postal regulations, the contractor must contact IRS to ensure the correct information is printed.

## **PRIOR-TO-PRODUCTION SAMPLES**

Prior-to-Production Samples will be required on each print order. The sample requirement for this contract is one set of 100 printed construction samples. Each sample shall be printed and constructed as specified and must be of the size, kind, and quality that the contractor will furnish. Samples will be inspected and tested and must comply with the specifications as to construction, kind, and quality of materials.

## **APPROVAL FOR PRIOR-TO-PRODUCTION SAMPLES**

Prior to the commencement of production of the contract production quantity, the contractor shall submit samples to the address indicated on the individual print order. Samples will be tested for conformance of material(s) and construction. The container and accompanying documentation shall be marked Prior-to-Production Samples and shall include the GPO jacket, purchase order, and program numbers. The samples must be submitted in sufficient time to allow Government testing of the samples and production and shipment in accordance with the shipping schedule.

The Government will approve, conditionally approve, or disapprove the samples within 7 workdays of the receipt thereof. Approval or conditional approval shall not relieve the contractor from complying with the specifications and all other terms and conditions of the contract. A conditional approval shall state any further action required by the contractor. A notice of disapproval shall state the reasons therefor.

If the samples are disapproved by the Government, the Government, at its option, may require the contractor to submit additional samples for inspection and test, in the time and under the terms and conditions specified in the notice of rejection. Such additional samples shall be furnished, and necessary changes made, at no additional cost to the Government and with no extension in the shipping schedule. The Government will require the time specified above to inspect and test any additional samples required.

In the event the additional samples are disapproved by the Government, the contractor shall be deemed to have failed to make delivery within the meaning of the default clause in which event this contract shall be subject to termination for default, provided however, that the failure of the Government to terminate the contract for default in such event shall not relieve the contractor of the responsibility to deliver the contract quantities in accordance with the shipping schedule.

In the event the Government fails to approve, conditionally approve, or disapprove the samples within the time specified, the Contracting Officer shall automatically extend the shipping schedule in accordance with Contract Clause 12, "Notice of Compliance with Schedules," of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 01-18)).

Manufacture of the final product prior to approval of the sample submitted is at the contractor's risk. Samples will not be



returned to the contractor. All costs, including the costs of all samples shall be included in the contract price for the production quantity.

All samples shall be manufactured at the facilities in which the contract production quantities are to be manufactured.

### **STOCK/PAPER**

The specifications of all paper furnished must be in accordance with those listed herein or listed for the corresponding JCP Code numbers in the "Government Paper Specification Standards No. 13" dated September 2019.

Light Brown (Kraft Shade) Envelope, basis weight: 32 lbs. per 500 sheets, 17 x 22", equal to JCP Code V10.

### **PRINTING**

Envelopes print in black ink on constructed back only as indicated on the Envelope Specification Sheet furnished with each individual Print Order. The envelopes must be manufactured and printed in a manner that shall permit the envelopes to accept printing, ink writing, and bar coding without feathering, blurring, smearing, or penetrating to the reverse side.

All printing shall comply with all applicable U.S. Postal Service regulations. Envelope printing must meet U.S. Postal Service Automation guidelines and requirements (refer to latest version of USPS Publication 25, Designing Business Letter Mail and the Domestic Mail Manual).

### **MARGINS**

Follow margins on the Government furnished Envelope Specification Sheet.

### **CONSTRUCTION OF ENVELOPES**

The Envelope Specification Sheet furnished with each individual Print Order will provide specific construction requirements for seams, flaps, and windows and must be adhered to at all times.

Envelopes shall be free from cuts, folds, tears, machine marks, foreign matter, dirt, ink smears, and adhesive stains.

#### **SEAMS AND FLAPS**

Open side, center seam. The open side with center seam of envelope creates a flap (safety fold) along the bottom 12-1/2" dimension, this flap to be sufficiently glued on to the back of the envelope with a minimum height of 1-1/16". Finished trim size is 9-1/2 x 12-1/2".

Pressure sensitive, cohesive coating on top flap, located on top 12-1/2" dimension, is required for the E-182-W envelope. Fully gummed flaps required, split gumming **IS NOT** permitted on any envelope.

#### **WINDOWS**

The E-182-W envelope has one window, 3-3/4 x 5-3/8" with the 5-3/8" dimension parallel to the flap on the 12-1/2" dimension. Window is located 1/2" from right 9-1/2" dimension and 7/8" from bottom 12-1/2" dimension.

Windows shall have rounded or slightly rounded corners, shall be the size and location specified on the specification sheets included on this contract, and shall comply with all applicable U.S. Postal Service regulations.

The window shall be covered on the inside with a clear polystyrene window material glued securely on all interior edges so as not to interfere with insertion of contents. The clear polystyrene window material shall be free of conditions which would prevent being machine read by USPS and IRS equipment.

Window covering is to be between 1.2 mil and 1.5 mil thickness. All window covering material **MUST BE TRANSPARENT.**



## **PACKING**

Envelopes shall be un-banded and sealing flap IS NOT to be folded down. The shipping container shall be closed/sealed in accordance with GPO Contract Terms.

Pack in units of 500 envelopes per shipping container, no inner packaging. Envelopes must not be packed in oversized containers. All envelopes shall be securely packed in containers so as to prevent curling or warping due to excessive space. Spacers or fillers should only be added to the last shipping container to complete an odd order quantity.

Shipping containers shall have a minimum bursting strength of 200 pounds per square inch or a minimum edge crush test (ECT) of 44 pounds per inch width.

## **LABELING AND MARKING**

Reproduce IRS Form 6153 Carton Shipping Label from furnished PDF file, filling in appropriate information for Carton Numbers, Number of Cartons, and From (Contractor name and address) fields and attach to shipping containers.

Contractor to ensure correct Jacket number, Print Order number and Program number are indicated on carton label. If the Requisition number does not match Print Order Requisition number notify [ts.mp.envelope.program@irs.gov](mailto:ts.mp.envelope.program@irs.gov), [infonortheast@gpo.gov](mailto:infonortheast@gpo.gov), and [ssilva-sutton@gpo.gov](mailto:ssilva-sutton@gpo.gov).

The NDC Warehouse located in Bloomington, IL uses an automated warehousing system. All deliveries to the NDC Warehouse must be labeled with the IRS Form 6153 Carton Shipping Label provided with the individual Print Order. The barcode and its placement on the label are used to locate the carton in the warehouse. The receiving department at the NDC Warehouse will not accept shipments with cartons that are not labeled with the IRS Form 6153.

When Blue Label cartons are included on a pallet, the pallet is to be labeled with the "Sample Boxes Pallet" label, with the print order numbers indicated that are on the pallet. See Exhibit 4.

## **PALLETIZING**

Palletizing is required if an order has at least 18 shipping containers going to one destination. Double stacking of pallets is NOT permitted.

Except for Size, pallets must conform with Federal Specifications NN-P 71C, and any amendments thereto, as follows: Type III, Group 2 or 3, four way (partial) flush pallet, size L 48" x W 40". Full entry MUST be on the 40" width.

Strict adherence to these dimensions is necessary to meet requirements of IRS storage facilities. Receipt of incorrect pallet construction may result in a charge assessed against the contractor for each incorrect pallet. This charge will cover costs incurred by the Government in re-palletizing the shipment onto correct pallets. Shipping containers must be fastened securely to the pallet in a manner that will prevent lateral movement but will permit ready removal without damage to the containers.

Pallets shall be stacked with reverse layer pattern to insure acceptance and safe delivery by common carriers. Maximum height (including pallet) 55". If this is not possible due to custom carton sizes for envelopes, other stacking patterns may be accepted with the application of corner protectors.

Palletized material shall be secured on pallet(s) by stretch-wrap plastic or plastic shrink-wrap. Single piece cardboard separator sheet between layers. Corner beads to be applied before wrapping. Pallets shall be suitably packed so as to ensure acceptance and safe delivery by common carrier.

Non-compliance with any of the palletizing requirements may be cause for the Government to reject the shipment at destination and return it to the contractor at the contractor's expense. After giving notice of deficiency and affording the contractor an opportunity and a reasonable time to correct, the Government, at its option, may re-palletize in accordance with the specifications and charge all costs to the contractor.



### **DEPARTMENTAL RANDOM COPIES (BLUE LABEL COPIES)**

Each order will require Departmental Random Copies (Blue Label Copies) with each delivery. These copies must be labeled with the government furnished Blue Label (GPO Form 2678 – Certificate of Selection of Random Copies).

All orders must be divided into 200 equal sublots as indicated on the individual print order. A random “Blue Label” copy must be selected from each subplot. Do not choose copies from the same general area in each subplot.

The contractor will be required to certify that all copies were selected as directed using GPO Form 917 – Certificate of Selection of Random Copies (located on [www.gpo.gov](http://www.gpo.gov)). The GPO Form 917 shall be packaged with the “Blue Label” copies. 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 label (GPO Form 2678 – Departmental Random Copies (Blue Label)) that must be printed on blue paper and affixed to each affected container. The containers and their contents shall be recorded separately on all shipping documents and sent in accordance with the “Distribution” clause below.

A copy of the print order/specification and a signed Certificate of Selection of Random Copies must be included with the “Blue Label” copies. These forms can be downloaded from [www.gpo.gov](http://www.gpo.gov).

### **DISTRIBUTION**

Deliver f.o.b. destination by traceable means to the address(s) indicated on the Bloomington, IL address individual print order.

Due to high security at IRS Facilities, detailed information may be required from delivery carriers to confirm the identity of the driver and equipment used for delivery. Additionally, 24 to 48 hour advance e-mail notification of intended deliveries shall be required to schedule availability of loading/unloading docks. Notification to delivery point and scheduling of deliveries is an integral part of the distribution requirements and will be discussed at the post-award conference.

At same time as bulk delivery is shipped, 10 printed samples of each order must be banded with a copy of the print order wrapped around or attached to the front of the envelopes. Sample packages are to be delivered to: IRS, ATTN: Carl Matt Slater, M/S 8100, 1160 West 1200 South, Ogden, UT 84404.

All expenses relative to mailing samples, and proofs, and deliveries of bulk orders will be borne by the contractor. No reimbursement will be made for shipping and deliveries.

### **SCHEDULE**

Adherence to this schedule must be maintained.

Contractor must not start production of any job prior to receipt of the individual print order (GPO Form 2511) and specification sheet via e-mail.

The first workday of the schedule begins upon receipt of print order and specification sheet.

Orders will be placed/confirmed as follows:

1. The agency will notify the contractor, by e-mail or telephone, when an order(s) is/are ready to be placed.
2. The agency will then e-mail the print order(s) and specification sheet(s) and will indicate the agency individual(s) to be contacted upon receipt of the e-mail.
3. The contractor must notify the individual(s) as indicated within 60 minutes after notification to confirm receipt of print order(s) and specification sheet(s).

Proofs are due 2 workdays after receipt of Print Order and are to be e-mailed to [ts.mp.envelope.program@irs.gov](mailto:ts.mp.envelope.program@irs.gov), and



[ssilva-sutton@gpo.gov](mailto:ssilva-sutton@gpo.gov). Proofs will be held for 3 workdays.

Prior-to-Production samples are due 2 workdays after proof approval is received and samples will be held for 7 workdays. Samples are to be sent to the Ogden, UT address indicated on the individual Print Order.

Complete production and delivery will be required within 45 and 60 workdays of receipt of print order. Most orders will have a single delivery to Bloomington, Illinois.

An occasional order may require 2 partial deliveries to Bloomington, Illinois. When partial deliveries are ordered, anticipate 200,000 to 500,000 envelopes per partial delivery. First partial delivery will be required between 25 and 45 workdays after receipt of print order and second partial delivery within 2 weeks to 4 weeks after first partial delivery.

The ship/deliver date indicated on the print order is the date(s) products must be received at Bloomington, Illinois.

Upon completion of each order, the contractor is to notify IRS and GPO Northeast Region of the date of delivery. See, "Delivery/Shipping Status Information" below and Exhibit 5.

Orders may be placed at any time during the contract period, but it is anticipated that orders will be placed in the first or second full week of October, February, and/or June.

Unscheduled material such as shipping documents, receipts or instructions, delivery lists, labels, etc., will be furnished with each order or shortly thereafter. In the event such information is not received in due time, the contractor will not be relieved of any responsibility in meeting the shipping schedule because of failure to request such information.

#### **DELIVERY/SHIPPING STATUS INFORMATION**

Contractor to create an Order Tracking Report in Excel or similar spreadsheet software. See Exhibit 5, for a sample report layout with required column headers. The Order Tracking Report will be created by the contractor and sent to the IRS Program Specialist and GPO personnel, via email, within 2 workdays after the first print order has been placed.

The Order Tracking Report is to be maintained by the contractor for the entire life of the contract. The report will be populated by the contractor with the new orders placed with each Fiscal Year Period (see "Schedule") and when orders are placed outside the Fiscal Year Periods. The populated report is to be sent to the IRS Program Specialist and GPO personnel via email within 2 workdays of receiving the print order(s). The contractor is to send an additional updated report within 2 workdays after each delivery is made.

In order to successfully maintain the accuracy of contractor's compliance records, immediately after shipment, contractor to e-mail shipment tracking information to [compliance@gpo.gov](mailto:compliance@gpo.gov). The subject line of the message shall be "Distribution Notice for (enter program and Print Order numbers)". The notice must provide all applicable tracking numbers, shipping method, and program title. Contractor must be able to provide copies of all delivery, mailing, and shipping receipts (as applicable) upon agency request.

#### **RECEIPT FOR DELIVERY**

Contractor must furnish own receipts for delivery. These receipts must include the GPO jacket, program, and print order numbers; total quantity delivered, number of cartons, and quantity per carton; date delivery made; and signature of the Government agent accepting delivery. The original copy of this receipt must accompany the contractor's voucher for payment.



### **SECTION 3. – DETERMINATION OF AWARD**

The Government will determine the lowest bid by applying the prices offered in the “Schedule of Prices” to the following units of production which are the estimated requirements to produce one year’s orders under this contract. These units do not constitute, nor are they to be construed as, a guarantee of the volume of work which may be ordered for a like period of time.

The following item designations correspond to those listed in the “Schedule of Prices”.

- I. (a) (1) 2
- (2) 1400
- II. (a) 1400



**PAGE 14 IS INTENTIONALLY BLANK**



#### SECTION 4. – SCHEDULE OF PRICES

Bids offered are f.o.b. destination to Bloomington, Illinois.

Prices must be submitted for the entire term of the contract and bids qualified for a lesser period will not be considered.

Prices must include the cost of all required materials and operations for each item listed in accordance with these specifications.

Bidder must make an entry in each of the spaces provided. Bids submitted with any obliteration, revision, or alteration of the order and manner of submitting bids, may be declared nonresponsive.

An entry of NC (No Charge) shall be entered if bidder intends to furnish individual items at no charge to the Government.

Bids submitted with NB (No Bid), NA (Not Applicable), or blank spaces for an item may be declared nonresponsive.

The Contracting Officer reserves the right to reject any offer that contains prices for individual items of production (whether or not such items are included in the Determination of Award) that are inconsistent or unrealistic in regard to other prices in the same offer or to GPO prices for the same operation if such action would be in the best interest of the Government.

All vouchers submitted to the GPO shall be based on the most economical method of production.

Fractional parts of 1,000 will be prorated at the 1,000 rate.

**I. COMPLETE PRODUCT:** Prices must be all-inclusive and must include the cost of all required materials and operations necessary for the complete production (including proofs, prior-to-production samples, printing, construction, shipping containers, all necessary pallets, packaging materials, labeling and marking, and complete delivery) of the product listed in accordance with these specifications except for Item II. Stock/Paper.

(a) E-182-W Envelopes:

(1) Makeready and/or Setup..... per order..... \$ \_\_\_\_\_

(2) Running..... per 1,000 envelopes ..... \$ \_\_\_\_\_

**II. STOCK/PAPER:** Payment for all stock/paper supplied by the contractor under the terms of these specifications, as ordered on the individual print orders, will be based on the finished size of the envelopes. The cost of any paper required for makeready or running spoilage must be included in the prices offered.

(a) E-182-W Envelopes ..... per 1,000 envelopes ..... \$ \_\_\_\_\_

---

(Initials)

*Return this page to: [bids@gpo.gov](mailto:bids@gpo.gov)*



### SCHEDULE OF PRICES

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

The city(ies) indicated above will be used for evaluation of transportation charges when transportation charges are specified to be a factor in determination of award. If no shipping point is indicated above, it will be deemed that the bidder has selected the city and state shown below in the address block, and the bid will be evaluated and the contract awarded on that basis. If shipment is not made from evaluation point, the contractor will be responsible for any additional shipping costs incurred.

**DISCOUNTS:** Discounts are offered for payment as follows: \_\_\_\_\_ Percent, \_\_\_\_\_ calendar days. See Article 12 “*Discounts*” of Solicitations Provisions in GPO Contract Terms (Publication 310.2).

**AMENDMENT(S):** Bidder hereby acknowledges amendment(s) number(ed) \_\_\_\_\_

**BID ACCEPTANCE PERIOD:** In compliance with the above, the undersigned agree, if this bid is accepted within \_\_\_\_\_ calendar days (60 calendar days unless a different period is inserted by the bidder) from the date for receipt of bids, to furnish the specified items at the price set opposite each item, delivered at the designated point(s), in exact accordance with specifications.

NOTE: Failure to provide a 60-day bid acceptance period may result in expiration of the bid prior to award.

**BIDDER’S NAME AND SIGNATURE:** Unless specific written exception is taken, the bidder, by signing and submitting a bid, agrees with and accepts responsibility for all certifications and representations as required by the solicitation and GPO Contract Terms – Publication 310.2. When responding by email, fill out and return one copy of all pages in “SECTION 4. – SCHEDULE OF PRICES,” including initialing/signing where indicated. Valid electronic signatures will be accepted in accordance with the Uniform Electronic Transactions Act, §2. Electronic signatures must be verifiable of the person authorized by the company to sign bids.

Failure to sign the signature block below may result in the bid being declared non-responsive.

Bidder \_\_\_\_\_  
(Contractor Name) (GPO Contractor’s Code)

\_\_\_\_\_  
(Street Address)

\_\_\_\_\_  
(City – State – Zip Code)

By \_\_\_\_\_  
(Printed Name, Signature, and Title of Person Authorized to Sign this Bid) (Date)

\_\_\_\_\_  
(Person to be Contacted) (Telephone Number) (Email)

---

#### THIS SECTION FOR GPO USE ONLY

Contracting Officer Review \_\_\_\_\_ Date \_\_\_\_\_ Certifier \_\_\_\_\_ Date \_\_\_\_\_

*Return this page to: [bids@gpo.gov](mailto:bids@gpo.gov)*



**EXHIBIT 1: E-182-W (REV. 03-2000) ENVELOPE SPECIFICATION SHEET**

E-182-W (Rev. 3-2000) Envelope Specification Sheet												
This sheet is for envelope specifications and composition. Do not use as camera copy. Envelope must conform to the USPS requirements.												
Product ID <b>Envelope 182-W</b> Revision date <b>(Rev. 3-2000)</b>	Copy change area A (return address) <b>N/A</b>	Copy change area B (mailing address) <b>N/A</b>	Indicia required <b>N/A</b>	Print order number <b>N/A</b> Version <b>N/A</b>								
<b>Envelope Specifications</b>												
<p><b>Construction</b></p> <p>Printed open side, center seam, flap to be 2-3/4" (70 mm) with self-seal latex area. Flap to be scored and not folded down.</p> <p>The envelope flap and body are to be coated with a pressure-sensitive cohesive coating. The adhesive areas must be solid and not require the application of the moisture for sealing. The cohesive material must be guaranteed to function satisfactory for a period of not less than 12 months after date of delivery. Cohesive material must be such as will permit attachment only when the two coated areas are pressed together.</p> <p>Glue flap on bottom back of envelope should be as long as possible (minimum length is 1-1/16" (27 mm)).</p> <p><b>Text Specifications</b></p> <p>Back printing is 6 point</p> <table border="1"> <tr> <td><b>Size</b></td> <td>9-1/2" x 12-1/2" (241 mm x 318 mm)</td> <td><b>Stock</b></td> <td>Light Brown Kraft 32#</td> </tr> <tr> <td><b>Ink</b></td> <td>Black</td> <td><b>Window</b></td> <td>5-3/8" x 3-3/4" (137 mm x 95 mm) Clear Polystyrene</td> </tr> </table> <p>Additional comments</p>					<b>Size</b>	9-1/2" x 12-1/2" (241 mm x 318 mm)	<b>Stock</b>	Light Brown Kraft 32#	<b>Ink</b>	Black	<b>Window</b>	5-3/8" x 3-3/4" (137 mm x 95 mm) Clear Polystyrene
<b>Size</b>	9-1/2" x 12-1/2" (241 mm x 318 mm)	<b>Stock</b>	Light Brown Kraft 32#									
<b>Ink</b>	Black	<b>Window</b>	5-3/8" x 3-3/4" (137 mm x 95 mm) Clear Polystyrene									
<p>The diagram illustrates the back of the envelope with the following dimensions and features:</p> <ul style="list-style-type: none"> <li><b>Overall Dimensions:</b> 12-1/2" (318 mm) wide by 9-1/2" (241 mm) high.</li> <li><b>Back Printing Area:</b> A dashed rectangle indicating the area for back printing, with a width of 5-3/8" (137 mm) and a height of 7/8" (22 mm).</li> <li><b>Flap Dimensions:</b> The flap is 2-3/4" (70 mm) wide and 1-1/2" (13 mm) high.</li> <li><b>Window Dimensions:</b> The window is 3-3/4" (95 mm) wide and 1/2" (13 mm) high.</li> </ul> <p><b>Back Printing</b> Position bottom &amp; right margins appropriately in lower right corner.</p> <p>Envelope 182-W (Rev. 3-2000) Catalog Number 64.289W</p>												
<p>Form <b>12847-W</b> (Rev. 2-2020)</p> <p>Catalog Number 31205D</p> <p>publish.no.irs.gov</p> <p>Department of the Treasury - Internal Revenue Service</p>												



**EXHIBIT 2: CARTON SHIPPING LABEL, FORM 6153 (REV. 3-2006)**

**Read Prior to Producing or Labeling Cartons**

Labels **MUST** be generated from the PDF file provided. Handwritten updates are not allowed on any label.  
If these instructions are not followed, the Contractor will be held responsible for all re-labeling charges.

**Section I – Prior to Producing Label**

- 1) **Contact the IRS for a new carton label** if any of the following fields are blank when the label is received:  
(a) Catalog number, (b) Revision, (c) Requisition number, (d) Product number, or (e) Product title.
- 2) **Fields for Contractor to Update Electronically:** (a) Carton # of # (see number Section I, 3 below); (b) From address;  
(c) To address (see exception under Section II, 2, Cartons via Small Package Carrier (SPC) below); and (d) Carton quantity  
(if carton quantity is blank, it must be updated with the correct packing quantity).
- 3) **Automated Carton # of # fields:** To print the correct number of labels for each address with sequential carton numbers, input the total number of cartons in second # field and press "Print Labels" button. **Warning: Once the print button is pressed, printing cannot be canceled. Be sure all information is correct prior to printing.**
- 4) **Printing:** Labels must be produced same-size in black ink on white paper.
- 5) **Proof:** An electronic proof of the label may be required if indicated on the contract or print order.



**Section II – Labeling for Shipment**

- 1) **Cartons:** All cartons must have IRS shipping label affixed to one end of the carton only (never on top, long-side, or bottom).
- 2) **Cartons via Small Package Carrier (SPC):** Affix SPC label to top of carton on edge nearest to IRS label. If shipping via SPC to the IRS National Distribution Center, leave the "To (Consignee)" address field blank.
- 3) **Small SPC packages/boxes/envelopes via SPC:** Affix IRS label to front of package and SPC label to the back. This includes advance distributions and IRS samples.

cut here ..... cut here

Phaser 7300DX - Room 6231 **Print Labels** **SAVE AS** **RESET**


**Carton Shipping Label**

Department of the Treasury <b>Internal Revenue Service</b>		Publishing analyst <b>Brian Anderson</b>		Phone number <b>859-488-3701</b>	Carton #	of #
GPO Jacket number <b>640-468</b>		Print order number		Program number		
From (Contractor name and address)				To (Consignee) <b>Internal Revenue Service National Distribution Center 1201 N. Mitsubishi Motorway Bloomington, IL 61705</b>		
Catalog number <b>64288W</b>	Revision (YYYY-MM-DD) <b>2000-03-00</b>		 <b>*64288W2000-03-00*</b>			
Product number (Form, Document, Publication, etc) <b>E-182 W</b>			Product title <b>CIDS Mailer Envelope</b>			
Carton quantity <b>500</b>	Requisition number (YY-nnnnn) <b>19-01687</b>		 <b>*50019-01687*</b>			

Form **6153** (Rev. 3-2006) Catalog Number 62724N Department of Treasury - Internal Revenue Service  
Phaser 7300DX - Room 6231 **Print Labels** **SAVE AS** **RESET**



EXHIBIT 3: IRS PALLET SPECIFICATIONS

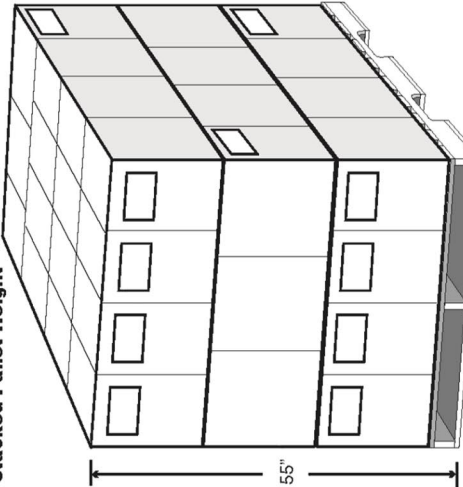


IRS

IRS Pallet Specifications

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

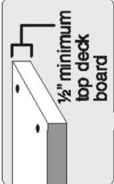
Stacked Pallet Height



55"

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

1/2" minimum top deck board



1/2" minimum top deck board

(48") 121.9 cm length

3 1/2-4" stringer height

17 1/4" - 17 3/4"

1 1/2 - 1 3/4" width for all 3 stringers

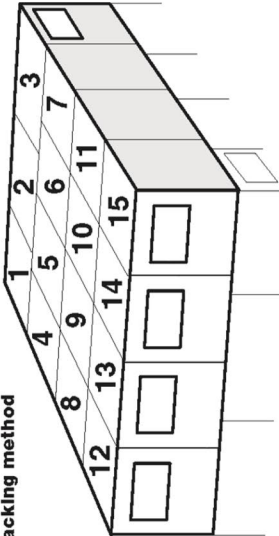
(40") 101.6 cm width

9"

10"

10"

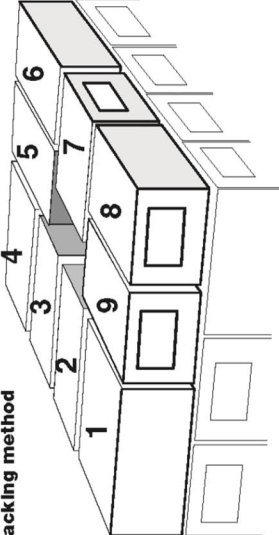
15 tier stacking method



15 tier stacking method

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

9 tier stacking method



9 tier stacking method

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

Document 12321 (Rev. 1-2013) Catalog Number 47403N Department of the Treasury Internal Revenue Service publish.no.irs.gov



**EXHIBIT 4: SAMPLE BOXES PALLET LABEL**

☐ BLUE LABEL SAMPLES

BLUE LABEL SAMPLES ARE ON THIS PALLET

IRS Requisition Number: \_\_\_\_\_

Program Number: \_\_\_\_\_

Print Order Number: \_\_\_\_\_

Contractor Job ID: \_\_\_\_\_

Envelope/Version: \_\_\_\_\_



**EXHIBIT 5: SAMPLE ORDER TRACKING REPORT**

Print Order	Jacket	IRS Reg. No.	Job No.	Ordering Campus	Envelope No.	Quantity Ordered	Date Rec'd	Due Date	Quantity Shipped	Actual Ship	Expected Delivery	Actual Delivery	Ship to Location	Trucking Company	PRO Number	Notes
60001	745-001	23-76257	2310001	NDC	E-182-W	999,000	06/01/23	08/22/22	999,000	08/17/22	08/22/22	08/18/22	Bloomington, IL	A1 Trucking Company	12345678	
60002	745-001	23-76272	2310016	NDC	E-182-W	999,000	06/01/23	12/20/22	999,000	12/15/22	12/20/22	12/20/22	Bloomington, IL	ABC Trans-America	71156875	