

Jacket: Strapped Jackets 640-462 and 640-465

Title: E-142 (Rev. 2-2002)

Agency: IRS

Bid Opening: March 6, 2019

at 11:00 AM

Contractor Name	640-462	460-465	Total Bid	Terms		Discounted Total	AWARDED
Cenveo Worldwide	\$38,606.33	\$51,793.74	\$90,400.07	0.00%	30 days	\$90,400.07	
Tri-State Envelope	\$45,200.04	\$45,200.04	\$90,400.08	0.00%	0 days	\$90,400.08	
J.J. Collins Printers	\$45,375.61	\$47,501.98	\$92,877.59	0.00%	30 days	\$92,877.59	
Husky Envelope	\$46,507.07	\$46,507.07	\$93,014.14	0.00%	0 days	\$93,014.14	
Printing Resources	\$96,662.14	\$96,662.14	\$193,324.28	0.00%	0 days	\$193,324.28	

Verified: 03/12/2019 by Linda Price

Specifications by LLP
Reviewed by WL.

Department: Treasury, Internal Revenue Service

Base Jacket 640-462, Requisition 9-01640
Strapped Jacket 640-465, Requisition 9-01663

SPECIFICATIONS

U.S. Government Publishing Office (GPO)
Columbus, OH 43215-7034

BID OPENING

Bids shall be publicly opened at **11:00 AM** prevailing Columbus, OH time on **March 6, 2019**. Submit bids to: U.S. Government Publishing Office, Columbus Regional Office; 1335 Dublin Road, Suite 112-B; Columbus, OH 43215-7034. Facsimile bids are acceptable.

Any questions before or after award concerning these specifications call Linda Price at (614) 488-4616, Ext. 7. No collect calls.

BID SUBMISSION

Using the bid return sheet (page 11 of these specifications), submit bids to the U.S. Government Publishing Office, Columbus Regional Office, 1335 Dublin Road, Suite 112-B, Columbus, OH 43215-7034. Facsimile bids in response to this solicitation are permitted. Facsimile bids may be submitted directly to the GPO Columbus bid Section, Fax No. (614) 488-4577. The Jacket number(s) and bid opening date must be specified with the bid. Refer to Facsimile Bids in Solicitation Provisions of GPO Contract Terms, GPO Publication 310.2, as revised January 2018.

BIDDERS PLEASE NOTE

The GPO 910 "BID" Form is no longer required. Bidders are to fill out, sign/initial, as applicable, page 11.

GPO has issued a new GPO Publication 310.2, GPO Contract Terms – Solicitations Provisions, Supplemental Specifications, and Contract Clause (Rev. 1-18). Prospective bidders should carefully read this publication as the applicable terms within become an integral part of this contract. The document is posted at: <https://www.gpo.gov/how-to-work-with-us/vendors/forms-and-standards> along with a list of major revisions.

OFFERS

Offers must include the cost of all materials and operations for the total quantity ordered in accordance with these specifications. In addition, a price must be submitted for each additional 1,000 copies. The price for additional quantities must be based on a continuing run, exclusive of all basic or preliminary charges and will not be a factor for determination of award.

GPO CONTRACT TERMS

Any contract which results from this Invitation for Bid will be subject to the applicable provisions, clauses, and supplemental specifications of GPO Contract Terms (GPO Pub. 310.2, effective 12/1/87, Rev. 01-18) and GPO Contract Terms, Quality Assurance Through Attributes Program (GPO Pub. 310.1, effective May 1979, Rev. 8/2002).

- GPO Contract Terms (GPO Publication 310.2):
<https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/terms-01-18.pdf>
- GPO QATAP (GPO Publication 310.1):
<https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/qatap.pdf>

PREAWARD SURVEY

In order to determine the responsibility of the contractor, the Government reserves the right to conduct an on-site pre-award survey at the contractor's facility and/or to require other evidence of technical, production, managerial, financial, and similar abilities to perform, prior to the award of a contract. The contractor must additionally be able to demonstrate the availability, capacity, and adequate resources to fulfill all contract requirements within the schedule required.

PAYMENT

Submitting invoices for payment via the GPO fax gateway (if no samples are required) utilizing the GPO barcode coversheet program application is the most efficient method of invoicing. Instruction for using this method can be found at the following web address: <http://winapps.access.gpo.gov/fms/vouchers/barcode/instructions.html>.

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

For more information about the billing process refer to the General Information of the Office of Finance web page located at: <https://www.gpo.gov/how-to-work-with-us/vendors/how-to-get-paid>.

PREDOMINANT PRODUCTION FUNCTION

The predominant production function may be either the manufacture of the envelopes or the printing of the envelopes. Bidders who must subcontract both operations may be declared non-responsible.

GOVERNMENT IN-PLANT INSPECTIONS

The Government reserves the right to have Government representative(s) inspect any operation under this contract at the start of its production and at any time during production. In addition to the inspections indicated, the Government reserves the right to inspect all stages of production.

TITLE

Jacket 640-462: E-142 (Rev. 2-2002), G48PR1C

Jacket 640-465: E-142 (Rev. 2-2002), G48PR1C

PRODUCT

These specifications cover the production of non-standard window envelopes requiring such operations as reproducibles, 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.

Two Jackets are strapped together, Jackets 640-462 and 640-465. All specifications apply equally to both Jackets unless otherwise stated below.

QUANTITY

3,901,600 total envelopes. Two orders with two partial deliveries each.

Jacket 640-462 (CPS-East, IRS-DCC)

1,950,800 total envelopes. Two partial deliveries. Each partial delivery consists of 975,000 Envelopes plus 200 Blue Label Sample Envelopes and 200 Yellow Label Sample Envelopes.

Jacket 640-465 (CPS-West, AECOM)

1,950,800 total envelopes. Two partial deliveries. Each partial delivery consists of 975,000 Envelopes plus 200 Blue Label Sample Envelopes and 200 Yellow Label Sample Envelopes.

NUMBER OF PAGES

Face and Back; head to head after construction, plus inside security tint.

TRIM SIZE

4-1/2 x 9-3/4"

See attached Exhibits for non-standard window shape (multi-dimensional), size, and placement.

DESCRIPTION

Envelope prints text matter and postal markings on face before construction (includes printing on outside flap). Contractor to set all type copy and create indicia per USPS DMM.

Interior (back before construction) prints with black opaque security design. Contractor may use stock design (no proprietary design or company logos allowed) for security tint but must guarantee that the product will ensure complete opacity, and prevent show through of any material contained therein.

Jacket 640-462: G-48 Presorted First Class Indicia SHALL print. Indicia to appear in the upper right corner of the face side of the constructed envelope.

Jacket 640-465: G-48 Presorted First Class Indicia SHALL print. Indicia to appear in the upper right corner of the face side of the constructed envelope.

GOVERNMENT TO FURNISH

PDF files of the Envelope Specification Sheets, Blue and Yellow Sample Pallet Label, IRS 6153 Shipping Label, and IRS Pallet Specifications. Excel Spreadsheet for partial delivery order tracking. All files to be emailed at time of award, with Purchase Order.

Each Envelope Specification Sheet contains copy change areas for return and mailing addresses and for the inclusion of mailing indicia allowable for that envelope. An N/A in the copy change or indicia required boxes means that no copy change is allowed in that area.

The contractor is responsible for creating or altering any necessary trapping, setting proper screen angles and screen frequency, and defining file output selection for the imaging device being utilized. All furnished files must be imaged as necessary to meet the assigned quality level.

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.

PROOFS

None required. The contractor will be responsible for performing all necessary typesetting, including artwork for indicias and postal markings, and proofreading to insure that the final product is in conformity with the Envelope Specification Sheet submitted and USPS postal regulations.

PRIOR TO PRODUCTION SAMPLES

Unless waived by the Government, prior-to-production samples are required on Jackets **640-462** and **640-465**. The sample requirement for these Jackets is not less than 500 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.

Prior to the commencement of production of the Jacket production quantity, the contractor shall submit samples to address(es) provided under "Distribution". The 500 samples will be tested for usage on the specified equipment and/or for construction. The container and accompanying documentation shall be marked PREPRODUCTION SAMPLES and shall include the GPO jacket, purchase order, and requisition 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 1 workday 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. 12" dated March 2011. All paper used must be of a uniform shade.

White Writing/Wove, basis weight: 24 lbs. per 500 sheets, basis size: 17 x 22", equal to JCP Code V20.

INK/PRINTING

Black ink for text matter and Pantone 347 Green for box with “Certified Mail” centered and reversing to white inside box. Helvetica (or equal) font. Follow Envelope Specification Sheets, Exhibits 1 and 2 on pages 12 and 13 for font sizes and box location.

Printing shall be in accordance with the requirements for the type of envelope ordered. All printing shall comply with all applicable U.S. Postal Service regulations.

MARGINS

Follow margins on the Government furnished Envelope Specification Sheets. Exhibits 1 and 2 on pages 12 and 13.

CONSTRUCTION OF ENVELOPES

These specifications must be adhered to at all times to ensure accuracy of the system and to provide smooth flowing operations through the following equipment:

- Inserters:
 - Bell & Howell Enduro
 - Bell & Howell Forerunner
 - Bell & Howell A825-C10
 - Bowe Bell & Howell A743
 - Neopost DS140
 - Hasler PS 200
 - Mailcrafter 98-6+4 RM Edge
- Postage Meters:
 - Neopost IS-5000
 - Hasler IM-5000

Envelopes are open side, high cut, diagonal seam with 2” tapered “V” flap. Fully gummed flap. Split-gumming is NOT permitted. Fold down flap for packaging.

FLAP ADHESIVE

All sealing flap adhesive shall be a water-activated type of such a consistency to prevent premature sealing of the flap and curling of the envelope after drying.

The flap adhesive shall be uniformly applied and have a minimum thickness of 0.015mm (0.0006 inch). The flap shall be capable of being quickly and securely sealed using finger tips after moistening the adhesive.

When opened 15 to 20 seconds after sealing, the flap shall pull fibers from the body of the envelope from not less than 75% of the adhesive area of the flap beyond the throat, up to a maximum width of one inch gum strip from the edge of the flap.

WINDOWS

Envelopes require one window, non-standard size and position, multi-dimensional shape. See attached Envelope Specification Sheet, Exhibits 1 and 2 on pages 12 and 13.

Windows shall have rounded or slightly rounded corners, shall be the size and location specified on the Envelope Specification Sheets, and shall comply with all applicable U.S. Postal Service regulations.

The windows shall be covered on the inside with a 1.5 mil 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.

NOTE: Window covering material MUST BE TRANSPARENT.

QUALITY ASSURANCE LEVELS AND STANDARDS

The following levels and standards shall apply to these specifications:

Product Quality Levels:

- (a) Printing Attributes – Level IV
- (b) Finishing Attributes - Level IV

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

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

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

<u>Attribute</u>	<u>Specified Standard</u>
P-7. Type Quality and Uniformity	Prior to Production Samples and Envelope Specification Sheets

PACKING

Envelopes shall be un-banded and sealing flap on open side shall be folded down. The shipping container shall be closed/sealed in accordance with GPO Contract Terms.

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.

Pack in units of 500 envelopes in close-fitting boxes and then pack 5 boxes into shipping containers.

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

LABELING AND MARKING

Reproduce carton shipping label, IRS Form 6153 (Rev. 3-2006), from furnished PDF file, fill in appropriate blanks from the information contained on the purchase order and Envelope Specification Sheet (Analyst Name, Phone Number, Carton Count, Contractor Name, Consignee's Address, Envelope Number, and Revision Date (as listed on Title block of purchase order), Carton Quantity, IRS Requisition Number, GPO Program Number, Requisition Number) and attach to shipping containers. See Exhibit 3, page 14.

The pallet with Blue Label and/or Yellow Label cartons is to be labeled with the "Sample Boxes" Pallet label, with the Jacket and Requisition numbers indicated that are on the pallet. See Exhibit 4, page 15.

PALLETIZING

It is critical that the following pallet specifications be adhered to in order to accommodate storage requirements.

Palletizing is required if an order has at least 18 shipping containers going to one destination. There shall be no more than one partial pallet per destination.

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.

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". See Exhibit 6, page 17. 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. Pallets shall be suitably packed so as to insure acceptance and safe delivery by common carrier.

Strict adherence to these dimensions is necessary to meet requirements of IRS storage facilities. Non-compliance with 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/YELLOW LABEL)

Departmental Random Copies are required with each partial delivery and with the complete and final delivery. One set must be labeled with the government furnished Blue Label (GPO Form 2678 – Certificate of Selection of Random Copies) and one set must be labeled with a contractor furnished Yellow Label (Blue Label information copied onto yellow paper).

Each Jacket must have the production quantity divided into 200 equal sublots. A random "Blue Label" copy and a random "Yellow Label" copy must be selected from each subplot. Do not choose copies from the same general area in each subplot.

The 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). 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 for "Blue Label Copies" and yellow paper for "Yellow Label Copies" and affixed to each affected container. This form can be downloaded from www.gpo.gov. The container and its contents shall be recorded separately on all shipping documents and sent in accordance with the "Distribution" clause below.

A copy of the purchase order/specification and a signed Certificate of Selection of Random Copies must be included with the "Blue Label" copies.

A copy of the purchase order/specification must be included with the "Yellow Label" copies.

SCHEDULE

Adherence to this schedule must be maintained. See "Notice of Compliance with Schedules", in GPO Pub. 310.2, Rev. 1-18. Purchase Order and furnished material will be e-mailed from U.S. Government Publishing Office, Columbus Regional Office, Suite 112-B, 1335 Dublin Road, Columbus, OH 43215 by **March 7, 2019**.

DELIVERY DATE**Jacket 640-462**

Two partial deliveries of 975,400 envelopes (includes 200 Blue Label Copy envelopes, 200 Yellow Label Copy envelopes, and balance of 975,000 envelopes). Partial deliveries as follows:

Partial	Quantity	Delivery Date
1st	975,400 (includes 200 Blue Labels and 200 Yellow Labels)	March 29, 2019
2nd and Final	975,400 (includes 200 Blue Labels and 200 Yellow Labels)	May 16, 2019

Jacket 640-465

Two partial deliveries of 975,400 envelopes (includes 200 Blue Label Copy envelopes, 200 Yellow Label Copy envelopes, and balance of 975,000 envelopes). Partial deliveries as follows:

Partial	Quantity	Delivery Date
1st	975,400 (includes 200 Blue Labels and 200 Yellow Labels)	March 29, 2019
2nd and Final	975,400 (includes 200 Blue Labels and 200 Yellow Labels)	May 16, 2019

An Order Tracking Report for Partial Deliveries is required for **Jackets 640-462 and 640-465**. Contractor to update report with each shipment and each confirmed delivery. See Exhibits 7 and 8 on pages 18 and 19 for report layout.

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.

RECEIPT FOR DELIVERY

As applicable, the contractor must furnish their own receipts for deliveries. These receipts must include the GPO jacket number; total quantity delivered number of cartons, and quantity per carton; date delivery made; and signature of the Government agent accepting delivery. The original copies of these receipts must accompany the contractor's invoice for payment.

DISTRIBUTION

Deliver f.o.b. Destination in the quantities stated under "Delivery Date" above. Ship all destinations by traceable means. All expenses incidental to picking up and returning materials and samples must be borne by the contractor.

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 notice of intended deliveries may be required to schedule availability of loading/unloading docks.

At same time each partial bulk delivery is made, 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 consolidated into a single package and delivered to: IRS Annex; ATTN: Brian Anderson, Stop 69A, 7940 Kentucky Drive, Florence, KY 41042 (Note: Only small package carrier shipments accepted, no USPS mail.)

On the same day that the product ships, the contractor must notify the ordering agency via e-mail (address provided after award) of the distribution. The subject line of the message shall be "Distribution Notice for Jacket (enter applicable Jacket Number) and Requisition (enter applicable Requisition Number)". The e-mail 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.

Jacket 640-462

500 prior-to-production samples and 1,950,800 envelopes (2 partial deliveries of 975,400 each (includes 200 Blue Label and 200 Yellow Label envelopes)) deliver to:

IRS – DCC
CPS-East, 8th Floor
985 Michigan Avenue
Detroit, MI 48226

10 sample envelopes deliver to Brian Anderson at the Cincinnati, Ohio address listed above.

Jacket 640-465

500 prior-to-production samples and 1,950,800 envelopes (2 partial deliveries of 975,400 each (includes 200 Blue Label and 200 Yellow Label envelopes)) deliver to:

AECOM – CPS-West Warehouse
Business Depot Ogden, Building 4B
112 North 700 West
Ogden, UT 84404

10 sample envelopes to Brian Anderson at the Cincinnati, Ohio address listed above.

PAGE 10 IS INTENTIONALLY LEFT BLANK.

BID OFFER

SHIPMENT(S): Shipment(s) will be made f.o.b. destination from: City _____, State _____

Bidders must enter bid price for each Jacket. Award will be made based on the lowest total bid for both Jackets.

JACKET NO: 640-462

Bid Price: \$ _____ Additional Rate: \$ _____ per _____

JACKET NO: 640-465

Bid Price: \$ _____ Additional Rate: \$ _____ per _____

DISCOUNTS: Discounts are offered for payment as follows: _____ Percent, _____ calendar days. See Article 12 "Discounts" of Solicitation Provisions in GPO Contract Terms (Publication 310.2).

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

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

AMENDMENT(S): Bidder hereby acknowledges amendment(s) number(ed) _____

BIDDER'S NAME AND SIGNATURE: Unless specific written exception is taken, the bidder, by signing and submitting a bid, agrees with and accepts responsibility for all certifications and representations as required by the solicitation and GPO Contract Terms – Publication 310.2.

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

Bidder _____
(Contractor Name) (GPO Contractor's Code)

(Street Address)

(City – State – Zip Code)

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

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

THIS SECTION FOR GPO USE ONLY

Contracting Officer Review _____ Date _____ Certifier _____ Date _____
(initials) (initials)

EXHIBIT 1: JACKET 640-462 E-142 ENVELOPE SPECIFICATION SHEET

Envelope Specification Sheet		This sheet is for envelope specifications and composition, as well as manuscript for changeable print areas. Do not use as camera copy. Envelope must conform to USPS requirements.	
Envelope Number E-142	Copy change area A (return address) N/A	Indicia required * ☐ None ☐ G-48 First Class ☒ PRESORTED G-48 First Class	Jacket number 640-462
Issue/Revision Date (Rev. 2-2002)			Requisition number 9-01640
			Sheet 1 of 1

Print 3-1/2" x 1/2" (89mm x 13mm) box in PMS 347 Green ink. Box prints 1/8" (3mm) onto flap. Set words CERTIFIED MAIL in 16 point Helvetica, reverse, align to top right edge of window, on top as shown below. Window is pistol shaped with multi-dimensions, see illustration for exact dimensions. Window corners are rounded.

Envelope Specifications	
Construction Printed open side, high cut, diagonal seam with 2" tapered V flap, flap gummed and folded down. This envelope requires black opaquing design printed inside.	Text Specifications Official Business (two line statement) is 9 pt. Set words CERTIFIED MAIL in 16 point Helvetica, reverse, and center inside green box. Back printing is 8 pt. * Indicia is displayed for visual illustration only. Not all orders will require an indicia. Vendor is to assure that when an indicia is requested it conforms to USPS requirements.
Size 9-3/4 x 4 1/2" (248mm x 114mm)	Stock White Writing or Wove 24#
Ink Black & PMS 347 Green	Window Pistol Shaped 6-1/8" x 3-1/4" (156mm x 83mm) *multi-dimensional see diagram Clear Polystyrene
Additional comments Office ID: 803 Version: G-48PRIC	

Department of the Treasury - Internal Revenue Service

publish.no.irs.gov

Form **12847-N** (Rev. 10-2006) Catalog Number 30847F

EXHIBIT 2: JACKET 640-465 E-142 ENVELOPE SPECIFICATION SHEET

Envelope Number
E-142

Issue/Revision Date
(Rev. 2-2002)

Copy change area A (return address)

N/A

Copy change area B (mailing address)

N/A

Indicia required *

☐ None

☐ G-48 First Class

☒ PRESORTED G-48 First Class

Jacket number
640-465

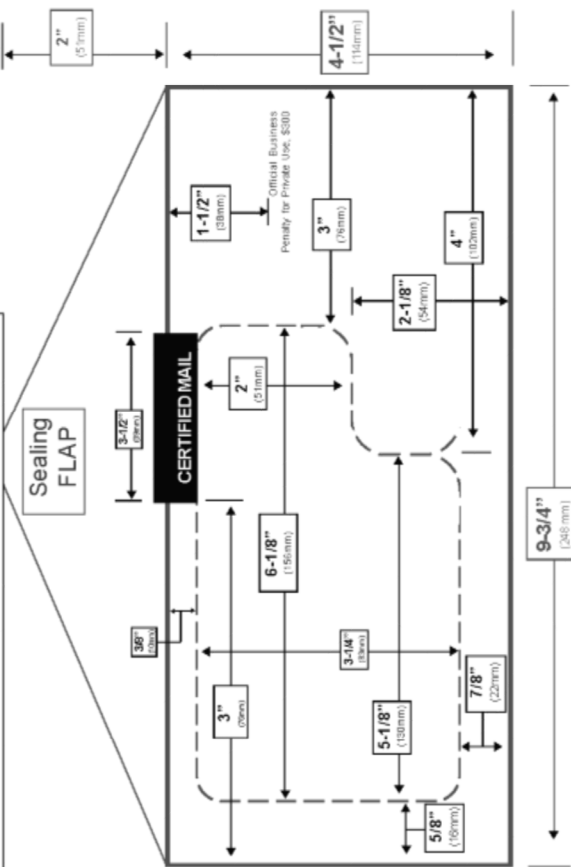
Requisition number
9-01663

Sheet
1 of 1

This sheet is for envelope specifications and composition, as well as manuscript for changeable print areas. Do not use as camera copy. Envelope must conform to USPS requirements.

Print 3-1/2 x 1/2" (89mm x 13mm) box in PMS 347 Green ink. Box prints 1/8" (3mm) onto flap. Set words CERTIFIED MAIL in 16 point Helvetica, reverse, align to top right edge of window, on top as shown below. Window is pistol shaped with multi-dimensions, see illustration for exact dimensions. Window corners are rounded.

Sealing FLAP



Back Printing

Position bottom & right margins appropriately in lower right corner.

Envelope Specifications

Construction

Printed open side, high cut, diagonal seam with 2" tapered V flap, flap gummed and folded down.

This envelope requires black opaquing design printed inside.

Text Specifications

Official Business (two line statement) is 9 pt.
Set words CERTIFIED MAIL in 16 point Helvetica, reverse, and center inside green box.

Back printing is 6 pt.

* Indicia is displayed for visual illustration only. Not all orders will require an indicia. Vendor is to assure that when an indicia is requested it conforms to USPS requirements.

Size

9-3/4 x 4 1/2" (248mm x 114mm)

Stock

White Writing or Wave 24#

Ink

Black & PMS 347 Green

Window

Pistol Shaped
6-1/8" x 3-1/4" (156mm x 83mm)
*multi-dimensional see diagram
Clear Polystyrene

Additional comments
Office ID: 803
Version: G-48PRIC

Form 12847-N (Rev. 10-2006) Catalog Number 30847F

publish.no.irs.gov

Department of the Treasury - Internal Revenue Service

EXHIBIT 3: IRS FORM 6153 SHIPPING LABEL**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 Internal Revenue Service		Publishing analyst	Phone number	Carton #	of # 1
GPO Jacket number		Print order number	Program number		
From (Contractor name and address)		To (Consignee)			
Catalog number	Revision (YYYY-MM-DD)				
Product number (Form, Document, Publication, etc)		Product title			
Carton quantity	Requisition number (YY-nnnn)				

Form **6153** (Rev. 3-2006)

Catalog Number 62724N

Department of Treasury - Internal Revenue Service

Phaser 7300DX - Room 6231

Print Labels**SAVE AS****RESET**

EXHIBIT 4: BLUE AND YELLOW SAMPLE BOXES PALLET LABEL

☐ BLUE LABEL

☐ YELLOW LABEL

SAMPLES BOXES ARE ON THIS PALLET

Jacket Number(s):

Requisition Number(s):

EXHIBIT 5: MIXED PALLET LABEL

MIXED SHIPMENT PALLET

Jacket Number(s):

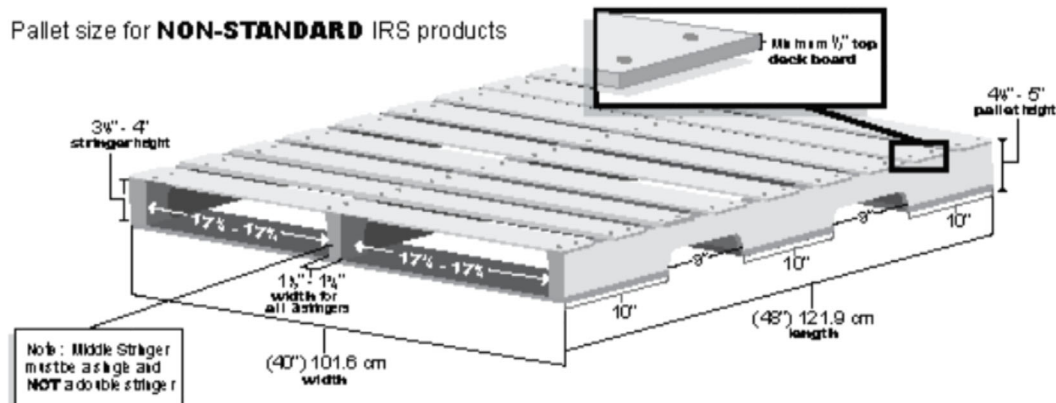
Requisition Number(s):

EXHIBIT 6: IRS PALLET SPECIFICATIONS

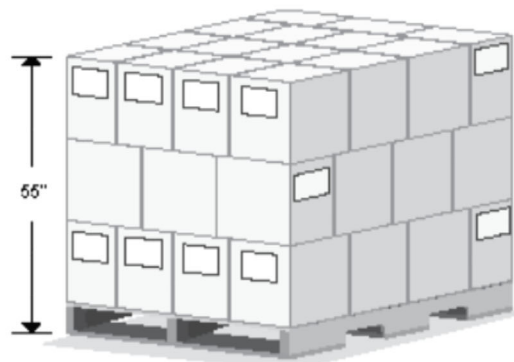
IRS Pallet Specifications

NOTE: The pallet in this specification is the standard pallet size that **MUST** be used when palletizing non-standard IRS products. Palletization for cartons of non-standard (non-letter size) IRS products should be based on a configuration that minimizes space between cartons and brings the end of each carton as close to the edge of the pallet as possible – without extending beyond the size of the pallet – always keeping in mind the stability of the loaded pallet size. Labels should be placed on all the cartons in the same location; with as many labels visible from the outer edge of the pallet as is possible. Direct any pallet inquiries to the appropriate IRS Printing Specialist prior to job completion.

Pallet size for **NON-STANDARD** IRS products



For non-standard IRS products the maximum full pallet (pallet + cartons) height **MUST NOT** exceed 55".



ALL LABELS should be placed on the cartons in the same location; with as many labels visible from the outer edge of the pallet as possible.

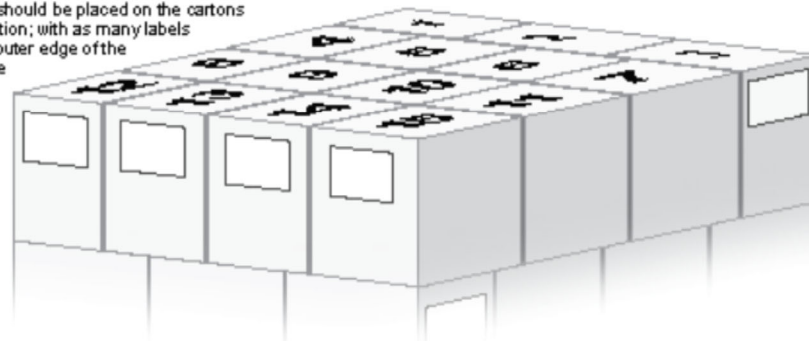


EXHIBIT 7: JACKET 640-462 ORDER TRACKING REPORT FOR PARTIAL DELIVERIES**Order Tracking Report for Partial Deliveries**

Jacket 640-462
Requisition 9-01640
Envelope E-142
Indicia GR48PR1C
Received 03/07/19
Ship To CPS-East
Update (Contractor to enter date of most recent update.)

Vendor Job	Quantity	Due Date	Qty Shipped	Ship Date	Sched. Del. Dt.	Act. Del. Dt.	Trucking Co.	PRO/Track No.
	975,400	03/29/19						
	975,400	05/16/19						

EXHIBIT 8: JACKET 640-465 ORDER TRACKING REPORT FOR PARTIAL DELIVERIES**Order Tracking Report for Partial Deliveries**

Jacket 640-465
Requisition 9-01663
Envelope E-142
Indicia GR48PR1C
Received 03/07/19
Ship To CPS-West
Update (Contractor to enter date of most recent update.)

Vendor Job	Quantity	Due Date	Qty Shipped	Ship Date	Sched. Del. Dt.	Act. Del. Dt.	Trucking Co.	PRO/Track No.
	975,400	03/29/19						
	975,400	05/16/19						