

Jacket: 406-504
Title: Pub 17
Agency: IRS Treasury
Bid Opening: January 29, 2019 at 11am

Contractor Name	Bid	Terms		Discounted Total
Gray Graphics	\$27,725.00	1.0%	20 days	\$27,447.75
			days	\$0.00
			days	\$0.00
			days	\$0.00
			days	\$0.00
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			days	\$0.00

January 25, 2019

This is Amendment No. 1. The specifications in our invitation for bids on Jacket 406-504, were scheduled with conflicting opening times at 11:00 am on January 28, 2019 and January 30, 2019. The specifications are amended as follows:

1. Change the bid opening date to January 29, 2019.

All other specifications remain the same.

If amendment is not acknowledged on bid, direct acknowledgement to:

U.S. Government Publishing Office
Bid Section, Room C848, Stop CSPS
732 North Capitol Street NW
Washington, DC 20401-0001

Amended bid or acknowledgement must be submitted using the method(s) specified in the solicitation for bid submission. Telephone or e-mail submission is not acceptable.

BIDDER MUST ACKNOWLEDGE RECEIPT OF THIS AMENDMENT PRIOR TO BID OPENING.

Failure to acknowledge receipt of amendment, by amendment number, prior to bid-opening time, may be reason for bid being declared nonresponsive.

Sincerely,

LORRAINE CARTER
Contracting Officer

BIDS SHALL BE PUBLICLY OPENED AT 11:00 A.M., PREVAILING WASHINGTON, D.C. TIME ON JANUARY 29, 2019.

IF YOU HAVE ANY QUESTIONS CONCERNING THESE SPECIFICATIONS CALL (202) 512-1239 AND ASK FOR DALTON EVERETT (DC TEAM 2). NO COLLECT CALLS.

FACSIMILE BID SPECIFICATIONS
U.S. Government Publishing Office (GPO)
Washington, D.C.

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 Publication 310.2, effective December 1, 1987 (Rev. 01-18)) and GPO Contract Terms, Quality Assurance Through Attributes Program for Printing and Binding (GPO Publication 310.1, effective May 1979 (revised 8-02)).

NOTE: The GPO 910 "BID" Form is no longer required. Bidders are to fill out, sign/initial, all applicable pages.

BIDDERS, PLEASE NOTE: GPO has issued a new GPO Publication 310.2, GPO Contract Terms – Solicitation Provisions, Supplemental Specifications, and Contract Clauses (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.

SPECIFICATIONS FOR CONTRACT PRINTING AND BINDING OF PUBLICATION 17 FOR TAX YEAR 2018

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SCOPE: These specifications cover printing and binding of 34,454 copies of an estimated 284 (+ or – 4 pages) page perfect-bound publication with separate wraparound cover. Copies will pack in cartons motor freight. In addition, the copies delivering to the IRS, National Distribution Center must be shipped per the date(s) in the schedule.

OVERVIEW: Publication 17 is a key component of the Internal Revenue Service's, Individual Taxpayer Information Publications (ITIPs) program, which gets underway throughout the country the week after Thanksgiving. The success of the IRS training program depends upon the shipping of this publication by the dates specified. Failure to ship material on schedule can cause the Government excess costs for premium transportation and/or back order processing. All or a portion of the costs which are attributable to failure to ship on schedule can be assessed as actual damages.

CHANGES IN QUANTITY: The Government, for the FINAL QUANTITY, may submit increases or decreases of up to 25% of the quantities for each volume, until the date specified in the schedule. These quantity adjustments may be made via e-mail and will be the FINAL quantity. Billing adjustments for scheduled quantity changes (+ or -) will be at the contractor's quoted "ADDITIONAL RATE". (See Offers Section) If no changes have been received by the scheduled date for final quantity adjustments, the bid quantities will stand as the FINAL contract quantity. Any further adjustments due to extenuating circumstances will be negotiated with the contractor.

Must be Full Final Quantity to all consignees: No shortages or overruns will be allowed

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. For the purpose of this contract, in the event the Government is late with copy, the Government will only allow a day-for-day schedule extension. The Government will not allow grace days or entertain any requests for additional time beyond day-for-day. Actions should take place not later than the dates specified below.

Section 1 - SCHEDULE

<u>Date</u>	<u>Event</u>
01-29-19	Bid Opening
01-31-19	Notification of Award (Purchase Order Number by phone)
To be determined	Preproduction meeting to be held at the contractor's plant.
01-31-19	Final Quantities, electronic distribution files, and electronic copy to contractor.
02-11-19	Ship 31,910 copies to IRS National Distribution Center (NDC) using Gaylord Containers.

1.1 **A PREAWARD PLANT SURVEY** may be conducted by Government Publishing Office and Internal Revenue Service personnel to determine if the prospective contractors (and the subcontractors) have adequate facilities and expertise to accomplish the requirements of these specifications.

1.2 **A PREPRODUCTION CONFERENCE** may be held at the contractor's plant as indicated in the schedule. The purpose of the conference will be to discuss and review all aspects of the contractor's internal and external operations required to complete this contract. The contractor will conduct this preproduction conference and items to be discussed are:

- 1) Scheduled start-up dates for all phases of production
- 2) How coordination/ communication will flow from one production phase to another
- 3) Who will be responsible for each phase
- 4) How the product will be staged and/or shipped
- 5) Any other special requirements which are specific to this contract.

Attending this meeting will be representatives from the Internal Revenue Service and there MAY be representatives from the Government Printing Office. To establish coordination of all required operations, a representative of all subcontractors (if applicable) involved should also be present as well as representatives from each involved production area for the primary contractor.

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

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

1.4 INSPECTION NOTIFICATION: 72 hours prior to press, book binding, addressing and mailing operations, the contractor must email to glenn.r.pelish@irs.gov. Form 9558 (Fillable PDF to be furnished to the contractor, with the following information:

- 1) Jacket and Requisition Numbers;
- 2) Name of company;
- 3) Location and address of inspection site;
- 4) Name and phone number of contact person; and
- 5) Date and time of inspection.

Whether IRS elects to be present for the inspection, or waive the inspection, you will be notified at least 24 hours prior to the time for inspection. If the press inspections are waived, the contractor is required to send 5 press sheet samples overnight to **IRS, 1111 Constitution Ave. NW, Washington, DC 20224, Attn: Bartholomew S. Truitt Room 6236**. 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.

Section 2 - MATERIALS

2.1 FURNISHED BY THE GOVERNMENT:

- 1) CD in Portable Document Format generated from Adobe Acrobat 9.0, compatible with Acrobat 8.0, with b/w lasers for text and cover. All images in the PDF file will be hi-resolution and all will be embedded (**DO NOT UNEMBED FONTS! This may result in loss of data**) Prior to image processing, the contractor is responsible for checking files contained on the furnished electronic files/media to insure that correct file output selection has been provided for, so as to correctly output for printing. Output must be generated on high resolution image processors.
- 2) IRS Carton Label in pdf format via email;
- 3) Government Bill's of Lading via email;
- 4) Form 2040 (Distribution/Shipping) in a PDF fillable Adobe Acrobat 8.0 file format provided via e-mail;
- 5) Small Package Carrier (SPC) IRS account number (if required)
- 6) Camera copy for GPO Form 3674 which contractor must reproduce as necessary to place one copy between Cover 2 and first text page of each GPO "Sales Copy" printed side up.
- 7) Camera copy for the GPO Form 905 shipping container label (which contractor must reproduce as necessary) which must be attached to all **GPO "Sales" shipping containers only**.

2.1.1 **DISPOSITION OF FURNISHED MATERIALS:** All materials supplied by the IRS must be returned by a traceable means at contractor's expense, to: Internal Revenue Service, Attention: Bartholomew S. Truitt, Room 6235, 1111 Constitution Ave, Washington, DC 20224.

2.2 **Furnished by the Contractor:** All other materials and operations necessary to fulfill the contract requirements, including telephone and facsimile transmission capability, and the following:

Contractor is required to have Internet access, provided through an Internet Service Provider (ISP), an e-mail account and a web browser equivalent to Internet Explorer 6.0 or Netscape 4.0. The contractor is also required to have Adobe Acrobat 8.0 Standard (or higher) software (not Adobe Reader). **The contractor must furnish an email address for the IRS to email the government furnished material mentioned above in section 2.1.**

2.2.1 **Stock/Paper:** The specifications of all papers furnished must be in accordance with those listed herein or listed for the corresponding JCP Code numbers in the "Government Paper Specification Standards No. 12" dated March 2011.

TEXT--- White/Natural Shade Newsprint (MUST be a light shade) Newsprint, basis weight: 25, 28, 30, 32 lbs per 500 sheets, 24 x 36", equal to JCP Code A10. All text paper used in each copy must be of a uniform shade.

COVER--- White Vellum Finish Cover basis weight: 50 lbs per 500 sheets, 20 x 26", must equal JCP Code L20. All cover paper must have the grain parallel to the spine.

SECTION 3 - BOOK SPECIFICATIONS:

3.1 **Number of Pages:** 284 Pages (plus or minus 4 pages) plus wrap around cover.

3.2 **Quantity:** (subject to change) Copies.

3.3 **Trim Size:** Text and cover trim 3 sides to 8-3/8 x 10-7/8".

3.4 **Weight Restriction:** Finish weight of book(s) must not exceed 0.9375 lb. If the weight of book(s) is 0.9375 lb. or more, please contact GPO and IRS with the weight of the book.

3.5 **Ink:**

3.5.1 **Text:** Black.

3.5.2 **Covers:** Covers 1 thru 4 prints in Pantone 300 Blue only.

GPO Form 3674 (**GPO Sales copies only**): Reproduce furnished copy same size in black ink, on any suitable white paper.

3.6 **Margins:**

3.6.1 **Text:** Head 3/8", Outside 3/8". NOTE: Camera copy for text is to be shot at 100%

3.6.2 **Covers:** 1/2" head, center left and right.

3.7 Contractor must set and insert a GPO imprint line, per page 9 of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 1-18).

3.8 **Binding:** Perfect-bind text with wraparound cover.

3.9 **Proofs:** Submit one digital color content proofs for entire publication. Direct to plate must be used to produce the final product with a minimum of 2400 x 2400 dpi. Proofs must be created using the same Raster Image Processor (RIP) that will be used to produce the product. Proofs shall be collated with all elements in proper position (not pasted up), imaged face and back, trimmed and folded to the finished size of the product. **Proofs will be withheld 5 workdays from receipt in the IRS until they are made available for pickup by the contractor.** The contractor is not authorized to print prior to his receipt of an approval or conditional approval. Do not return the electronic media with the proofs.

Submit proofs directly to: IRS, Room 6235, 1111 Constitution Ave. Washington, DC 20224, Attn: Bartholomew S. Truitt. The container and accompanying documentation must be marked "Attention: Bartholomew S. Truitt, BOOK PROOFS" and must include the GPO Jacket Number.

Section 4 - SHIPPING/PACKING:

4.1 ELECTRONIC SHIPPING VERIFICATION: Electronic Form 2040- Distribution/Shipping List is used for larger shipment address information, shipping verification and 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, on a computer using a **"full version" of Adobe Acrobat 7.0 Professional (or more recent)** software. **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. The contractor must open this file using their web browser to see the information provided by IRS already in place. 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. Contractor **MUST** request the IRS' Quick Reference Guide for the Form 2040 application, at time of award, to familiarize themselves on how to properly use the form. If there is any information missing or incorrect, please contact Bartholomew S. Truitt 202-317-5859 or Glenn.R.Pelishak@irs.gov.

4.1.2 DISTRIBUTION LIST

In addition to the above referenced Form 2040, electronic addressing/distribution lists will be provided, containing the necessary shipment fields (name, address, city, state, zip code) and other required and informational fields. The contractor must produce the required amount of address labels

The electronic distribution list will contain a suggested transportation mode. These modes consist of:

MF – Motor Freight

These are the primary modes identified, but can change based upon the final weight of the product, the number of products being produced by a single vendor and contractor location.

When determining the transportation mode, adjustments may need to be made by either the contractor or the IRS. If there is a discrepancy between the suggested transportation mode indicator and the contract specifications, the contractor must immediately notify Bartholomew S. Truitt at 202-317-5859 or glenn.r.pelishak@irs.gov for resolution. This contact must be made prior to shipping. If the contractor ships without contacting the print specialist to resolve the discrepancy, the IRS may request GPO to bill all freight charges for the affected shipment(s) to the contractor. In general, the following transportation modes apply:

- All non-expedited (ground) shipments weighing less than **750 lbs.** to one destination within the 48 contiguous states, Alaska, Hawaii or Puerto Rico will be sent via small package carrier ground services.
- The current small package carrier for Internal Revenue Service (IRS) is United Parcel Service (UPS).
- All non-expedited shipments weighing **750 lbs.** or more to one destination within the 48 contiguous states will be sent via an Internal Revenue Bill of Lading (IRBL). This includes shipments to Post Office Box and United States Postal Service destinations.
- Expedited shipments weighing **500 lbs. or more** to one destination within the 48 contiguous states or outside the 48 contiguous states will be sent via an Internal Revenue Bill of Lading (IRBL).
- In determining whether a shipment should go freight, pallet weight must be included in weight calculations.
- This includes shipments to Post Office Box and United States Postal Service destinations.

Shipments to P.O. Box addresses without a corresponding street address must be sent via U S Postal Service, shipments to U S Post Office destinations should be sent by motor freight.

Specifics procedures and needs for each shipping method; Small Package Carrier, and IRBL follow.

4.2 IRS FREIGHT SHIPMENTS (MF)

If there is a discrepancy between the "Trans Mode" field indicator and the contract specifications, contractor must immediately notify Bartholomew S. Truitt 202-317-5859 for resolution prior to shipping.

IRBL's (Internal Revenue Bills of Lading) (*formerly designated GBL's*) or routing instructions will be furnished for most freight or express shipments. The Bills of Lading or Routing Instructions will have designated carriers that reflect special negotiated freight rates for IRS material. Contractor may not change designated carrier unless authorized by IRS. In event the designated carrier cannot be utilized, contractor must immediately contact IRS Traffic Manager, Dallas, TX at (972) 308- 1932 to obtain alternate carrier authorization. If the contractor utilizes a carrier other than the designated carrier without prior IRS authorization, the contractor will be held responsible for any additional shipping costs incurred.

Multiple Truckload Shipments: Whenever possible full truckloads should be utilized (e.g., use a full truckload and a partial truckload rather than two partial truckloads). The contractor is responsible for assuring that truckloads do not exceed the legal gross weight limit of 80,000 lbs. per tractor-trailer combination. The contractor will be provided multiple IRBL's for shipments to an individual destination exceeding a truckload.

Motor freight shipments going to non-USPS locations require shipping container label (IRS Form 6153 (3-2006)) to be affixed to all four sides of the stretch wrap and to the top of each loaded pallet/skid. 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, in addition to the cartons being labeled (i.e. 1 of, 2 of, etc.), pallets require labels containing the full shipping address on all four sides and top of the load on the pallet. **NOTE:** U.S. Postal Service shipments require the parcel post shipping label (IRS Form 6153-A (7-2005)) to be placed on one end of the carton.

Only one bill of lading should be released for each truckload. **Any extra IRBL's should be returned to the IRS**, not to the GPO.

If air freight shipments are required the shipping container label (IRS Form 6153 (3-2006)) must be affixed to the front, back, and top of each carton. For each air freight destination, the contractor must coordinate on all air shipments with the air freight carrier to ensure that the maximum pallet weight is within that specific carrier's allowable weight limit.

All motor freight shipments require pallets. Pallets must be type III and must conform to the Federal Specifications NN-P-71C, and any amendments thereto except for dimensions and single center stringer (must not be double stringer). Pallets are 48" in length and 40" in width and must not exceed 5" in height. Full entry **MUST** be on the 40" width. Strict adherence to these dimensions is necessary to accommodate storage requirements of the IRS distribution center as well as ease of packing into freight carrier trailers. Receipt of incorrect pallets at the IRS distribution center 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. All cartons on pallets must be secured to prevent cartons from shifting when pallets are hoisted to a high shelving area.

4.3 IRS Carton Labels: An IRS carton label must be applied to one end (not top or bottom) of each carton for all freight shipments.

4.4 Pallets: Contractor must furnish all pallets necessary.

4.4.1 IRS Pallets (required for motor freight shipments to IRS Distribution Centers): Pallets must be type III and must conform to Federal Specifications NN-P-71C, and any amendments thereto except for dimensions 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.

4.4.2 Pallet Wrapping: Loaded pallets must be machine wrapped with shrinkable or stretchable plastic strong enough to retain the integrity of the pallet during transportation and handling.

Do NOT use metal strapping or pallet caps for securing material on pallets. There must be no more than one partial pallet per destination.

4.4.3 Pallet Height: Maximum height of 139.5 cm (55"), including pallet, must be maintained. Do Not Double Stack

Loaded Pallets.

4.4.4 The bulk quantity of going to the IRS National Distribution Centers will ship using Gaylord containers (see exhibit 2). Gaylord devices are large storage or transportation containers for bulk materials. They are typically sized to match the length and width of a pallet. Gaylord is a registered trademark of Gaylord Brothers, Inc.

The contractor must use Gaylord containers with protected corners that are suitable for shipping from the contractor to the IRS National Distribution Center in Bloomington, IL without damage to the publications. The Gaylord bulk quantity of Publication 17 will be used by IRS for order fulfillment. The NDC would like to receive 124 pallets of Publication 17 palletized. Cardboard would need to be placed on pallet before stacking to ensure stable foundation.

- Cardboard should be placed around pallets to protect from damage while in transit.

19 pallets = 54 cases per pallet = 1620 Publication 17's per pallet for a total of 31,910 Plus a partial pallet.

4.5 **IRS In-Plant Liaisons:** One or more IRS representatives may be stationed at the contractor's and/or subcontractor's facility to monitor production, quality sampling, mailing and distribution. The liaison will bring any defects they see to the attention of the contractor's Quality Control Officer. **However, they do not replace any of the contractor's quality control responsibilities.**

The contractor must make contractor pulled samples available to the IRS liaison for review. In addition to the contractor samples, the liaison will pull samples from each production line throughout the day. These samples are outside the scope of any contractor sampling and must be captured as spoilage and replaced for mailing. The contractor must maintain storage of all samples for a warranty period of 120 days.

The In-Plant Liaisons will have full and unrestricted access to all production areas where IRS work is being produced. The contractor must furnish office space to include desk, chair, and telephone, personal computer with CD drive and internet access to send and receive email. The personal computer must be loaded with the full suite of Adobe 8 software. The contractor will provide access to a facsimile machine and barcode scanner to read postal barcodes. This space must be enclosed, secure and adjacent to the binding operations.

The contractor will provide copies of all production and mailing reports to the IRS liaison on a daily basis.

4.6 **LABELING AND MARKING** (packing and/ or container label): Box labels **MUST** be generated from the electronic file (IRS form 6153 (3-2006)) or (IRS Form 6153-A (7-2005)) provided by the IRS. Contractor's streamlined or recreated labels will not be acceptable. Reproduce shipping container label (IRS Form 6153 (3-2006)) or parcel post label (IRS Form 6153-A (7-2005)) as necessary from furnished file on suitable white stock, fill in any appropriate blanks, and attach to one end of each shipping container, which must be facing out if loaded on a pallet. If not pre-populated on the carton label furnished by the IRS, the following items must be filled in by the contractor; From (Contractor's Name and Address); To* (Consignee, complete address must appear on carton label); Carton Quantity (Number of copies in each carton); GPO Jacket Number as well as Program Number and Print Order Number, if applicable.

Labels **MUST** be generated from the electronic file (IRS form 6153 (3-2006)) or (IRS Form 6153-A (7-2005)) provided by the IRS. **Contractor's streamlined or recreated labels will not be acceptable.** 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 and if any questions/discrepancies arise, please contact Bartholomew S. Truitt 202-317-5859 or Glenn.R.Pelishak@irs.gov.

NOTE: If the quantity stated on the furnished carton label is not the same quantity within the carton, the contractor must notify the printing specialist to resolve the discrepancy immediately prior to packing.

The following address will be used as the return address for all shipments:

**Internal Revenue Service/NDC
1201 N. Mitsubishi Motorway
Bloomington, IL 61705-6612**

Changes will need to be made to the government furnished carton labels in the "From (Contractor name and address) or Contractor Information field of the labels.

4.7 **GPO carton label** (GPO Form 905) must be reproduced at 100% on white paper from furnished repro; appropriate blanks filled in, and attached to all cartons for shipments going to GPO destinations. **In addition to regular markings**

for GPO "Sales" Copies, include stock number **048-004-02598-1** on all labels.

Section 5 - Quality Assurance

5.1 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 21.4):

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

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

<u>Attribute</u>	<u>Specified Standard</u>
P-7. Type Quality and Uniformity	O.K. Press Sheets
P-9. Solid and Screen Tint Color Match	O.K. Press Sheets

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

- P-7. Government furnished electronic files
- P-9. Pantone Matching System

5.2 DEPARTMENTAL RANDOM "BLUE LABEL" COPIES - The contractor MUST submit 200 departmental random copies at the completion of production, to test for compliance against specifications. The contractor must divide their entire order into equal sub lots and select 1 copy from a different general area of each sub lot. The contractor will be required to execute the "Certificate of Selection of Random Copies", furnished by GPO, certifying that copies were selected as directed.

These randomly selected copies must be packed separately and identified by a special Government-furnished blue label, affixed to each affected container. Additional labels, if needed, are to be reproduced on blue stock. The container and its contents shall be recorded separately on all shipping documents and sent to Internal Revenue Service, National Distribution Center, 1201 N. Mitsubishi Motorway, Bloomington, IL 61705-6613 separately from any other distribution to this destination. Submit a copy of the signed Government-furnished "Certificate of Selection of Random Copies", along with the Departmental Random Copies.

SECTION 6 - DISTRIBUTION SCHEDULE

The contractor must ship in the following sequence:

1. Advance Distribution
2. National Distribution Center Quantities
3. VITA Direct Shipments
4. GPO

F.O.B Destination:

Ship 7 ADVANCE COPIES TO 2 Addresses in the Washington DC area; IRS/Bartholomew S. Truitt, Room 6235, 1111 Constitution Ave. NW Washington, DC 20224 and IRS/Nellie Howard, Room 6230, 1111 Constitution Ave. NW Washington, DC 20224.

Ship F.O.B. Destination

Ship 15 sample copies to: U.S. Government Publishing Office, Attn: Dalton Everett (DC Team #2), 732 North Capitol Street, Room C-838, Washington, DC 20401.

Ship 30 sample copies and IRS furnished material to: **IRS/Bartholomew S. Truitt, Room 6235, 1111 Constitution Ave. NW Washington, DC 20224.**

Ship 10 sample copies to: **IRS/ Charlotte Valle, Room 6236, 1111 Constitution Ave. NW Washington, DC 20224.**

Deliver 15 Copies via traceable means to: Library of Congress, U.S. Serials and Government Documents Section, U.S. Anglo Division, 101 Independence Avenue, SE, Stop 4276, Washington, DC 20540-4276, **Marked: Depository Copies.**
NOTE: All shipments to this destination must be via FedEx, UPS or United States Postal Service (USPS).

Ship 2,000 copies with Form 3674 inserted between Cover 2 and first text page, marked "Sales Copies", Stock No. 048-004-02608-2, Req. No.9-01006 Jacket 406-504 to: Documents Warehouse, Receiving Branch, (Sales Stock), U.S. Government Publishing Office, 8660 Cherry Lane, Laurel, MD 20707-4950.

Ship 529 copies Documents Warehouse, Receiving Branch, (Sales Stock), U.S. Government Publishing Office, Federal Depository Library Program (FLDP), Document Warehouse, 8660 Cherry Lane, Laurel, MD 20707-4950. Marked: Depository Copies, Item No. 0964-B.

The remaining IRS consignments ship F.O.B. Contractor's city:

Ship 31,910 copies to IRS/NATIONAL DISTRIB CENTER RECEIVING AREA (Gaylord).

Section 7 - 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 are not a factor in determining award.

Weight Restriction: Finished weight of book(s) must not exceed 0.9375 lb. If the weight of book(s) is one pound or more, then contractor will be responsible for the difference in cost for postage incurred by the IRS, when they distribute copies by mail. Contractor is to indicate the weight of the book that they intend to furnish on their bid to the one thousandth of a pound.

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.

Bids received based on shipping the specified f.o.b. contractor city consignments via f.o.b. destinations will be considered non-responsive.

BID SUBMISSION: Submit bid in pre-addressed envelope furnished with solicitation or send to: U.S. Government Publishing Office, Bid Section, Room C-848, Stop: CSPS, 732 North Capitol Street, NW, Washington, DC 20401. Facsimile bids in response to this solicitation are permitted. Facsimile bids may be submitted directly to the GPO Bid Section, Fax No. (202) 512-1782. The jacket number 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. Hand delivered bids are to be taken to: GPO Bookstore, 710 North Capitol Street, NW, Washington, DC, between the hours of 8:00 a.m. and 4:00 p.m., prevailing Washington, DC time, Monday through Friday. Contractor is to follow the instructions in the bid submission/opening area. If further instruction or assistance is required, call (202) 512-0526.

ADDITIONAL/M

DISCOUNTS: Discounts are offered for payment as follows: _____ Percent, _____ calendar days. See Article 12 "Discount" of solicitation Provision 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.

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 fax or mail, fill out and return one copy.

(City – State – Zip Code)

(Telephone Number) _____ (Email) _____

Contracting Officer Review: _____ Date: _____ Certifier: _____ Date: _____
(Initials) (Initials)

At the same time invoices are submitted to the GPO for payment, the contractor must submit a duplicate copy of the invoice to: IRS, 111 Constitution Ave. Washington, DC 20224, Attn: Bartholomew S. Truitt or Glenn.R.Pelishkek@irs.gov

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>.

Distribution / Shipping List										Save 2040
Requisition number 2019-NO-00092	Jacket number / Source GPO	Print order number	Originator symbols SE-W-CAR-MP-T-EIT	Contractor code	Date 10-15-2018					
Item (Form, Document, Publication, Notice etc.) P 17	Catalog number 10311 G		Revision date 2018	Ship date 12/28/2018	FOB contractor city <input type="checkbox"/> FOB destination					
Printing specialist Pelisshek, Glen	Phone number 202-317-5859	Distribution analyst Nardini, Susanne	Phone number 309-556-5070	Carton quantity 30	Weight factor 0.885	Quantities stated below are each <input checked="" type="checkbox"/> pads <input type="checkbox"/> sheets <input type="checkbox"/> sets <input type="checkbox"/> rolls				
Title/Description										
Your Federal Income Tax (For Individuals)										
Remarks Preliminary 10-15-2018										
OPN	IRS Centers			Order Quantity	Ship Quantity	Date Shipped				
88100-1424	IRSNATIONAL DISTRIB CENTER RECEIVING AREA 1201 N MITSUBISHI MTWY BLOOMINGTON, IL 61705-6612			1,057 dms 31710						
88100-1499	IRSNATIONAL DISTRIB CENTER BLUE LABEL COPIES 1201 N MITSUBISHI MTWY BLOOMINGTON, IL 61705-6612			6,667 dms 200						
Grand Total				31910						
Form 2040 (9-2005) Catalog number 71120B www.irs.gov Department of The Treasury - Internal Revenue Service										

Exhibit 2 – Gaylord Shipment



Exhibit 2. The NDC would like to receive 20 pallets of P-17 palletized according to the picture to the left. Cardboard would need to be placed on pallet before stacking to ensure stable foundation.

- Cardboard should be placed around pallets to protect from damage while in- transit.

- .
- 620 P-17's per pallet for a total of 31,900.

This will save numerous man hours of having to dump boxes and boxes of

