

BID OPENING: OCTOBER 27, 2004.

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

ANY QUESTIONS BEFORE AWARD CONCERNING THESE SPECIFICATIONS CALL FRANK YATOR (202) 512-2044 (Team #10). NO COLLECT CALLS.

### BID SPECIFICATIONS

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

GPO CONTRACT TERMS: Any contract which results from this Invitation for Bid will be subject to GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 6-01)) and Quality Assurance Through Attributes Program for Printing and Binding (GPO Publication 310.1, effective May 1979 (Rev. 8-02)).

PRODUCT: 44 page self-covered publication, paste on fold or saddle-wire stitch.

TITLE: Instructions for Form 1040NR.

CATALOG NUMBER: 11368V.

ITEM: Inst. 1040NR (04).

QUANTITY: 531,116 copies, plus or minus none.

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

NOTE: Must be full Final Quantity to all consignees. No shortages or overruns will be allowed.

TRIM SIZE: 8 to 8-1/2 x 10-3/4 to 11", bind on 10-3/4 to 11" dimension.

GOVERNMENT TO FURNISH: Electronic transfer of text, via email or File Transfer Protocol (FTP), in Portable Document Format (PDF) generated from Adobe Acrobat 6.0 backward compatible with Acrobat 5.0 (all images in PDF files will be hi-resolution and all fonts will be embedded in the files); the operating system is Windows based, the application used is OneForm Designer Plus, containing PDF files. 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.

Contractor must set a GPO imprint line and insert per GPO Pub. 310.2, page 9, para. 9.

Advance distribution list.

PDF file for IRS carton label (label image is approx. 7-11/16 x 4-1/2").

Form 13456, IRS Publishing – Postage Report, in a fillable PDF file format provided via email and one copy of IRS Form 13456-A, IRS Publishing Postage Statement – FAX Cover Sheet, in a fillable PDF file format.

Form 2040 in a PDF fillable Adobe Acrobat 5.0 file format provided via e-mail.

Electronic media for BPOL distribution and record layouts. Files were created on an IBM platform. Files created are in ASCII text format, ZIP code sorted. Contractor will have to manipulate text into a maximum of 8 lines per address for distribution.

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

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

Contractor is required to have Internet access, provided through 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 5.0 Standard (or higher) software (not Adobe Reader). The contractor must furnish an email address for the IRS to email the forms mentioned above.

**PROOFS:** None required.

**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. 11, dated February 1999.

White/Natural Shade Newsprint, basis weight: 25 to 32 lbs per 500 sheets, 24 x 36", equal to JCP Code A10 or White Offset Book, basis weight: 50 lbs per 500 sheets, 25 x 38", equal to JCP Code A60/A70.

**PRESSWORK:** Print head-to-head in black ink. There are no halftones/flat tones.

**Format:** Pages 1-44, no blank pages.

**MARGINS:** Head 1/2", center sides of each page.

**BINDING:** At contractor's option, paste on fold or saddle-wire stitch in two places on the 10-3/4 to 11" side. Pamphlets may be trimmed three sides or untrimmed. If untrimmed, pamphlets must be folded flush, open at top, bottom, and right edge, and must be no larger than 8-1/2 x 11".

**PACKING:** No internal wrapping or tying. Place full size corrugated boards on top, bottom, and vertically between stacks. Pack 180 copies per shipping container, in 2 stacks. Pack solid in corrugated or solid fiber shipping containers, bursting strength: 200 p.s.i., minimum. The cartons, if stapled, may only be stapled on the bottom and/or side, in accordance with GPO Contract Terms (310.2), and the label must be applied to coincide with this construction, that is, no staples are to be on the top. **Contractor will determine exact dimensions of carton in accordance with folded and/or trim size and weight of the product produced.**

Pallets are required.

**Pallets for IRS consignments:** Pallets must be type III and must conform with Federal Specifications NN-P-71C, and any amendments thereto except for dimensions and single center stringer (must not be double stringer). Pallets are 48" in length and 40" in width and must not exceed 5" in height. Full entry **MUST** be on the 40" width. Strict adherence to these dimensions is necessary to accommodate storage requirements of IRS distribution centers. Receipt of incorrect pallets may result in a charge for each incorrect pallet which will be assessed against the contractor. This charge will cover additional costs incurred by IRS to repalletize the shipment onto correct pallets – After award contractor will be provided with diagram showing exact construction of pallets.

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

**LABELING AND MARKING** (package and/or container label): Reproduce shipping container label from furnished repro, fill in appropriate blanks and attach to shipping containers. Correct labeling of shipping cartons, in strict accordance with the requirements of these specifications, is essential to the identification, distribution and warehousing activities of the ordering agency. For BPOL distribution, the mailed consignments will have "POST" designated in the "TRANS MODE" field of the record layout, freight shipments will have "MOTOR" designated, Air shipments will have "AIR SHIP" designated, and small package carrier shipments will have "UPS" designated.

If not entered on the carton label copy furnished by the IRS, the following items must be filled in by the contractor in a 20 Point Bold typeface: Carton # \_\_\_ of \_\_\_ (small package carrier shipments only); From (Contractor's Name and Address); To\* (Consignee, complete address must appear on carton label); Carton Quantity (Number of copies in each carton); and GPO Jacket Number (and Program Number and Print Order Number, if applicable).

**BPOL shipments:** Motor freight: Affix 5 address labels to all four sides of the stretch wrap and to the top of each loaded pallet/skid. Air freight: Affix a shipping container label to front, back, and top of each carton. Small package carrier: Must affix one carton shipping label to the top of each carton. The Contractor must coordinate on all air shipments with the air freight carrier to ensure that the maximum pallet weight is within that specific carrier's allowable weight limit. This must be done for each air ship destination. All Post Office requirements must deliver via Package Services Parcel Post using the furnished parcel post label. **THE POST OFFICE WILL NOT ACCEPT SMALL PACKAGE CARRIER SHIPMENTS.**

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

#### **MISLABELING/QUANTITY/LOOSE PACKING--PRICE REDUCTION**

1. In addition to other inspection procedures detailed elsewhere in these specifications, each receiving office will inspect shipments for label accuracy, carton quantity, and loose packing. In the event one or more mislabeled cartons are discovered, each carton which must be opened and inspected and/or relabeled will reduce the contract price by \$2.00. In the event it is determined by the receiving office (either through the accompanying bills of lading for freight shipments or through association with other cartons received) that the contents of one or more cartons is wrong, thus resulting in a shortage of the item, the contractor will be charged the \$2.00 per carton inspection/relabeling fee mentioned above and will be required to make up the shortage for each affected office. In the event that cartons are crushing, collapsing, and/or bursting, and it is determined that the cause is due to the cartons not being packed solid, or some other reason within the contractor's control, the contractor will be charged \$2.00 per carton for repacking and repalletizing.

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

**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	Electronic Media

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

These randomly selected copies must be packed separately and identified by a special Government-furnished pink label, affixed to each affected container. Additional labels, if needed, are to be reproduced on pink stock. The container and its contents shall be recorded separately on all shipping documents and sent at contractor's expense, by traceable means, to U.S. Government Printing Office, Printing Procurement, Stop: PPSQ, Room A-843, Quality Assurance Section, Washington, DC 20401.

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

**DISTRIBUTION:** Ship f.o.b. contractor's city and f.o.b. destination as indicated.

The following three consignments ship f.o.b. destination:

**IRS Samples:** Immediately after press start up contractor must overnight 25 samples to the following address.

Internal Revenue Service  
SE:W:CAR:MP:P:W:T  
1111 Constitution Ave. NW  
Rm. 6229, Attn: Mike Jones  
Wash., DC 20224

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

Ship 4 copies marked "Depository Copies, Item 0964-E" to the U.S. Government Printing Office, Depository Receiving Section, 44 H Street, NW, Loading Dock, Washington, DC 20401. Any cartons containing "Depository Copies", that are mailed to the GPO's Depository Receiving Section must be clearly marked to indicate the total number of cartons in the mailing. For example: 1 of 3; 2 of 3; 3 of 3.

The remaining consignments ship f.o.b. contractor's city:

**BPOL Distribution.** Ship 175,860 copies to approximately 459 nationwide destinations in full carton quantities as follows: Mail – 59,220 copies to 105 destinations; Small Parcel Carrier – 116,640 copies to 354 destinations.

BPOL final quantities may vary slightly from the quantities shown in the contract.

Ship 77 ADVANCE COPIES to 6 addresses in the Washington DC area; copies range from 2-25. NOTE: There are nine (6) inside deliveries required.

Ship 1,080 copies to Atlanta IRS Center, ATSC Offsite Warehouse GHS, 2650 Button Gwinnett Drive, Doraville, GA 30340.

Ship 19,980 copies to IRS WADC, 3041 Sunrise Blvd., Rancho Cordova, CA 95742.

Ship 282,240 copies to IRS CADDC, 2402 East Empire, Bloomington, IL 61799.

Ship 51,660 copies to IRS EADC, 4300 Carolina Avenue, Richmond, VA 23222-1414.

Government bills of lading (GBL's) will be furnished for all freight or air express shipments to deliver outside the contractor's ICC Commercial Zone, weighing more than 750 lbs. The GBL's will have designated carriers which the contractor MUST use. The contractor must give the designated carrier a minimum of two workdays notice for pick-up. The contractor does not have the authority to change a designated carrier without IRS authorization and will be responsible for any additional shipping costs in the event of an unauthorized change. The contractor must report any carrier-related problems to the IRS immediately. Telephone Bill Bracken at area code 972-308-1932, between the hours of 8:30 am -- 3:30 pm prevailing central time, on Federal workdays. If the carrier refuses the shipment, the contractor must provide the following information: contractor's name, location, date and time of shipment refusal, carrier name, name of carrier contact, GBL number, requisition number, and a brief description of the problem. If necessary the IRS may authorize the use of another carrier. All unused GBL's should be returned to the IRS, NOT the GPO.

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

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

**Small Parcel Shipments:** When the contractor is required to ship via small package carrier (SPC), the IRS will provide an IRS small package carrier account number. Contractor MUST call at least 10 workdays prior to the scheduled ship date, if a carrier account number has not been issued. Contact Mike Jones at (202) 622-6641 to make arrangements. If multiple small package carriers are to be used, an account will be assigned for each carrier. Contractors are required to ship using the designated carrier(s) and IRS account number(s) or be responsible for any additional shipping costs. 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 using the specified IRS SPC because of failure to request such information. If the U.S. Postal Service is used, camera copy for postage and fees paid labels will be furnished.

Must include copies of all SPC receipts within 2 weeks after the final ship complete date to IRS, Attn: Mike Jones, Room 6229, W:CAR:MP:P:W:T, 1111 Constitution Avenue, NW, Washington, DC 20224.

**IRS Quantities: For IRS quantities, the Contractor must follow the shipping sequence below.**

- (1<sup>ST</sup>) Advance distribution list
- (2<sup>ND</sup>) Area distribution center quantities
- (3<sup>R</sup>) Service center quantities.
- (4<sup>TH</sup>) BPOL quantities

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

**SCHEDULE:** Purchase order number by telephone by November 5, 2004.

Furnished electronic media will be forwarded to contractor by December 10, 2004.

Final quantity adjustment to contractor (may be by phone) on or before December 10, 2004.

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

Ship per the following schedule. If no shipping priority is received, ship furthest destination first, closest destination last.

Ship 77 copies (Advance Distribution List) on or before December 27, 2004.

Ship complete on or before January 10, 2005.

**POSTAGE REQUIREMENTS:** The contractor is required to electronically complete and submit via email Form 13456 to the IRS within three days of the barrel stamp date on the postage statement. For your convenience, Form 13456 is provided as a fillable PDF file. The IRS will complete the top portion of the form prior to emailing the form to the contractor. The contractor is responsible for capturing five data elements from every postage statement (i.e. USPS Form 3602). The contractor is responsible for the accuracy of the information returned to the IRS. If there is any information missing or incorrect, please contact Mike Jones at (202) 622-6641. **The contractor will email this form to Postage@publish.no.irs.gov.**

The contractor **must** update Form 13456 electronically and submit via email to IRS within three business days of the barrel stamp date on the postage statement. **Any delay or missing input could result in delay of payment.**

In addition to submitting a completed Form 13456 the contractor is also required to FAX all associated postage statement forms to the IRS. The contractor is required to Fax only postage statement forms (i.e. USPS Form 3602, 3602-R, 3600) that have received a barrel stamp from the postal service to **1-267-295-7877** (not a toll free number). The first page of every FAX sent to the IRS must be a fully completed IRS Form 13456-A. The number of pages faxed may not exceed 32 pages in any single FAX transmission. This form is faxed to the IRS, it is not emailed.

The form must contain entries in the following fields:

Date, Name of IRS publishing analyst, IRS requisition number, GPO jacket number, Name of contractor, Contact person at contractor, Telephone number of contact person, FAX number of contact person, GPO State and Contractor Code, Number of pages faxed (*cannot exceed 32 pages including cover sheet*).

It is mandatory for the Contractor to complete the "Federal Agency Cost Code" block on all USPS mailing statements. The agency cost code for the IRS permit imprint is 67039.

**ELECTRONIC DAILY SHIPPING VERIFICATION:** Contractor is required to complete and e-mail Form 2040 daily to the IRS when shipping begins. Form 2040 is in a PDF fillable Adobe Acrobat 6.0 file format. 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. If there is any information missing or incorrect, please contact Mike Jones on (202) 622-6641.

The contractor **must** update the Electronic Form 2040 and transmit via e-mail to IRS each day. Any delay or missed input could result in delay of payment.

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

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

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

Transportation charges for bulk shipments are a factor in determining award.

Contractor MUST indicate in his bid the JCP NUMBER and the WEIGHT of the paper; and the FINISHED SIZE of the product he will furnish. This information is needed to evaluate freight and/or mail costs for award purposes. If this information is not indicated in the bid, the bid will be evaluated using the MAXIMUM specified paper weight and trim size.

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. NOTE: Unless a different shipping point(s) is indicated by the bidder on GPO Form 910 the city and state shown as the bidder's address thereon will be used for determination of transportation charges. If shipment is not made from evaluation point, contractor will be responsible for any additional shipping costs incurred. Contractor is responsible for all deliveries in own ICC commercial zone, per GPO Pub. 310.2, page 8, paragraph 6.

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

At the same time invoices are submitted to GPO for payment, contractor must submit a duplicate copy to IRS, 1111 Constitution Ave. NW, SE:W:CAR:P:W:T, Rm. 6229, Attn: Mike Jones, Wash., DC 20224

SUBMIT WRITTEN BIDS TO: U.S. Government Printing Office, Bid Section (PPSB), Room B-104, 45 G St. NW, Washington, DC 20404.

FACSIMILE BIDS ARE PERMITTED. Submit facsimile bids to FAX number 202-512-1782, one bid per facsimile. Refer to Solicitation Provisions in GPO Contract Terms (GPO Publication 310.2), Page 1, Para. 6.

Note: With each bid submitted, whether written or facsimile, bidder must provide a duplicate copy.