

BIDS SHALL BE PUBLICLY OPENED AT 11:00 A.M., PREVAILING WASHINGTON, D.C. TIME, ON OCTOBER 29, 2004.

IF YOU HAVE ANY QUESTIONS CONCERNING THESE SPECIFICATIONS CALL (202) 512-2044 AND ASK FOR FRANK YATOR (Team #10). NO COLLECT CALLS.

Rebid U.S. Government Printing Office (GPO) Specifications, Washington, D.C.

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)).

**SPECIFICATIONS FOR CONTRACT PRINTING AND BINDING OF THE  
POST OFFICES AND LIBRARIES INSTRUCTION BOOKS (BMC) FOR TAX YEAR 2004.**

All the requirements of these specifications apply equally to all items unless otherwise indicated.

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**SCOPE:** These specifications cover the printing and binding of 3 separate self-covered pamphlets (one 136 pages, one 68 pages, and one 32 pages) with a total quantity of 10,109,730 pamphlets that will require packing into an estimated 104,416 cartons/jiffy bags using 36 different packing plans, label with mail labels, and ship to designated BMC's. The 3 instructions are to be packed with Document 7425. All cartons are to be labeled with a mail label affixed to the top of the carton. They are to be shipped to designated Bulk Mail Centers, or sent by Priority Mail. The contractor provides the approved USPS DBMC Parcel Post Manifest Mailing System. (Refer to USPS Publication 401, "Guide to the Manifest Mailing System".) The contractor will be required, each day, to prepare an electronic shipping report (see Section 1.9).

**NOTE:** Due to the numerous exhibit pages in this specification, the exhibits will not be put on the **Internet**. A complete copy of the specifications may be obtained from the bid room by request. Telephone 202-512-0526.

**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 shown in exhibit 1 until the date specified in the schedule. These quantity adjustments may be made via email/FTP and will be the FINAL quantity prior to deducting the NCOA undeliverable. These adjustments will not change the scheduled turnover to USPS dates. 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.

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

**SUBCONTRACTS:** The provisions of the article entitled "Subcontracts," GPO Pub 310.2 are amended to permit subcontracting for label printing and USPS DBMC Parcel Post mail manifesting. NOTE: Prime contractor is responsible for monitoring and quality reviewing the work of all subcontractors.

#### Section 1 - SCHEDULE

Date	Event
10-29-04	Bid opening.
11-02-04	Award of contract (Purchase Order Number By telephone).
11-08-04	Contractor to provide Production and Quality Plans to GPO via traceable means.
11-05-04	Test electronic address file to contractor.
11-09-04	Contractor to send via overnight delivery to IRS 25 sample address labels of various packing plans. Also, sample manifest including rates and weights.
11-05 to 11-12-04	Preproduction Conference at contractor's plant (Section 1.2)
11-10-04	Contractor to fax to IRS proof of USPS approved DBMC parcel post manifest system.
11-12-04	Final Electronic address file via email <b>FTP</b> to contractor (final quantity)
11-12-04	<b>Electronic media via e-mail/disk to contractor for Instructions.</b>
11-19-04	Contractor to provide IRS with a final quantity count report and the plant shipping facility. (see sample exhibit 1) Also a report which shows the USPS BMC/ASF address BL/Code, total lbs., total # of cartons and total # of skids for each BMC/ASF address.

11-19-04	Contractor to provide IRS with drop shipment plan for direct shipments to the BMC's & SFC's.
12-03-04	IRS to provide BMC GBL's to contractor.
12-01-04	Start to ship date (On or before)
12-15-04	Ship complete date (on or before)
12-22-04	Contractor MUST submit electronically all copies of all PS Form 3605 and listings report (see section 2.4) to IRS

**NOTE:** The contractor MUST fax to the IRS, Chris Rodriguez at 202-622-3190, proof of USPS approved DBMC parcel post manifest system (see schedule).

The Government will attempt to meet the schedules as stated in these specifications. However, uncontrollable circumstances such as Congressional Legislation may delay the furnishing of printing media. In such event, the schedule will be adjusted in accordance with contract terms.

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

1.1 A preaward plant survey may be conducted by Government Printing Office and Internal Revenue Service personnel to determine if the prospective contractor (and the subcontractors) have adequate facilities and expertise to accomplish the requirements of these specifications.

1.2 A preproduction conference will 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. Prior to this conference the contractor will submit 2 copies each of detailed written Production and Quality plans. The plans shall be submitted, by the date in the schedule, to the Contracting Officer, U.S. Government Printing Office, Team 10, STOP: CSAB, Room A843, Attention: IRS Control Desk, North Capitol & H St. NW, Washington, D.C. 20401. The proposed Quality plan is subject to Government approval. The contractor will conduct this preproduction conference during which the production plan will be discussed and the previously approved Quality plan will be reviewed in depth. Items to be included in the Production Plan are: 1) processing and sorting electronic address files, as well as the security of the address files, 2) scheduled start-up dates for all phases of production, 3) how coordination/ communication will flow from one production phase to another, 4) who will be responsible for each phase, 5) how will subcontractors be involved and kept informed, 6) specific production dates of all subcontractors, 7) how the product will be staged and/or shipped, and 8) any other special requirements which are specific to this contract. Items to be included in the Quality Systems Plan are covered in the Quality Systems Section. 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 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. 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 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:** Seventy-two (72) hours prior to press, pamphlet binding, addressing and mailing operations the contractor must e-mail to [terry.a.costa@irs.gov](mailto:terry.a.costa@irs.gov) and [Christopher.P.Rodriguez@irs.gov](mailto:Christopher.P.Rodriguez@irs.gov) IRS Form 9558 (Fillable PDF to be e-mailed directly 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 inspection is waived, the contractor is required to send 5 press sheet samples overnight to Chris Rodriguez, 1111 Constitution Ave., NW, Room 6230, Washington, DC 20224.** If IRS fails to respond, proceed as you would have, had there not been an inspection. Attendance at, or waiver of, the inspection does not affect any other provisions of the contract. Do not hold up production unless specifically authorized by the GPO.

**1.5 DAILY PRODUCTION REPORT:** The contractor must provide daily production information required to complete Report Form 9659. (See exhibit 7). The coordinator will transmit this report every workday to IRS National Office via Internet. In the absence of the coordinator, the contractor must transmit the report to Christopher.P.Rodriguez@irs.gov. **THE GOVERNMENT WILL KEEP ALL PRODUCTION DATA, etc., IN STRICT CONFIDENCE.**

**1.6 EXCESS AFTER PACKING AND TURNOVER:** Contractor is to notify the GPO IRS Desk at 202-512-2044 if there is any remaining material because of a difference in the packing and turnover and the FINAL QUANTITY. The government may elect to dispose of, or accept this material. If the government accepts any remaining material, they must be packed in cartons, labeled with an IRS carton label (See Exhibit 2), placed on pallets that must be type III and conform with Federal Specifications NN-P-71C, and any amendments thereto except for dimensions (as shown under Exhibit 3) and single center stringer. Full entry **MUST** be on the 1 016 mm (40") width. Strict adherence to these dimensions is necessary to accommodate storage requirements of IRS distribution centers. Pallet height is not to exceed 1 397 mm (55"), including pallet. Pamphlets of the same item must be packed separately, in 2 stacks, in quantities of 70 per carton for Item (A), 110 for Item (B), and 250 for Item (C), and palletized separately. **DO NOT PACK Document 7425** (See Exhibit 4) with any of the excess Items.

**1.7 ELECTRONIC DISTRIBUTION/SHIPPING REPORT (Form 2040):** The contractor must update the Electronic Form 2040 (see exhibit 10). The contractor must complete and e-mail Form 2040 to the IRS each day the products ship. **Any delay or missed input could result in delay of payment.** The contractor is responsible for the verification and correctness of information supplied back to IRS. If any information is missing or incorrect, please contact Chris Rodriguez on 202-622-3374.

**1.8 POSTAGE STATEMENTS/IRS POSTAL FORMS:** The contractor is required to 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, 3602-R, 3600). The contractor is responsible for the accuracy of the information returned to the IRS. If there is any information missing or incorrect, please contact Chris Rodriguez at 202-622-3374. (See Exhibit 9 page 4 of 4).

The contractor **must** update the Electronic Form 13456 and submit via email to IRS at [postage@publish.no.irs.gov](mailto:postage@publish.no.irs.gov) and also email to [christopher.p.rodriguez@irs.gov](mailto:christopher.p.rodriguez@irs.gov) within three (3) workdays of the barrel stamp date on the postage statement. **Any delay or missing input could result in delay of payment.**

**All Postage Statements (i.e. USPS Form 3602, 3602-R, 3600) must contain the IRS Agency Cost Code "67039" in the "Federal Agency Cost Code" box. The GPO Jacket Number must be included in the mailer information located in the upper portion of the postage statement. (See Exhibit 9 page 1 of 4).**

**Faxing USPS Postage Statements:** In addition to emailing 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. The form must contain entries in the following fields:

Date, Name of IRS publishing analyst, IRS requisition number, GPO jacket number, GPO Contractor number, Name of contractor, Contact person at contractor, Telephone number of contact person, FAX number of contact person, Number of pages faxed (*cannot exceed 32 pages including cover sheet*). (See Exhibit 12).

Upon completion of mailing requirements in the contract, the contractor must send via overnight and traceable means, one complete set of all barrel stamped postage statement forms to: IRS, Attn: Chris Rodriguez, Room 6242, (202)

622-3374, 1111 Constitution Ave., NW, Washington, DC 20224.

**1.9 ADDRESS LABELS:** IRS will supply electronic media via FTP/e-mail for imaging address labels, produced in ASCII-flat file format by the date stated in the schedule. Contractor will have to manipulate text into a maximum of 8 lines per address.

Label - Contractor to furnish an adequate supply of address labels. White Latex – Impregnated label, Sub. No. 60-70 lbs. Labels will contain a maximum of 8 lines and must be addressed in a minimum 12 point sans serif type.

Addressing – Contractor must address label with black ink.

Test electronic distribution file: **IRS will provide a test electronic media file via FTP/e-mail for imaging address labels, produced in ASII (flat file) format. The information on the test file is being provided so that the contractor can program the information for placement in the applicable fields. The results of the programming (including samples of the completed exhibits) must be shared with IRS within 5-workdays after receipt. All debugging (if required) and programming must be completed within 5-workdays prior to the receipt of the final electronic address file (see schedule).**

## Section 2 - MATERIALS

2.1 Furnished by the Government: Electronic text for the pamphlets; electronic copy for Document 7425 and IRS carton labels; electronic media for address file; Government Bill's of Lading; and electronic media for Form 2040.

\*Note: Electronic transfer will be via e-mail or File Transfer Protocol (FTP) or Windows formatted 1.44 Megabyte floppy disk or Zip Disk, in Portable Document Format (PDF) generated from Adobe Acrobat 5.0 or later (We will supply a color composite PDF file if requested, and all fonts will be embedded in the files at the PDF level). **Do not unembed fonts!** This may result in loss of data. The PDFs are backwards compatible to Adobe Acrobat 4.0. Prior to image processing the contractor is responsible for checking files to insure that such features as bleeds, register marks, and correct file output selection have been provided for, so as to correctly output for printing. The contractor must supply necessary trapping. High-resolution image processors must be used if generating films.

- 2.1.1 Contractor must schedule an advance planning meeting with the Postal Service, prior to printing and imaging, to request the furnishing of pallets and to coordinate a mailing load plan.
- 2.1.2 **DISPOSITION OF FURNISHED MATERIALS:** Copy may be disposed of at contractor's discretion 30 days after completion of final shipments. Postal Service will advise contractor of disposition of unused pallets if furnished by the USPS. The balance of furnished material may be disposed in accordance with Section 1.6.
- 2.1.3 One copy of IRS Form 13456, IRS Publishing Postage Report, in a fillable PDF file format provided via email from the IRS Publishing Analyst; and one copy of IRS Form 13456-A, IRS Publishing Postage Statement – FAX Cover Sheet, in a fillable PDF file format

2.2 FURNISHED BY CONTRACTOR: All other materials and operations necessary to fulfill the contract requirements, including telephone, facsimile transmission capability, personal computer, internet access and the following:

- 2.2.1 White or Natural (MUST be light shade) Newsprint, basis size: 25 - 30 lbs. per 500 sheets, 24 x 36", must be equal to JCP Code A10, or at contractor's option: White Offset, basis size: 50 lbs. per 500 sheets, 25 x 38", must be equal to JCP Code A60.
- 2.2.2 White, Latex – Impregnated Label, Sub. 60-70.
- 2.2.3 The contractor is required to have Internet access provided through an Internet Service Provider (ISP), an email account and a web browser equivalent to Internet Explorer 6.0 or Netscape 4.0. The contractor is also required to have **Adobe Acrobat 6.0 Standard** (or higher) software (not Acrobat reader).

The contractor is required to 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 Chris Rodriguez at 202-622-3374. For more information concerning postal requirements, please refer to section 5 of this contract.

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

- 2.3 JCP Standards: 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.

### Section 3 - Pamphlet/Document Specifications (No Proofs required).

#### 3.1 Format:

##### 3.1.1 Number of Pages/Paper:

Item (A) = Instructions 1040 (136 pages), self-cover.

Item (B) = Instructions 1040 A (68 pages), self-cover.

Item (C) = Instructions 1040 EZ (32 pages), self-cover.

#### 3.2 Quantity:

Item (A) = 3,382,460 copies

Item (B) = 3,058,730 copies

Item (C) = 3,668,540 copies

Total 10,109,730

#### 3.3 Trim Size: 8 x 10-7/8".

#### 3.4 Ink: Black.

#### 3.5 Margins: Head 1/2", Bind 3/8".

3.6 Binding: At contractor's option, paste on fold or saddle-wire stitch in 2 places on the 10-7/8" left side. Pamphlets may be trimmed 3 sides or untrimmed. If untrimmed, pamphlets must be folded flush, opened top, bottom and right edge and must be 8 x 10-7/8". At contractor's option, single leaves connected with a lip (i.e., binding stub) to left or right side of stitches will be allowed, provided the lip does not extend past the bind margins of the adjacent pages.

3.7 Document 7425: The contractor must produce, on YELLOW paper, a sufficient quantity of Document 7425 (1 per carton). Shoot furnished copy at 92%. Trim size 8-1/2 x 5-1/2". Print Face Only in Black ink. Margins - adequate gripper. Center image in the finished trim size.

3.8 Contractor must set and insert a GPO imprint line, per GPO Pub. 310.2 (page 6).

### Section 4 - PACKING/TURNOVER REQUIREMENTS

#### 4.1 MAIL PACKING FOR BMC BULK SHIPMENTS - SEE EXHIBIT 1 FOR BREAKDOWN:

10,109,730 copies of three different pamphlets packed into 104,416 cartons/jiffy bags in quantities ranging from 10 to 250. Pack SOLID (allow for compression), in 2 stacks (except for plans 1, 2, 3, and 4 (A, B, C) which may be single stacked), in corrugated shipping cartons, 275 p.s.i. minimum bursting strength. Pack according to the plans listed in Exhibit 1. Insert corrugated board on top and bottom of stacks. Cartons are to be labeled suitable for mailing and bulk shipped to BMC's. (See Section 4.7, Turnover to Commercial Carrier for delivery to BMC's).

NOTE: Shipments 10 lbs. or under package in jiffy packs. Shipments over 10 lbs., package in cartons. Cartons NTE 32 lbs.

NOTE: Although Exhibit 1 only shows 36 packing plans, there may be as many as 50 packing plans. The additional cartons to be packed, not shown on the packing grid, will be packed and labeled as full carton quantities (eg. Item (A) 70 copies, Item (B) 110 copies, and Item (C) 250 copies). (NOTE: The additional rates, in Section 7.2D will be used for any contract adjustments for any additional packing plans in excess of 13C). The contractor will be notified of any additional packing requirements on the date that the final quantity is made available.

#### 4.2 LABELS:

4.2.1 ADDRESS LABELS: In addition to the carton labels, address labels are required. Contractor to provide a sufficient quantity of address labels.

4.2.1.1. Address Label Indicia: Drop Ship Parcel Post, Postage and Fees Paid, IRS, Permit No. G-48  
Return Address: IRS, 2402 East Empire, Bloomington, IL 61799, Official Business, and Penalty For Private Use, \$300

4.2.2 IRS CARTON LABEL (Form 6153) A carton label must be SECURELY applied to one end of each carton. Copy will be supplied. It must be reproduced at 100% and printed on Light Blue paper for Post Offices (P), and Pink paper for Libraries (L). (See Exhibit 2)

NOTE: In the event that carton labels are not securely affixed to the cartons and/or contain incorrect information they will be considered mislabeled. Also, if the 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 relabeling, repacking, and/or repalletizing.

4.3 Document 7425 (Use for all cartons in Section 4.1): The document is to be placed inside the carton, on top of the printed material, but below the top corrugated board.

4.4 IRS Resident Coordinator: One or more IRS representatives may be stationed at the contractor's and/or subcontractor's facility to provide project coordination in the receipt of cartridges, verification and organization of the address cartridges and labels, monitoring of the printing, binding, quality control sample selection and inspection, and monitoring of the labeling, packing, and staging of the tax packages. These coordinators do not have contractual authority and cannot make changes in the specifications or contract terms but are to bring any and all defects they see to the attention of the company Quality Control Officer. These coordinators will have full and unrestricted access to all production areas where IRS work is being produced. **The contractor will furnish office space to include a desk, telephone, personal computer with internet access to send and receive e-mail. Personal computer must be loaded with Adobe Acrobat 5.0, Microsoft Word and Microsoft Excel 97 for submitting reports. Access to a fax machine will also be required for the coordinators.** This space will be in an enclosed, secure area adjacent to the binding/mailing operations. (Long distance charges will be reimbursed by the Government). Desk and telephone access are also required for a postal clerk during the turnover of packages to the Postal Service. The coordinators are to receive a sample copy for every 3,000 run.

NOTE: If the contractor/mailler is having a problem with the Postal Service and the problem isn't satisfactorily resolved within one day, contact Chris Rodriguez of the Internal Revenue Service at 202-622-3374.

4.5 MAILING MANIFESTS: Contractor to provide mailing manifests on 2-part NCR paper. Part 1 is the USPS copy, and Part 2 is the contractor copy. Contractor must weigh at least 10 cartons from each packing plan to determine accurate carton weight for that individual packing plan. This procedure is both necessary and critical for providing an accurate manifest to the Postal Service for verification purposes. (See Section 1 "Schedule".)

#### 4.6 PALLETS:

4.6.1 USPS MAIL PALLETS: Pallet loading of cartons is required. The contractor must obtain pallet authorization from the U.S. Postal Service. The U.S. Postal Service will make available particle board nestable pallets. Arrangements, to obtain these pallets, should be made with the local Postal authorities during the Preproduction Conference. If pallet problems cannot be resolved with local Postal authorities, call John Robinson 202-268-3309. Loaded pallets must be wrapped with a 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. Pallets of packages must be prepared to protect bottom layer and allow no overhang. See the DMM for preparation requirements for palletizing DBMC Parcel Post.

4.6.2 Pallets/Skids: Other than postal pallets, the contractor must furnish all pallets/skids necessary.

4.7 TURNOVER TO COMMERCIAL CARRIER FOR DELIVERY TO BULK MAIL CENTERS (BMC's). The contractor will be required to drop ship quantities directly to the BMCs and SCFs. To accomplish, this the contractor must prepare, implement and submit electronically a detailed plant-verified drop shipment plan, the cost of which must be included in the contractor's total bid price; a separate charge will not be allowed for any administrative costs for preparing and implementing the drop shipment plan. Vendor must provide electronic copies of load plans 2 days after completion

date. The postal employee verifying the mail will provide a signed copy of Form 8125 Drop Shipment Clearance Document. The CONTRACTOR/MAILER will be responsible to ensure that this document travels with mail and that a copy of the IRS provided GBL is made available for examination upon the request of the postal service at the destination BMC.

The contractor MUST submit its detailed plant-verified drop shipment plan for direct shipments to the BMCs and SCFs on or before the date in the schedule. The detailed plan must be submitted to: U.S. Government Printing Office, Stop PPP, Room C817, 27 G STREET NW, WASHINGTON, D.C. 20401. The container and accompanying documentation must be marked Attention IRS Desk, DROP SHIPMENT PLAN and must include the GPO jacket number. Must be basically in the format shown in Exhibit 5 to show the piece count, approximate weight, freight charges, and number of transit days for each shipment. IRS will supply the contractor with GBL's. The contractor must provide the scheduled dates for dropping at the BMCs and SCF, etc.

NOTE: If the contractor is having a problem with commercial carriers call IRS Traffic: Bill Bracken at 972-308-1932.

4.8 Priority Mail Shipments: Approximately 1,000 cartons from the BMC Bulk Shipments may have to be shipped priority mail. Contractor to furnish priority mail labels to be affixed to the top of each carton. Document 7425 (yellow insert) is to be placed inside each carton on top. Hand stamping of priority mail cartons is unacceptable.

4.9 TURNOVER OF PRIORITY MAIL: IRS priority mail will be entered/delivered at the contractor's local post office for mailing. Contractor will provide manifests for delivered permit mail labels. The contractor must prepare PS 3605 for turnover to local postal authorities. The contractor must FAX their local post office zone rates for priority mail to: Chris Rodriguez at 202-622-4139 in order for this mail to be accepted by USPS.

DISTRIBUTION: F.O.B. Contractor's City. Government Bills of Lading will be furnished.

## Section 5 USPS REQUIREMENTS

5.1 USPS Regulations: The contractor must comply with all U.S. Postal Service regulations governing the preparation of Drop Ship Parcel Post rate mailings which are in effect at the time of the mailing, (or parcel post, for some bulk shipments), including the issuance of the required forms (mailing statements) and the weighing of shipments (mail manifests). **The contractor MUST meet with local postal authorities before the start of production to make arrangements for verification and DBMC Parcel Post manifest approvals.** (The Domestic Mail Manual has specific requirements regarding the minimum and maximum package sizes and must be adhered to by all mailers.) (The USPS Publication 401 has specific guidelines that must be adhered to regarding USPS approved DBMC mail manifests.)

5.2 The Postal Service will verify mailing preparation, makeup, and postage totals at the point where mailings will be prepared and shipped. The contractor MUST apply to the Postal Service for a plant-verified drop shipment authorization (which is a letter submitted to the local post office).

5.2.1 The contractor MUST also obtain an authorization to palletize from the appropriate RCC. A PS Form 3856 must be submitted to the district manager customer service of the division serving the post office where the contractor's plant is located. The contractor should notify Postal authorities as soon as possible concerning this mailing. A 30 day allowance should be made for formal approvals before the date of the first mailing.

5.2.2 USPS Plant-Verified Drop Shipments: The contractor will be required to drop ship all mailed quantities directly to the BMCs and ASFs, and to accomplish this, must prepare and implement a detailed plant-verified drop shipment plan. Transportation to each BMC or ASF will be provided by IRS. The postal employee verifying the mail will provide a signed copy of Form 8125 Drop Shipment Clearance Document. The CONTRACTOR/MAILER will be responsible to ensure that this document travels with the mail and that a copy of the IRS provided GBL is made available for examination upon the request of the postal service at the destination BMC.

On or before the date in the schedule, the contractor MUST submit its detailed plant-verified drop shipment plan for direct shipments to the BMCs and ASFs. The detailed plan must be submitted to the GPO and must be basically in the format shown in Exhibit 12 to show the piece count, approximate weight, and number of transit days for each shipment. The administrative costs of implementing the drop shipment plan are to be included in the contractor's bid price.

The contractor must provide the scheduled dates for dropping at the BMCs and ASF, etc.

Transportation to each BMC or ASF will be provided by IRS. The postal employee verifying the mail will provide a signed copy of Form 8125 Drop Shipment Clearance Document. The CONTRACTOR/MAILER will be responsible to ensure that this document travels with the mail and that a copy of the IRS provided GBL is made available for examination upon the request of the postal service at the destination BMC.

5.2.3 Deposit Of Mail: Mailings will be made at Drop Ship Parcel Post postage rates. Accordingly, the U.S. Postal Service will require that each DBMC rate mailing be deposited at a time and location specified through an appointment procedure. The contractor/mailler will be responsible for scheduling the deposit of all DBMC rate mailings at least 5 workdays in advance by contacting the manager, logistics and distribution, or designee, at the designated BMC. The contractor/mailler must comply with the scheduled time.

5.3 Parcels weighing over 25 pounds are not machinable and MUST NOT be palletized with machinable parcels. Pallets containing non-machinable mail must be labeled to each BMC or ASF as indicated in the Domestic Mail Manual regulations governing the use of Parcel Post.

5.3.1 The contractor must provide adequate space at the mailing facility for postal employees to perform the necessary verifications. IRS will not apply for plant load authorization or plant verified drop shipment, this will be the contractor's responsibility. It is also the responsibility of the contractor, or their mailer, to ensure that their mailing documentation is completed in a timely manner and submitted to all applicable USPS offices. NOTE: Contractor/Mailer should give 48 hours notice for pickup of full truckload shipments.

## Section 6 – QUALITY SYSTEMS

6.1 Quality Systems: The prime contractor shall initiate, prior to start-up and maintain throughout the life of this contract, Quality Systems to assure conformance to all requirements of this contract. The Quality Systems should be documented in a Quality Systems Plan. The plan should also address what actions will be initiated when defects are detected.

6.1.1 The Quality Systems shall assure the quality of components from subcontractors and subsidiary plants. This element includes assuring that components from different sources will be compatible BEFORE the start of production.

6.1.2 The Quality Systems shall include procedures for assuring that all variable data are accurately and completely printed and that all addressed items are mailed. These procedures shall explicitly describe the methods to be used to assure that no records are missed or duplicated when an interruption of variable printing occurs (e.g., due to equipment malfunction).

6.2 Quality Systems Official: The prime contractor shall designate an official who shall monitor and coordinate the quality system. This official shall serve as the Government's single point of contact on quality matters during the life of the contract. The name of the official shall be provided in the plan along with title, position, and telephone number.

6.3 Records of tests, inspections, and critical process controls shall be time stamped and maintained on file. The records must be made available to the GPO and/or IRS inspector until the expiration of the warranty period of this contract. Copies of the forms used to record the inspections and test results shall be submitted with the plan.

6.3.1 All quality control samples must be produced at no additional cost to the Government.

6.4 Inspection by the Government: The right of the Government to make general or specialized tests and inspections DOES NOT RELIEVE THE CONTRACTOR OF ANY RESPONSIBILITY.

6.4.1 Performance of all elements and functions of the Quality Systems shall not relieve the contractor of responsibility for meeting all requirements in this contract.

6.5 Quality Systems Plan: The prime contractor shall submit, in duplicate, written outline plans of the Quality Systems and copies of the forms by the date in the schedule in Section 1. The plans shall be submitted to the Contracting Officer, U.S. Government Printing Office, Stop PPP, Room C-817, Attention: IRS Control Desk, 27 G Street NW, Washington, D.C. 20401. The proposed Quality Systems Plans are subject to Government approval.

6.6 QUALITY ASSURANCE LEVELS AND STANDARDS: The following levels and standards, per GPO Publication 310.1, shall apply to these specifications:

Product Quality Levels:

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

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

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

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

<u>Attribute</u>	<u>Specified Standard</u>
P-7. Type Quality and Uniformity	O.K. Press Sheets

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

P-7. Furnished electronic media.

6.7 Compliance: To monitor compliance with IRS tax work production specifications, one or more quality assurance inspections of the tax packages may be conducted by Government Printing Office and/or Internal Revenue Service personnel.

#### Section 7. PRODUCTION SAMPLES:

NOTE: The copies included in A, B, and C are to be considered sample copies and will not be included in the quantity ordered and may not be included in the quantity billed. Shipping of these samples are to be at the contractors expense, and must be sent by a traceable means.

A. QUALITY ASSURANCE RANDOM COPIES - The contractor MUST submit 600 quality assurance copies (200 each of Items (A) thru (C)) from the entire run at the completion of production, to test for compliance against specifications. The contractor must divide their entire order into equal sublots and select 1 copy from a different general area of each subplot. 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 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 to U.S. Government Printing Office, Printing Procurement, Stop: PPSQ, Room A-843, Quality Assurance Section, Washington, DC 20401.

Submit a copy of the SPECIFICATIONS and the signed Government-furnished "Certificate of Selection of Random Copies", along with the Quality Assurance Random Copies.

B. IRS SAMPLES: Ship or mail 10 copies each of Items (A) thru (C) within 3 workdays after press startup to the following address via traceable means.

Internal Revenue Service  
Room 6242  
Attention: Chris Rodriguez - W:CAR:MP:P:W:T  
1111 Constitution Avenue., N.W.  
Washington, D.C. 20224

C. GPO SAMPLES: Ship or mail 19 copies of each item to 2 destinations as follows:

Ship 15 copies of each item, marked "File Copies" to the Library of Congress, Madison Building, Anglo-American

Acquisition Division, Government Documents Section, C Street (between 1st & 2nd), SE, Washington, D.C. 20540.

Ship 4 copies of each item marked "Depository Copies, Item 0964-E" to the U. S. Government Printing Office, Depository Receiving Section, 44 H Street, NW Loading Dock, Washington, D.C. 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.

Section 8 - OFFERS: Offers must include the cost of all materials and operations for the total quantity ordered in accordance with these specifications.

**BILLING ADJUSTMENTS DUE TO SCHEDULED QUANTITY CHANGES (+ or -) WILL BE AT THE CONTRACTOR'S "ADDITIONAL RATE".** Prices for these "ADDITIONAL RATES" must be based on a continuing run and must be exclusive of all preliminary charges, and will not be a factor in determining award. Bidder **MUST** submit a price for each line item under "Additional Rate" Section. If an entry of NC (No Charge) is entered, it shall be held the bidder intends to furnish those individual items at no charge to the Government.

Transportation charges are **NOT** a factor in determining award.

However, bidder must state in the bid, the location (city and state) of the plant(s) from which this product will be shipped. If shipment is not made from this location, contractor may be responsible for any additional shipping costs incurred.

Award will be made to that low responsible offeror whose offer is determined to be fair and reasonable.

8.1 Printing and binding Item (A)3,382,460 copies; Item (B)3,058,730 copies; Item (C)3,668,540 copies. Packing, labeling, storing, staging, and turnover for mailing, Item (A)50,737 cartons/jiffy bags; Item (B)31,220 cartons/jiffy bags; Item (C)22,459 cartons/jiffy bags; and implementing drop shipment plan.

.....\$ \_\_\_\_\_

The bidder must state the administrative cost for preparing and implementing the drop shipment plan included in the total bid price above .....\$ \_\_\_\_\_

8.2 Prices for additional quantities "ADDITIONAL RATE"

A. Printing and binding Item (A), (136 pages).....per 1,000..\$ \_\_\_\_\_

B. Printing and binding Item (B), (68 pages).....per 1,000..\$ \_\_\_\_\_

C. Printing and binding Item (C), (32 pages).....per 1,000..\$ \_\_\_\_\_

D. Packing, labeling, storing, staging and turnover of mail cartons according to the plans listed below:

Plan A #AA (10 per carton).....per carton..\$ \_\_\_\_\_

Plan A #BB (20 per carton).....per carton..\$ \_\_\_\_\_

Plan A #CC (30 per carton).....per carton..\$ \_\_\_\_\_

Plan A #DD thru LL (70 per carton).....per carton..\$ \_\_\_\_\_

Plan B #AA (10 per carton).....per carton...\$ \_\_\_\_\_

Plan B #BB (20 per carton).....per carton...\$ \_\_\_\_\_

Plan B #CC (30 per carton).....per carton...\$ \_\_\_\_\_

Plan B #DD (60 per carton).....per carton..\$ \_\_\_\_\_

Plan B #EE thru #LL (110 per carton).....per carton..\$ \_\_\_\_\_

Plan C #AA (10 per carton).....per carton...\$ \_\_\_\_\_

Plan C #BB (20 per carton).....per carton...\$ \_\_\_\_\_

Plan C #CC (40 per carton).....per carton...\$ \_\_\_\_\_

Plan C #DD (70 per carton).....per carton..\$ \_\_\_\_\_

Plan C #EE (110 per carton).....per carton..\$ \_\_\_\_\_

Plan C #FF thru #LL (250 per carton).....per carton..\$ \_\_\_\_\_

\_\_\_\_\_ Initials



8.3 Name, address, telephone number, and production function of subcontractor(s), if any, who will perform on this contract.

\_\_\_\_\_  
\_\_\_\_\_

8.4 Location of shipping point and contact information:

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_.

Name of contact person \_\_\_\_\_

Phone number \_\_\_\_\_ FAX number \_\_\_\_\_.

E-mail address \_\_\_\_\_.

FTP address \_\_\_\_\_.

Bidder must fill out, sign or initial as indicated, pages 12 and 13 of these specifications and return it with the bid.

***At the same time invoices are submitted to GPO for payment, contractor must submit a duplicate copy to IRS, Room 6242, Attn: Chris Rodriguez, W:CAR:MP:P:W:T, 1111 Constitution Ave. NW, Washington, DC 20224.***

SUBMIT WRITTEN BIDS TO: U.S. Government Printing Office, Bid Section (PPSB), 36 H Street NW, Room C-161, Washington, DC 20404.

FACSIMILE BIDS are permitted. Submit facsimile bids to FAX No. 202-512-1782, one bid per facsimile. Refer to Solicitation Provisions in GPO Contract Terms (GPO Pub. 310.2), Page 1, Paragraph 6.

\_\_\_\_\_  
Name of Firm

\_\_\_\_\_  
Signature of Bidder