

BID OPENING: NOVEMBER 9, 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.

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)).

OVERVIEW: These specifications are for the procurement of a portion of the printed forms for the annual Federal Income Tax program. This program includes a time critical order fulfillment program which depends upon receipt of material by a certain date. 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.

PRODUCT: Single stub, 6-part, 2-on, no carbon required sets. Part 1 to be optically scanned.

TITLE: Wage and Tax Statement.

CATALOG NUMBER: 10134D.

ITEM: Form W-2, 6-part (2005).

QUANTITY: 729,477 sets, plus or minus none. Note: 9 x 11" sets (2-on) = 1,459,390 sets 9 x 5-1/2".

Changes in Quantity: The Government, for the FINAL QUANTITY, may submit increases or decreases of up to 25% of the form quantities until the date specified in the contract. These quantity adjustments may be made by telephone and will be the final quantity. These adjustments will not change the schedule. Billing adjustments for scheduled quantity (+ or -) will be at the contractor's quoted "ADDITONAL 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.

Statistical Determination of Actual Quantities Shipped: The Government has developed a Statistical Sampling Program for determining quantities received by IRS destinations. Two basic methods will be available, the hand counting method and the machine counting method. The contractor agrees that the Government may choose either or both methods for quantity verification. Where shortages occur the contractor will have to make up the shortages (if time permits) or be subject to corrective action.

SIZE (detached): 8-1/2 x 11".

Stub (internal glue or paste): Length 11", Width 1/2".

GOVERNMENT TO FURNISH: Electronic transfer of text, via e-mail or File Transfer Protocol (FTP), in Portable Document Format (PDF) generated from Adobe Acrobat 6.0 (all images in the PDF files will be hi-resolution and all fonts will be embedded in the files); (the operating system is Unix based, the application used is Mecca III, Version 9.40, by Amgraf), 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).

Form 2040 in a PDF fillable Adobe Acrobat 6.0 file format provided via e-mail

An "IRS" distribution list.

Laser copy to be used as a general guide for margins

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

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.

PROOFS: None required.

PAPER, DESCRIPTION, COLOR OF INK, etc.: All copies must be clearly legible when filled in by a typewriter and have the capability to be photocopied.

Part No.	Paper--To Be Furnished by Contractor-- Basis 500 Sheets 17 x 22"			Copy Designation	Type of change ¹		Color of ink			Stub Position
	Color	Kind ²	Substance		Face	Back	Face	Back ³	Prints Head to	
			(lbs)							
1	White	OCR Chem. Trans. CB	20 - 21.5	Copy A			*	None		L
2	White	Chem. Trans. CFB	12.5 - 15.5	Copy 1	Maj		Black	None		L
3	White	Chem. Trans. CFB	12.5 - 15.5	Copy B	Maj		Black	Black	Head	L
4	White	Chem. Trans. CFB	10.5 - 13.5	Copy C	Maj	Maj	Black	Black	Head	L
5	White	Chem. Trans. CFB	10.5 - 13.5	Copy 2	Mi		Black	None		L
6	White	Chem. Trans. CF or CFB	10.5 - 15	Copy D	Maj		Black	Black	Head	L
¹ Based on sequence....1,2,5,3,4,6										
² Image transfer must be black.										
³ Prints 80% tone of a 110 line screen.										
* Black and red, see "OCR SPECIFICATIONS". One line prints on stub, parallel to the stub perforation, in black ink.										

OCR SPECIFICATIONS (REI Input 80 Model C1 & D):

Performance of Finished Product: The forms produced under these specifications must be guaranteed to function properly when processed through the machines indicated. Forms require precision spacing, printing, and trimming.

Contractor must have or initiate a quality control program to assure OCR ink density. In addition he must have at or adjacent to his production area either a MacBeth PCM-II tester or a Kidder 082A tester in order that testing may be accomplished at regular intervals throughout a shift.

PRESS SHEET INSPECTION: Final makeready press sheets will be inspected and approved at the contractor's plant for the purpose of establishing specified standards for use during the actual press run. Upon approval of the sheets, contractor is charged with maintaining those standards throughout the press run (within QATAP tolerances when applicable) and with discarding all makeready sheets that preceded approval. See GPO Publication 315.3

(Guidelines for Contractors Holding Press Sheet Inspections) issued September 1991. Note: A press sheet inspection is for the purpose of setting specific standards that are to be maintained throughout the entire run. It does not constitute a prior approval of the entire run.

Press sheets must contain control bars for each color of ink on the sheet. Control bars must be placed parallel to the press's ink rollers. The control bars must show areas consisting of 5 x 5 mm (3/16 x 3/16") minimum solid color patches; tint patches of 25, 50, and 75%; dot gain scale (such as, BRUNNER, GATF, GRETAG, or RIT); and gray balance patches for process color (if applicable). These areas must be repeated across the entire press sheet.

PROOFS: Contractor must submit one full color proof of Copy A with margins indicated to IRS, 1111 Constitution Avenue, NW, Attn: Dynisha Harrison, SE:W:CAR:MP:P:B:T, Room 6230, Washington, DC 20224. Proof will be withheld 3 workdays from receipt until contractor is given an O.K. to print.

PRIOR TO PRODUCTION SAMPLES: The sample requirement for this contract is not less than 3,000 sets. Each set must consist of all component parts assembled in sets as specified. Sets must be printed using the form, ink, paper, equipment, and the method of production which will be used in producing the finished product. Each set must be of the size, kind, and quality the contractor will furnish.

Samples will be inspected and tested and must comply with the specifications as to kind and quality of materials, quality of reproduction, clarity, legibility, and margins. Submit prior to production samples to: Social Security Administration, Wilkes – Barre Data Operation Center, Attn: Maryjane Uhing/Phyllis Passetti, 1150 E. Mountain Drive, Wilkes – Barre, PA 18702. Approval will be given with 5 workdays via e-mail. Contractor does not have authorization to print until final approval/disapproval of prior to productions samples. Contractor must e-mail Dynisha Harrison at Dynisha.T.Harrison@irs.gov or contact via telephone at 202-927-9428 with the tracking number for the priors.

Ink and Paper: Red ink used on Part 1 must be highly reflective, Flint Ink Corp. (formerly Sinclair and Valentine) J-6983 or equal. Black ink used on Part 1 must be non-reflective. No special ink requirements for black ink used on balance of parts.

Readings will be made when printed on 20 - 21.5 lb White OCR Chemical Transfer CB with the reflectance of the red ink 80% or greater relative to the reflectance of the paper. Black ink used must not have a reflectance greater than 15% relative to the reflectance of the paper. These readings are based on requirements of the "REI Input 80 Model C1 & D" Optical Scanner using Flint Ink Corp.'s J-6983 Red ink or equal.

MacBeth PCM-II Tester: The tested Print Contrast Signal (PCS) values when using the MacBeth PCM-II tester on the "C" scale must range from .01 minimum to .06 maximum.

Kidder 082A Tester: The tested Print Contrast Signal (PCS) values when using the Kidder 082A tester on the Infra Red (IR) scale must range from .12 minimum to .21 maximum. White calibration disc must be 100%, sensitivity must be set at one (1).

MARGINS: Face -- Head 1/2", foot 1/4", left 1/2", right 1/2"; **start of 2nd form 1-5/16 from bottom of 1st W-2 to the start of 2nd form**

Part 3-Back -- Head 1/4", foot 2-3/4", left 1/4", right 1/4".

PERFORATIONS: Perforations permitting accurate and clean separations will be required for a stub. Also, perforations perpendicular to the stub perforation are required every 5-1/2" between sets, through all stubs and parts, except on part 1. **THERE MUST BE NO PERPENDICULAR PERFORATIONS ON THE DETACHABLE PORTION OF PART 1.**

PACKING: No internal wrapping or tying. Place full size corrugated boards on top, bottom, and vertically between stacks. Pack 700 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: Reproduce shipping container label from furnished camera copy, 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.

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).

*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. "Mislabeling" 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.

(c) Exceptions: Trim size and margins, of the finished product, and detached size of forms, must be within a tolerance of $\pm 1/16$ " and the register from form to form must be within $1/16$ ". Any deviation will be considered a major defect.

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
P-9. Solid and Screen Tint Color Match	Flint Ink Corp.'s J-6983.

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 two consignments ship f.o.b. destination:

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

Ship 3 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:

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

Ship 57,000 copies to: Fresno IRS Center, Warehouse Stop 93444, 2628 South Cherry Avenue, Fresno, CA 93706.

Ship 2,100 copies to: IRS/Ogden Warehouse, C-7, SB/SE MS 1431 POB 160347, Clearfield Fed. Depot, Bldg. C-7, Clearfield, UT 84016.

Ship 42,000 copies to: Kansas City IRS Center, S/R&W MS 1424 BLDG 22, Annex 3, 15618 West 99th Street, Lenexa, KS 66219.

Ship 2,100 copies to: IRS/Florence Suboffice, Inventory Stop 623, 7940 Kentucky Drive, Florence, KY 41042.

Ship 5,600 copies to: Memphis IRS Center, Stop 9425, 5333 Getwell Road, Memphis, TN 38118.

Ship 25,200 copies to: Atlanta IRS Center, ATSC Offsite Warehouse GHS, 2650 Button Gwinnett Drive, Doraville, GA 30340.

Ship 2,100 copies to: Brookhaven IRS Center, Stop 227 Warehouse, 1040 Waverly Avenue, Holtsville, NY 11742.

Ship 21,000 copies to: Andover IRS Center, Warehouse #377, 377 Ballardvale Street, Wilmington, MA 01887.

Ship 22,400 copies to: IRS/Philadelphia IRS Center Warehouse, 11631 Caroline Road, Philadelphia, PA 19154.

Ship 549,500 copies to IRS CADDC, 2402 East Empire, Bloomington, IL 61799.

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 2 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 202-622-7350, between the hours of 8:30 am -- 3:30 pm prevailing eastern 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 (UPS), the IRS will provide an IRS small package carrier account number. Contractor MUST call at least 2 weeks prior to the scheduled ship date, if a carrier account number has not been issued. Contact Dynisha Harrison at 202-927-9428 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.

SCHEDULE: Purchase order number by telephone by November 23, 2004.

Furnished electronic media and final quantity will be forwarded to contractor on December 7, 2004.

72 hours prior to press, pamphlet binding, addressing and mailing operations the contractor must e-mail to: Dynisha.T.Harrison@irs.gov fax IRS Form 9558 (copy of form to be furnished with purchase order) to 202-622-6629/4139 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 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 GPO.

Must return with all copies of all SPC receipts within 2 weeks after the final ship complete date to IRS, Attn: Dynisha Harrison, Room 6242, SE:W:CAR:MP:P:B:T 1111 Constitution Avenue, NW, Washington, DC 20224.

Note: Files received in unusable condition will be replaced by IRS on an expedited basis. It is the contractor's duty to report such occurrences to the IRS Resident Coordinator, or Dynisha Harrison at 202-927-9428 as soon as discovered.

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 with the shipping priority as listed below.

Ship 77 copies (Advance Distribution List) on or before January 3, 2005.

Ship complete on or before January 20, 2005.

Form 2040: Print contractor is required to have Internet access, provided through their Internet Service Provider (ISP) with e-mail and a web browser equivalent to Internet Explorer 6.0 or Netscape 4.0. The print contractor is also required to have Adobe Acrobat 6.0(or more recent) software (not Adobe Reader).

The print 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 Dynisha Harrison on (202) 927-9428.

The contractor *must* update the Electronic Form 2040 and transmit via e-mail to IRS each day the product ships.

In addition to the above the contractor must complete and send, via certified mail, IRS Form 5872 (Shipping Data Transmittal and Certification furnished with bills of lading) within one workday following the final shipment. Specific instructions for completion and mailing of this form will be furnished with the form.

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 sets folded and 1,000 sets flat. 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 a factor in determining award.

Contractor **MUST** indicate in his bid the **WEIGHT** of the paper he will furnish for each part of the set. 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.

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.

SUBMIT WRITTEN BIDS TO: U.S. Government Printing Office, Bid Section (PPSB), Room C-161, 45 H 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.