

BID OPENING: OCTOBER 26, 2004

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

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

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 CODED FORMS FOR
POST OFFICES, LIBRARIES, AND MISCELLANEOUS - (BULK SHIP TO CADC) FOR TAX YEAR 2004

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SCOPE: These specifications cover the printing of 7 two-page forms. There are 2 versions of each form, a total of 14 different printings, with a total estimated quantity of 43,578,000 forms. Like versions of each form are to be packed 3,000 forms per carton, and labeled with an IRS carton label (Light Blue paper for Post Offices (P), and Pink paper for Libraries (L)).

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 e-mail/FTP and will be the FINAL quantity. These adjustments will not change the scheduled delivery 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.

NOTE: No shortages or overruns will be allowed.

Section 1 - SCHEDULE

<u>Date</u>	<u>Event</u>
10-26-04	Bid opening.
11-05-04	Award of contract (Purchase Order Number by phone).
11-12-04	Final quantity due from IRS to contractor.

- 11-19-04 Camera copy to contractor via electronic media – e-mail/FTP/disk.
- 11-26-04 Start to Ship Date (on or before)
- 12-24-04 Ship complete on or before this date.

NOTE: 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 GPO and IRS personnel to determine if the successful contractor (and his subcontractors) have adequate facilities and expertise to accomplish the requirements of these specifications.

1.2 Inspection Notification: 72 hours prior to printing, packing and shipping operations the contractor must FAX IRS Form 9558 (copy of Form to be furnished with purchase order) to 202-622-3190 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 the GPO.

Section 2 - MATERIALS

- 2.1 Furnished by the Government: 1) Electronic text *, electronic copy for Document 7425 and IRS carton labels; Government Bills of Lading; and, electronic media for Form 2040.

Note: Electronic transfer will be via e-mail or File Transfer Protocol (FTP) in a 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 a loss of data. The PDFs are backward compatible to Adobe Acrobat 5.0. 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. Contractor to maintain a 3/8" top margin, outside 3/8" (if no margin instructions are provided in the file).

2.1.1 Disposition of Furnished Materials: Copy may be disposed of at contractor's discretion 30 days after completion of final shipments.

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

- 2.2.1 White Offset Book Paper, basis weight: 50 lbs. (per 500 sheets, 25 x 38") equal to JCP Code A60, or A70.
- 2.2.2 White Writing Paper, basis weight: 18 or 20 lbs. (per 500 sheets, 17 x 22") equal to JCP Code D10.
- 2.2.3 Paper for carton labels: Light Blue for Post Offices (P), and Pink for Libraries (L).

2.3 JCP STANDARDS: The specifications of all papers furnished must be in accordance with those listed herein or listed for the corresponding JCP Code numbers in the "Government Paper Specification Standards No. 11" dated February 1999.

Section 3 - Forms Specifications3.1 Item and Form Number:

- (A) 1040 (Black and PMS 3005 Blue - Face and Back)
- (B) 1040 A (Black and Pantone 185 Red - Face and Back)
- (C) 1040 EZ (Black and. PMS 338 Green - Face & Back)
- (D) 1040 A&B (Black only - Face and Back)
- (E) 1040 A SCH. 1 (Black and Pantone 185 Red - FACE ONLY)
- (F) 1040 A SCH. 2 (Black and Pantone 185 Red - Face and Back)
- (G) 1040 EIC (Black only - Face and Back)

3.1.1 Copy Changes: IRS will provide 14 different electronic text files, 1 for each of the 2 versions of Items (A) thru (G). The changes will be a (P) for Post Offices, and (L) for Libraries. Also, 14 different catalog numbers.

3.2 QUANTITY:

	(P) Post Office	(L) Libraries	Total
Item (A)	5,592,000	5,373,000	10,965,000
Item (B)	4,836,000	4,515,000	9,351,000
Item (C)	5,046,000	4,458,000	9,504,000
Item (D)	2,823,000	2,646,000	5,469,000
Item (E)	1,296,000	1,194,000	2,490,000
Item (F)	1,242,000	1,095,000	2,337,000
Item (G)	1,722,000	1,740,000	3,462,000
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	22,557,000	21,021,000	43,578,000

3.3 FORMAT:

3.3.1 Item (A) may print on any combination of white offset book, or white writing. Face and back prints *Black and PMS 3005 Blue*. The blue printing is a screened background equal to 10% tone of 110 line screen (may be simulated). Margins (to blue image), face and back 3/8" head, center left and right.

3.3.2 Items (B), (E), and (F) may print on any combination of white offset book, or white writing. Items (B) and (F) print face and back in *Black and Pantone 185 Red*, and item (E) prints FACE ONLY in *Black and Pantone 185 Red*. The red printing is a screened background equal to 15% tone of 110 line screen (may be simulated). Margins (flat size) face and/or back 1/2" head to black ink, center left and right.

3.3.3 Item (C) MUST print on white offset book or writing. Face prints *Black and PMS 338 Green*. The green printing is a 15% tone of 110 line screen. Back prints black. Margins - face 2/6" head to green image and 1/2" to black image, 2/6" left and right, 1/2" bottom; back - 1/2" head, center left and right.

3.3.3.1 Screen (Tone): Face of form contains solid green and a Green screened background equal to a 15% tone of a 110-line screen (may be simulated).

3.3.3.2 Registration: Registration must be $\pm .02$ " both horizontally and vertically, between the Black and Green printers.

3.3.4 Item (D) and (G) may print on any combination of white offset book, or white writing. Face and back prints black only. Margins - face and back - 1/2" head, center left and right.

3.4 Trim Size: Items (A) thru (G) trim to 8 x 10-7/8 to 11".

3.5 Contractor must set a GPO imprint line and insert on each item contractor prints, in accordance with GPO Contract Terms 310.2, Page 9.

3.6 Proofs: Submit 2 set(s) of Dylux, or similar proofs with margins indicated as soon as the contractor deems necessary in order to comply with the contract schedule. Proofs will be withheld 5 workdays from receipt in the IRS until they are made available for pickup by the contractor. Contractor is not authorized to print prior to his receipt of an approval or conditional approval. Do not return electronic media with proofs. Submit proofs to U.S. Government Printing Office, Room A843, Team 10, 27 G STREET NW, WASHINGTON, D.C. 20401, Attn: Frank Yator, (202) 512-2044. The container and accompanying documentation must be marked "Attention: IRS Federal Tax Forms Program PROOFS" and must include the GPO Jacket Number.

Section 4 - Packing/Shipping (FOB Contractor's City) Government Bills of Lading will be furnished.

4.1 Packing: Pack like versions of each form, 3,000 copies per carton. Pack solid, in 2 stacks. Palletize cartons of like forms separately. Mixing of forms, or versions of each form, on the same pallet is not allowed except on the last pallet, which may have an assortment, but it must be clearly marked on all 4 sides of the pallet: "MIXED ITEMS ON THIS PALLET".

4.2 Cartons: Cartons must be corrugated or solid fiber shipping containers, 1380 kPa (200 psi) minimum bursting strength. Bottom flaps may be glued, stapled, or sealed with polyester tape 2 to 3" width, minimum 12 kNm (65 lbs./inch) transverse tensile strength). If stapled, cartons must be stapled before packing and without damage to forms. Cartons are to be sealed at top with 2 to 3" paper or polyester tape (not reinforced). Approximate carton size is 17-1/2 x 11-1/2 x 9". Contractor will determine exact dimensions of carton in accordance with trim size of forms he will produce. Cartons used for bulk shipments require a carton label.

4.3 Carton Labels: A label must be securely applied to one end of each carton. Electronic copy will be supplied. It must be reproduced 100% and printed on Light Blue paper for Post Offices (P), and Pink paper for Libraries (L).

CAUTION: 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.

4.4 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.

4.4.1 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.

4.4.2 Pallet Height: Maximum height of 55" ,including pallet, must be maintained.

4.4.3 DO NOT DOUBLE STACK LOADED PALLETS.

4.5 Shipping Address (ship all quantities to): Internal Revenue Service
Central Area Distribution Center

2402 East Empire
Bloomington, IL 61799

The contractor must telephone CADC Logistics 309-662-2436 the same day the carrier picks up a shipment from the contractor's plant, destined for CADC.

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

4.6 ELECTRONIC SHIPPING VERIFICATION: The Government will furnish Form 2040 in a fillable PDF file format provided via email.

The contractor is required to have Internet access, provided through their Internet Service Provider (ISP) with email and a web browser equivalent to Internet Explorer 6.0 or Netscape 4.0. The print contractor is also required to have Adobe Acrobat 5.0 Standard (or higher) software (not Adobe Reader).

The contractor is required to complete and email Form 2040 daily to the IRS when shipping begins. Form 2040 is in a fillable PDF file format. The IRS prior to being sent to the contractor will fill in the majority of the information in the form. The contractor is responsible for the verification and correctness of information supplied back to IRS. If Form 2040 has missing or incorrect information, please contact Chris Rodriguez on 202-622-3374.

The contractor MUST update the Form 2040 and transmit via email to IRS each day the product ships. **Any delay or missed input could result in delay of payment.**

Section 5 - Quality Assurance

5.1 QATAP: The following levels and standards shall apply to these specifications:

Product Quality Levels:

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

Inspection Levels (from ANSI/ASQC Z1.)-

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

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

<u>Attribute</u>	<u>Specified Standard</u>
P-7. Type Quality and Uniformity	O.K. Press Sheets
P-9. Solid or Screen Tints Color Match	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. Electronic media.
- P-9. Pantone Matching System.

5.2 PRODUCTION SAMPLES:

NOTE: The copies included in A and B 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 2,800 quality assurance copies (200 each of Items (A) thru (G), for all 2 versions), 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: Send via traceable means 10 copies each of Items (A) thru (G) (each version), within 3 workdays after press startup to the following address:

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

Section 6 - 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 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 a factor in determining award.

Bidder must state in the bid, the weight of the paper and the trim size for each item, or the Government will use the heaviest paper and the largest trim size to evaluate freight costs. The location (city and state) of the plant(s) from which this product will be shipped must also be included in the bid. 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.

6.1 Printing, trimming, packing, labeling, and turnover for shipment by freight: Item (A) 10,965,000 copies; Item (B) 9,351,000 copies; Item (C) 9,504,000 copies; Item (D) 5,469,000 copies; Item (E) 2,490,000 copies; Item (F) 2,337,000 copies; and Item (G) 3,462,000 copies.

.....\$ _____

6.2 Prices for additional quantities: "ADDITIONAL RATE"

- 6.2.1 Printing and binding Item (A), (Face and back, 2 colors).....per 1,000..\$ _____
- 6.2.2 Printing and binding Item (B), (Face and back, 2 colors).....per 1,000..\$ _____
- 6.2.3 Printing and binding Item (C), (Face and back, 2 colors).....per 1,000..\$ _____
- 6.2.4 Printing and binding Item (D), (Face and back, 1 color).....per 1,000..\$ _____
- 6.2.5 Printing and binding Item (E), (Face only, 2 colors).....per 1,000..\$ _____
- 6.2.6 Printing and binding Item (F), (Face and back, 2 colors).....per 1,000..\$ _____
- 6.2.7 Printing and binding Item (G), (Face and back, 1 color).....per 1,000..\$ _____
- 6.2.8 Packing, labeling, and turnover.....per carton.....\$ _____
- 6.2.9 Pallets..(Include loading and wrapping).....per pallet.....\$ _____

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

6.4 Location of Shipping Point and Contact Information:

Address _____

City _____ State _____ Zip Code _____.

Name of Contact Person _____

Phone # _____ FAX# _____

E-Mail: _____ FTP: _____

6.5 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.

Bidder must fill out, sign or initial as indicated, page 7 of these specifications and return it attached to GPO Form 910.

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

