

BID OPENING DATE: NOVEMBER 1, 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)).

PRODUCT: Folded form requiring horizontal and vertical perforations.

TITLE: Withholding Certificates for Pension or Annuity Payments.

CATALOG NUMBER: 10225T.

ITEM: Form W-4P (04).

QUANTITY: 1,131,296 copies, plus or minus none.

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.

TRIM SIZE: 17 x 11" flat, 8-1/2 x 11" folded.

GOVERNMENT TO FURNISH: Electronic transfer of text, via e-mail or File Transfer Protocol (FTP), or electronic media, 3-1/2" floppy diskette or 100 MB Zip disk. Files will be in Portable Document Format (PDF) generated from Adobe Acrobat 6.0 compatible with Acrobat 5.0. The operating system is Windows based, the application used to create the product is OneForm Designer Plus. When necessary, files will be color separated. All images in the PDF files are in hi-resolution and all fonts will be embedded in the files prior to image processing. The contractor is responsible for checking files contained on the furnished electronic files/media to insure that correct files output selection has been provided for, so as to correctly output for printing. Output must be generated on high resolution image processors.

PDF file for IRS carton label.

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

IRS Advance distribution list.

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 5.5 Standard (or higher) software (not Adobe Reader). The contractor must furnish an email address for the IRS to email the forms mentioned above.

**REPRODUCIBLES:** The contractor must make all reproducible required. Reproduce electronic media same size. Reproducibles made by the contractor and furnished electronic media may be destroyed 90 days after completion of delivery.

**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 Offset Book, basis weight: 50 lbs per 500 sheets, 25 x 38", equal to JCP Code A60 **or:** White Writing, basis weight: 20 lbs per 500 sheets, 17 x 22", equal to JCP Code D10.

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

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

**Caution:** Forms may be used individually or in sets. Forms must register from part to part, within 1/16", when used in sets, and margins must be maintained within a tolerance of 1/16".

**BINDING:** Perforate **VERTICALLY** at 8-1/2" from the left/right beginning at the bottom edge and extending 4", or at contractor's option the vertical perforation may extend the entire 11" dimension. Perforate **HORIZONTALLY** beginning at the right edge of page 1 and 4" from the bottom edge, extending 8-1/2" to meet the vertical perforation. This will form a certificate 8-1/2 x 4" when detached. All perforations must be slit or slot (pinhole not acceptable). Fold to 8-1/2 x 11" using one parallel fold (on the vertical perforation) with pages 1 and 4 out.

**PACKING:** No internal wrapping or tying. Place full size corrugated boards on top, bottom, and vertically between stacks. Pack 1,500 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.

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.

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

**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 Acquisitions Division, Federal 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, 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 1,500 copies to Ogden IRS Center, Warehouse SB/SE MS 1431, Clearfield Federal Depot, Bldg. C-7, Clearfield, UT 84016.

Ship 1,500 copies to Memphis IRS Center, Warehouse Stop 9425, 5333 Getwell Rd., Memphis, TN 38118.

Ship 1,500 copies to Atlanta IRS Center, ATSC Offsite Warehouse GHS, 2650 Button Gwinnett Drive, Doraville, GA 30340.

Ship 108,000 copies to IRS WADC, 3041 Sunrise Blvd., Rancho Cordova, CA 95742.

Ship 702,000 copies to IRS CADC, 2402 East Empire, Bloomington, IL 61799.

Ship 316,500 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 area code 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 (SPC), the IRS will provide an IRS small package carrier account number. Contractors must notify the IRS at 202-622-7350, at least three Federal workdays, prior to the scheduled ship date, if a carrier account number has not been issued. 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. If the U.S. Postal Service is used, camera copy for postage and fees paid labels will be furnished.

For IRS shipments the contractor must FAX pertinent shipping information to IRS. See under "SCHEDULE".

SCHEDULE: Purchase order number by telephone by November 15, 2004.

Furnished electronic media will be forwarded to contractor by December 6, 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 complete on or before December 20, 2004.

**IRS Quantities:** Within 24 hours after the release of each freight shipment and the completion of small package carrier shipments and/or mailing, the contractor will FAX to the Government, on 202-622-6629, the following information:

- 1) Name & phone number of person calling and Company Name;
- 2) GPO Jacket Number and IRS Form Number; and
- 3) Quantity being released, date of release, and, for freight shipments only, the destination.

**ELECTRONIC FORM 2040-Distribution/Shipping List:** Contractor is required to update and complete the electronic Form 2040 and transmit via e-mail to IRS each day a shipment is made and on the same day that the shipment is done. Form 2040 is in a PDF fillable Adobe Acrobat 5.0 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. Any delay or missed input could result in delay of payment. If there is any information missing or incorrect, please contact Jonathan Rice (202) 622-7515 or Gloria Robertson (202) 927-9429.

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 copies. The price for additional quantities must be based on a continuing run, exclusive of all basic or preliminary charges and will not be a factor for determination of award.

Transportation charges are a factor in determining award.

**NOTE:** Contractor must provide an e-mail address for receiving electronic files to [Jonathan.L.Rice@irs.gov](mailto:Jonathan.L.Rice@irs.gov) and [Gloria.Robertson@irs.gov](mailto:Gloria.Robertson@irs.gov) within 2 days of award. Contractor must include the Jacket Number with the e-mail address

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.

**SUBMIT WRITTEN BIDS TO:** U.S. Government Printing Office, Bid Section (PPSB), Room C-161, 36 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.