

U.S. GOVERNMENT PRINTING OFFICE

Washington, D.C.

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

Advice of Credit (Form 2284) and FTD Transmittal Reorder (Form 5522)

as requisitioned from the U.S. Government Printing Office (GPO) by the

Internal Revenue Service (IRS)

Single Award

TERM OF CONTRACT: The term of this contract is for the period beginning **November 1, 2004 and ending October 31, 2005**, plus up to four optional 12-month extension periods that may be added in accordance with the "Option to Extend the Term of the Contract" clause in Section 1 of this contract.

BID OPENING: Bids shall be publicly opened at 11 a.m., prevailing Washington, D.C. time, **on October 26, 2004.**

BID SUBMISSION: Submit bid in pre-addressed envelope furnished with solicitation, or send to: U.S. Government Printing Office, Bid Section, Room C-161, Stop PPSB, Washington, D.C. 20404-0001. Facsimile bids in response to this solicitation are permitted. Facsimile bids may be submitted directly to the GPO Bid Section, FAX No. (202) 512-1612. The Program number and bid opening date must be specified with the bid. Refer to Facsimile Bids in Solicitation Provisions of GPO Contract Terms, GPO Publication 310.2 as revised May, 1999.

SPECIAL ATTENTION IS DIRECTED TO THE FOLLOWING ITEMS WHICH DIFFER SIGNIFICANTLY FROM THE PREVIOUS CONTRACT:

Term of Contract. Scope. Construction. Exhibits are not available electronically, must see hard copy of specifications.

Additional lesser changes are scattered throughout.

Abstracts of contract prices are available on our website at www.gpo.gov/procurement.

For information of a technical nature call Deborah Roberts (202) 512-2044 (No collect calls).

SECTION 1.- GENERAL TERMS AND CONDITIONS

GPO CONTRACT TERMS: Any contract which results from this Invitation for Bid will be subject to the applicable provisions, clauses, and supplemental specifications of GPO Contract Terms (GPO Pub. 310.2, effective December 1, 1987 (Rev. 6-01)) and GPO Contract Terms, Quality Assurance Through Attributes Program (GPO Pub. 310.1, effective May 1979 (revised 8-02)).

SUBCONTRACTING: The predominant production function is the imaging of personalized data on the base form.

QUALITY ASSURANCE LEVELS AND STANDARDS: The following levels and standards shall apply to these specifications:

Product Quality Levels:

- (a) Printing (page related) Attributes--Level IV.
- (b) Finishing (item related) Attributes--Level IV.
- (c) Exception: Registration must be maintained within $\pm .79$ mm (1/32") of the standard.
- (d) Exception: Color must be maintained in accordance with printing specifications on page 8.

Inspection Levels (from MIL-STD-105):

- (a) Nondestructive 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 and Screen Tint Color Match	O.K. Press Sheets

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

P-7. Camera copy, average type dimension in Government furnished sample.

P-9. Government furnished sample, color swatch, Pantone Matching System color.

CONTRACTOR'S QUALITY CONTROL PROCEDURES: Prior to startup, contractor must put into effect and maintain, within his own organization, an independent Quality Assurance Organization of sufficient size and expertise to monitor the operations performed and inspect the products of each operation to a degree and extent that will insure the Government's Quality Assurance, inspection, and acceptance provisions herein are met.

Contractor shall perform, or have performed, the process controls inspections and tests required to substantiate that the supplies provided under the contract conform to the Specifications and contract requirements. This factor includes 100 percent accuracy in the imaging and collation of all forms (coupons). Contractor must also develop a system for replacing damaged products on a daily basis. All requested Quality Control Samples must be produced at no cost to the Government.

Contractor shall submit in writing during the Preaward Conference, the details of his production and quality control plans describing how, when, where, and by whom the above process controls and inspections will be performed. Contractor must submit floor plans at the Preaward Conference detailing backup facility procedures as well as particulars outlining plant security requirements. This should also include the security of Government property.

For Special Order requests, contractor must provide the method they will use to incorporate special orders in the current day's work to expedite delivery.

OPTION TO EXTEND THE TERM OF THE CONTRACT: The Government has the option to extend the term of this contract for a period of 12 months by written notice to the contractor not later than 60 days before the contract expires. If the Government exercises this option, the extended contract shall be considered to include this clause, except, the total duration of the contract may not exceed 5 years as a result of, and including, any extension(s) added under this clause. Further extension may be negotiated under the "Extension of Contract Term" clause. See also "Economic Price Adjustment" for authorized pricing adjustment(s).

EXTENSION OF CONTRACT TERM: At the request of the Government, the term of any contract resulting from this solicitation may be extended for such period of time as may be mutually agreeable to the GPO and the contractor.

ECONOMIC PRICE ADJUSTMENT: The pricing under this contract shall be adjusted in accordance with this clause, provided that in no event will any pricing adjustment be made that would exceed the maximum permissible under any law in effect at the time of the adjustment. There will be no adjustment for orders placed during the first period specified below. Pricing will thereafter be eligible for adjustment during the second and any succeeding performance period(s). For each performance period after the first, a percentage figure will be calculated as described below and that figure will be the economic price adjustment for that entire next period. Pricing adjustments under this clause are not applicable to reimbursable postage or transportation costs, or to paper, if paper prices are subject to adjustment by separate clause elsewhere in this contract.

For the purpose of this clause, performance under this contract will be divided into successive periods. The first period will extend from the beginning of the contract to October 31, 2005, and the second and any succeeding period(s) will extend for 12 months from the end of the last preceding period, except that the length of the final period may vary. The first day of the second and any succeeding period(s) will be the effective date of the economic price adjustment for that period.

Pricing adjustments in accordance with this clause will be based on changes in the seasonally adjusted "Consumer Price Index For All Urban Consumers - Commodities Less Food" (Index) published monthly in the CPI Detailed Report by the U.S. Department of Labor, Bureau of Labor Statistics.

The economic price adjustment will be the percentage difference between Index averages as specified in this paragraph. An index called the variable index will be calculated by averaging the monthly Indexes from the 12-month interval ending 3 months prior to the beginning of the period being considered for adjustment. This average is then compared to the average of the monthly Indexes for the 12-month interval ending July 31, 2004, called the base index. The percentage change (plus or minus) of the variable index from the base index will be the economic price adjustment for the period being considered for adjustment.

The Government will notify the contractor by contract modification specifying the percentage increase or decrease to be applied to invoices for orders placed during the period indicated. The contractor shall apply the percentage increase or decrease against the total price of the invoice less reimbursable postage or transportation costs and separately adjusted paper prices. Payment discounts shall be applied after the invoice price is adjusted.

PAPER PRICE ADJUSTMENT. Paper prices charged under this contract will be adjusted in accordance with "Table 6 - Producer Price Indexes and Percent Changes for Commodity Groupings and Individual Items" in Producer Price Indexes report, published by the Bureau of Labor Statistics (BLS), as follows:

1. BLS code 0913-01 for paper (less newsprint) will apply to all paper required under this contract.
2. The applicable index figures for the month of October, 2004 will establish the base index.
3. There shall be no price adjustment for the first three months of the contract.
4. Price adjustments may be monthly thereafter, but only if the index varies by an amount (plus or minus) exceeding 5% by comparing the base index to the index for that month which is two months prior to the month being considered for adjustment.
5. Beginning with order placement in the fourth month, index variances will be calculated in accordance with the following formula:

$$\frac{x \text{ base index}}{\text{base index}} \times 100 = \text{ ______ } \%$$

where X = the index for that month which is two months prior to the month being considered for adjustment.

6. The contract adjustment amount, if any, will be the percentage calculated in 5 above less 5%.
7. Adjustments under this clause will be applied to the contractor's bid price(s) for line items(s) II. (a) and (b) in the Schedule of Prices and will be effective on the first day of any month for which prices are to be adjusted.

The Contracting Officer will give written notice to the contractor of any adjustments to be applied to invoices for orders placed during months affected by this clause. The above adjustments are for contracts of 12 months or less. For contracts, over 12 months, the base percentage to be exceeded before operation of the adjustment will be an additional 5% for each 12-month period of the contract beginning with the 13th month with the percentages noted in paragraphs 4 and 6 above adjusted accordingly.

In no event, however, will any price adjustment be made which would exceed the maximum permissible under any law in effect at the time of the adjustment. The adjustment, if any, shall not be based upon the actual change in cost to the contractor, but shall be computed as provided above.

The contractor warrants that the paper prices set forth in this contract do not include any allowance for any contingency to cover anticipated increased costs of paper to the extent such increases are covered by this price adjustment clause.

ASSIGNMENT OF JACKETS, PURCHASE AND PRINT ORDERS: A GPO jacket number will be assigned and a purchase order issued to the contractor to cover work performed. The purchase order will be supplemented by an individual "Print Order" for each job placed with the contractor. The print order, when issued, will indicate the quantity to be produced and any other information pertinent to the particular order.

PREAWARD SURVEY: In order to determine the responsibility of the prime contractor or any subcontractor, the Government reserves the right to conduct a preaward survey or to require other evidence of technical, production, managerial, financial, and similar abilities to perform, prior to the award of a contract.

TESTING: The contractor will be supplied a test disc within one week after award and will be required to produce, within 30 days at least 50 test samples (at no cost to the Government) as specified in these specifications. All requirements must be met except mailing. The complete test material will be shipped to the IRS for review for accuracy, completeness, and scannability. If the ability to achieve the necessary quality is not satisfactorily demonstrated, the contractor may be subject to default.

PRODUCTION REQUIREMENTS: Within 30 days of award, contractor must develop software programs and procedures to supplement the daily operations. These requirements include:

Ability to allow the direct input of emergency orders received from IRS. These orders must be included in current day's production. Contractor will be allowed a single charge for each order no matter how many orders are requested. (Contractor should expect Emergency orders not to exceed 10 customer orders, per day's production). Emergency production will be charged separately.

Ability to verify ZIP Code accuracy of orders received. ZIP Codes found bad must be corrected prior to laser printing of forms/coupons. If sufficient data is not available for correcting ZIP Code, an error notice must be sent to the issuing Submission Processing Campus. The contractor will be supplied with a test disc for the purpose of testing the ZIP Code verification/correction software program. The completed test material will be shipped to IRS (Where NO or Campus) for review and approval before product production is begun.

Ability to bypass the ZIP Code verification/correction program for certain selected records on the discs received from the IRS Submission Processing Campuses. These records will have a designator character in the file record itself.

Ability to go back to original print file to replace a single order that has become unacceptable during production. Re-keyboarding data is not acceptable.

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Ability to guarantee registration of all scannable data or handwritten boxes. Each time stock is printed all forms should be subjected to a battery of tests to insure that all forms will be read correctly.

Ability to switch to a priority back-order system. Orders will consist of single customerbook orders. All orders will be priority orders and will be processed daily.

Ability to process mail with delivery point bar code and ZIP+4 ZIP Code as required by the Government.

PREPRODUCTION CONFERENCE: A Preproduction Conference will be held at the contractor's plant. 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. The contractor should be prepared to present detailed production and quality control plans including such items as: (1) processing and sorting master files, as well as the security of the files and taxpayer information; (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 subcontractors will be involved and kept informed; (6) how the product will be staged and/or shipped; and (7) any other special requirements which are specific to this contract.

Attending this meeting will be representatives from Government Printing Office, Internal Revenue Service, and Postal Service. A representative of all subcontractors must also be present.

Note: All samples, testing, preproduction requirements, etc. must be completed in a timely fashion so as to allow proper testing and approval by the Government prior to the placement of the first order for printing which will be approximately November 1, 2004.

QUALITY SYSTEMS AUDIT: In connection with the Preproduction Conference, a Quality Systems Audit may be conducted. Following the conference, the GPO and the IRS may conduct an in-depth audit of all contractor quality control methods, quality systems, quality plans, and security procedures in a formal walk-through review of the previously approved written plan. This Audit will require the contractor to plan, in advance, all quality related functions which would be required for the term of this contract. A complete audit of all subcontractors' quality systems may also be performed. This requirement will apply to all contractors doing AOC and FTD Transmittal Reorder forms for the first time.

SECURE FACILITY: Contractor must have dedicated space available within a secured area, with access limited only to employees working full-time on the production of the coupon books. Either a separate facility dedicated to IRS work or a second production area with limited access within the contractor's primary facility will be acceptable. The contractor shall submit floor plans at the Preproduction Conference detailing how this requirement will be met.

Contractor also must provide a secured storage area for printed forms awaiting transfer to the Postal Service and/or files furnished by IRS or produced by the contractor.

EQUIPMENT: All equipment that will be used in the manufacture and/or mailing of the finished products must be located within the previously defined secured area.

The contractor shall be covered by a maintenance agreement providing 24-hour-a-day service on all equipment stated above unless the contractor has specially trained employees on staff that can provide this service.

SECURITY OF GOVERNMENT PROPERTY: Contractor must guarantee that they, and any subcontractor(s), will not reproduce, or allow reproduction of, the address printing files furnished by IRS or the information they contain, nor use, nor allow any person to use, the address printing files or the information they contain for any other purpose than imaging/ mailing the AOC and FTD Transmittal Reorder form orders. (See IRS Pub. 1075 "Tax Information Security Guidelines for Federal, State, and Local Agencies". A copy may be obtained either from the Internet by entering [HTTP://WWW.IRS.GOV](http://WWW.IRS.GOV) and click on Forms and Pubs, or from IRS by calling 1-800-829-3676, also see Privacy Requirements (Exhibit 5).

SECURITY LETTER/ PLAN: Contractor must FAX on company letterhead (referencing the GPO Program and Jacket Numbers), to IRS @ 202-622-3190 (Attn: John Wheby), a detailed report of the inventory and tracking system and the security measures to be taken to secure the IRS address printing files, and any information output from them, throughout the period the contractor and/or subcontractors have possession of taxpayer information.

All provided media must be returned to the originating IRS Submission Processing Campus via secured carrier.

PRODUCTION CAPACITY: Within this secured area the contractor must be able to produce up to 550 customer orders each week. The contractor must have the capacity to produce the 550 orders in 7 calendar days on an as-needed basis. The Government will pay a 5 percent surcharge (premium payment) for orders in excess of 550. Failure of the contractor to deliver work at the time specified will result in disallowance of premium payments that were anticipated and the contractor will not list such items on his voucher. Orders received on Saturday or Sunday will be counted as receipts for the following Monday.

BACKUP CAPABILITY: Failure to deliver AOC and FTD Transmittal Reorder form orders on a timely basis would have a major negative impact on the Government's tax collection system. Therefore, the contractor must have a backup facility in a different location or must establish a written agreement with another company that shall have the capability to produce this job on an emergency basis. Evidence of such a plan must be provided during the Preaward Conference.

ORDERING: Items to be furnished under the contract shall be ordered by the issuance of print orders by the Government. Orders may be issued under the contract from November 1, 2004 through October 31, 2005 plus for such additional periods as the contract is extended. All print orders issued hereunder are subject to the terms and conditions of the contract. The contract shall control in the event of conflict with any print order. A print order shall be "issued" for purposes of the contract, when it is either deposited in the U.S. Postal Service mail or otherwise furnished to the contractor in conformance with the schedule.

REQUIREMENTS: This is a requirements contract for the items and for the period specified herein. Shipment/delivery of items or performance of work shall be made only as authorized by orders issued in accordance with the clause entitled "Ordering." The quantities of items specified herein are estimates only, and are not purchased hereby. Except as may be otherwise provided in this contract, if the Government's requirements for the items set forth herein do not result in orders in the amounts or quantities described as "estimated," it shall not constitute the basis for an equitable price adjustment under this contract.

Except as otherwise provided in this contract, the Government shall order from the contractor all the items set forth which are required to be purchased by the Government activity identified on Page 1.

The Government shall not be required to purchase from the contractor, requirements in excess of the limit on total orders under this contract, if any.

Orders issued during the effective period of this contract and not completed within that time shall be completed by the contractor within the time specified in the order, and the rights and obligations of the contractor and the Government respecting those orders shall be governed by the terms of this contract to the same extent as if completed during the effective period of this contract.

If shipment/delivery of any quantity of an item covered by the contract is required by reason of urgency prior to the earliest date that ship/delivery may be specified under this contract, and if the contractor will not accept an order providing for the accelerated shipment/delivery, the Government may procure this requirement from another source.

The Government may issue orders which provide for shipment/delivery to or performance at multiple destinations.

Subject to any limitations elsewhere in this contract, the contractor shall furnish to the Government all items set forth herein which are called for by print orders issued in accordance with the "Ordering" clause of this contract.

SECTION 2.- SPECIFICATIONS

SCOPE: These specifications cover the production of OCR cut forms and OCR 2 part sets with stub for use on Scan-Optics, Inc., Model 9000mm, OCR Scanner requiring such operations as composition, proofs, printing, personalizing, binding, packing, distribution, and maintaining an inventory of forms.

TITLE: Advice of Credit (Form 2284) and FTD Transmittal Reorder (Form 5522).

FREQUENCY OF ORDERS: Print orders will be issued on a weekly schedule, in the quantities specified, over the term of the contract from 4 IRS submission processing campuses. The contractor should maintain an adequate supply of forms on hand to meet all schedule requirements, however, depletion of the inventory before the termination of the contract will be the responsibility of the contractor.

QUANTITY: Approximately 150,000 imprinted (2-part) sets of Form 2284, with 550 imprinted copies of form 5522, per weekly print order. Minimum amount, for each ordering customer, will be 250 sets and Maximum amount will be 1,000 sets (See "Packing", under Section 2, for further information).

Occasional orders may be placed for boxes of blank forms, at 250 each box. Occasional orders will be done for 4 IRS submission processing campuses. The orders will only include the, sequential, serial numbers (000-999, that repeat for each order for each location). These occasional orders, for submission processing campuses, will include a distribution attachment.

TRIM SIZES:

Form 2284 (2-part set): 7-3/8 x 3-1/4" plus 3/8" to 3/4" left stub.
Form 5522: 7-3/8 x 3-1/4 inches.

EXHIBITS: The facsimiles of sample pages shown as exhibits 1A through 4 are representative of composition and make-up requirements which will be ordered under this contract. However, it cannot be guaranteed that future orders will correspond exactly to these exhibits.

GOVERNMENT TO FURNISH:

The contractor will be supplied a sample from a previous printing to be used as manuscript copy at least 5 workdays prior to the post-award conference. The contractor must furnish 3 sets of page proofs for inspection at the post-award conference.

Imaging media from 4 IRS Submission Processing Campuses containing imprint names, addresses, I.D. numbers and quantities will be supplied weekly.

Imaging media will be provided to contractor for imaging addresses onto forms, in 3.5" diskette format, as a Data File only. Printing media will contain names, addresses, routing and transit information exclusive to banking entity names as well as sequential numbering of sets (See Exhibits 2A, 2B & 2C). Any Government Furnished Material must be returned by contractor at time of product delivery.

Note: All media provided by the Government or duplicates made by the contractor or his representatives and any resultant printouts must be kept accountable and under reasonable security to prevent their release to any unauthorized persons. Discs and/or printing files may not be duplicated in whole or part for any other purpose than to create material to be used in the performance of this contract. All duplicate media (printing files) or resultant printouts shall be destroyed by the contractor pursuant to subsequent directions of the contracting officer or his authorized representative.

GPO Form 892 proof label.

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 including all necessary software program development, other than those listed under "GOVERNMENT TO FURNISH," necessary to produce the product in accordance with these specifications. Contractor should have the ability to receive GFM, via Secure Messaging, due to the fact that agency may be able to send files by e-mail (instead of diskette format, mentioned in "GOVERNMENT TO FURNISH"). Web-based e-mail (ex: Yahoo, Hotmail, etc.) will not be acceptable for sending of receiving messages for the purpose of this contract.

REPORTS: The contractor is required to generate an individual computer report (print-out), in MS Excel format, for each file processed. The report must contain the following information: Submission Processing Campus name, file number, file creation date, date file received, scheduled ship date, sequence number, FRB code, bank number, branch code, check digit, usage code, beginning serial number, and ending serial number. All requested data may be obtained from the furnished files. Reports must be e-mailed on a weekly basis to the appropriate Submission Processing Campus (See exhibit 3), with a duplicate copy to be e-mailed to John Wheby at: john.d.wheby@irs.gov. Reports are to be e-mailed within 24hrs of file receipt.

Contractor is to generate a weekly report with the following information: (1) quantity, (2) service center, (3) date contractor received media, (4) Tracking numbers for media received and returned by contractor, (5) date contractor has shipped printed material, (6) IRS requisition number, (7) print order number, (8) quantity, (9) all shipping/mailling statements, and (10) tracking numbers for small package carrier shipments (so deliveries can be verified). Report is to be forwarded on a weekly basis to: IRS, 1111 Constitution Ave., NW, Washington, DC 20224, Room 6230, ATTN: John Wheby. Reports may be sent via facsimile transmission to John Wheby, (202) 622-3190. Or, at the contractor's option, e-mailed to john.d.wheby@irs.gov. Send reports within 24hrs of shipment leaving contractor's plant.

In Addition, Contractor is to e-mail each Submission Processing Campus upon receipt of any diskettes or e-mail messages. E-mail addresses will be provided at preproduction conference.

COMPOSITION: See "Exhibits" hereinafter for facsimiles of Form 2284 and 5522 showing fairly representative typesetting and makeup requirements.

The contractor must set all in same or similar typefaces as previously printed samples submitted as manuscript copy marked with changes.

Sample may be followed, however, exact spacing is contained on the exhibit pages.

Character box outlines are to be 20% to 30% tone of 120 line screen.

Contractor required to laser image personalized information onto (both) products. The type used MUST be E-13B Common Language, Standard, Alpha-Numeric (ABA Standard). The following information MUST be Optical E-13B/Alpha-Numeric Font on all parts:

1. Service Center Number.
2. Federal Reserve Bank Number.
3. Account Number (Routing and Transit).
4. Sequence Number (Item B only).

Note: Contractor may be required to convert Alpha characters to a 4-position number. If so, the IRS has provided a conversion table (See Exhibit 1E).

PROOFS: Three sets of page proofs must be furnished at or prior to the post-award conference. In addition to the proofs required at or prior to the post-award conference, an occasional proof may be required.

Indicate margins, perforations, etc.

The contractor will be responsible for performing all necessary proofreading to insure that the proofs are in conformity with the copy submitted.

The contractor must not print prior to receipt of an "OK to print".

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.

Part 1--Form 2284 and Form 5522: White OCR Bond, 17 x 22", 20 lbs. per 500 sheets, equal to JCP Code O-25.

Part 2--Form 2284: White Carbonizing Bond, 17 x 22", 16 lbs. per 500 sheets. Paper MUST accept a chemical-mated carbonless image.

Bond Paper- Principally bleached chemical pulp, the remainder free from groundwood or unbleached pulp.

PRINTING:- See Exhibits 1A, 1B, and 1C for Form 2284 and 1D for Form 5522.

Form 5522: Print head-to-head, face prints in black and blue inks, back prints in black only.

Blue inks to match Flint Ink J-27973; coverage: approximately 10%.

Form 2284: Part 1 prints one side only. Black and blue ink for Part 1. Part 2 prints black on the face and blue on back.

Part 1 of Form 2284 and Form 5522 will be scanned on a Scan-Optics, Inc., Model 9000mm, OCR Scanner. The reflective blue ink must have a reflectance of 84% (.55 or less PCS-half scale measurement technique on a Kidder Machine using an IBM 1287 green probe, or MacBeth PCM II using standard filter A).

OCR TOLERANCES: Forms must be guaranteed to function properly when processed through a Scan-Optics, Inc., Model 9000mm OCR Scanner.

PRESS SHEET INSPECTION: Final makeready press sheets may 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. When a press sheet inspection is required, it will be specified on the individual print order. 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.

Numbering: Form 2284--Number all sets as indicated on furnished media, in black ink, on all parts, in upper half of parts, parallel to the top edge, 36 mm (1.4") down from the top and 36 mm (1.4") in from the perforation. Repeat numbers as necessary for required quantities. Numbers to be Optical E-13B/Alpha-Numeric Font. There must be no missing or duplicate numbers within any set of numbers. Forms 2284 and 5522--Also contain Service Center Code and FRB Code numbers.

Serial, Code, I.D. numbers and name and address must be printed clear and legible on all the parts. No jet spray printing. No crash or carbon numbering. All individual sets of Form 2284 for each bank will be consecutively numbered, starting with 000. Reorders to banks will contain the specified quantity of Form 2284 with one copy of Form 5522 per unit of 250, ordered in increments of either 250, 500 or 1,000 sets of Form 2284. This will be determined by IRS, and furnished tapes will indicate the number of sets required by each of the approximately 32,000 banks being addressed. Each set of the specified quantities of Form 2284 and the accompanying copy of the reorder form (Form 5522) will reflect the same bank name and address.

MARGINS: Form 5522--Face - Head 5/16", foot 3/4", left 1-1/8", right 3/16".

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

Form 2284--Face - Head 1/8", foot 9/16", left 1/6", right 3/16".

Back - Head 1/6", foot 1/6", left 1/4", right 1/6". Blue screen bleeds at top of part 1. (If run more than one-up, overlapping bleed at the bottom after trim must not be greater than 1/32 inch.

CONSTRUCTION: The back of Part 1 will have two chemical-mated carbonless imaging areas. The 5-3/4 x 5/8" area is located 5/16" down from the top and 1/2" from the left edge. The 7/16 x 2-1/4" area is located 3/16" down from the top and 7/16" from the right edge (stub perforation).

The face of Part 2 will have two chemical-mated carbonless imaging areas. The 5-3/4 x 5/8" area is located 5/16" down from the top and 1/2" from the right edge. The 7/16 x 2-1/4" area is located 3/16" down from the top and 7/16" from the left edge (stub perforation). At contractor's option the face of Part 2 may be a fully coated chemical-mated carbonless imaging area.

The color of the carbonless image shall be black.

Sets are to be held together by a left 3/8" - 3/4" internally glued or pasted, perforated stub. No holes permitted in stub.

Perforations: The stub perforation on all parts must be 12 cuts per inch.

PRODUCTION SAMPLES: In addition to quantity required from addresses on tapes; contractor is required to provide 10 finished samples created "without live taxpayer information" and send to Printing Specialist John Wheby at: Internal Revenue Service; SE:W:MP:P:B:T; 1111 Constitution Ave. NW.; Room 6230; Washington, DC 20224; Attn: John Wheby. Sample should be created for the following:

BANK OF ANYTOWN
1234 Main Street
ANYTOWN, US 99999-9999

Create fictitious numbers for Service Center number, Federal Reserve Bank Number, Account Number (Routing and Transit) and Sequence number (Item B only) by using all "0's". Run at the beginning of each print order's tapes, as to avoid the possibility of causing errors in sequence of numbering. Samples (for both forms) will be created to monitor contractor's performance for printing and imaging taxpayer information.

Deliveries of IRS samples will be made via Small Package Carrier, using an IRS Small Package Carrier account number. The shipper's number, required for small package ground carrier, will be provided by the IRS after award of the contract – if not already established.

PACKING: At contractor's option box Form 2284 in units of 250, 500 or 1,000 sets. If an order is packaged in more than one box the contractor must state on the label the following: "Your order has been split into ____ boxes, this is box ____ of ____." One copy of Form 5522 (with matching address) to be placed on top of the stack in each box.

Each order must be packed into a reinforced shipping container suitable for shipment via small package carrier system.

Foreign mail may be accumulated for up to 5 workdays. Each week, foreign mail will be arranged by country in alphabetical order, packed into a corrugated box, and sent by Small Package Carrier to address indicated under "DISTRIBUTION".

LABELING AND MARKING: The contractor must reproduce shipping container label furnished. Each container label will be imprinted with the appropriate IRS Submission processing Campus return address. This will be located in the upper left corner of the label. There will be 4 different return addresses (See Exhibit 4).

Contractor must create and affix address labels for each unit of mail packaged in shipping containers.

INSPECTION SAMPLES: Ship the first 6 sets completed plus ten 8 x 10-1/2" sheets of each stock used and one set of these specifications to the U.S. Government Printing Office, Contract Management Division, Quality Assurance Section (PPSQ), Washington, D.C. 20401, Attn: Inspection Samples.

These copies will be considered as sample copies and cannot be deducted from the total quantity ordered. The package or envelope containing these samples must be identified by the GPO jacket number. The contractor must comply with the shipping schedule regardless of this requirement for inspection samples. The contractor will be notified of the test results only if there are deficiencies.

QUALITY ASSURANCE RANDOM COPIES: In lieu of the six inspection samples, and in addition to the Departmental Random Copies (Blue Label), the contractor may be required to submit quality assurance random copies to test for compliance against the specifications. The print order will indicate the number required, if any. When ordered, the contractor must divide the entire order into equal sublots and select a copy from a different general area of each subplot. The contractor will be required to execute a statement furnished by GPO certifying that copies were selected as directed. Copies will be paid for at the running rate offered in the contractor's bid and their cost will not be a consideration for award.

Business Reply Mail labels will be furnished for mailing the quality assurance random copies. The copies are to be mailed at the same time as the first scheduled shipment. A copy of the print order must be included.

A U.S. Postal Service approved Certificate of Mailing, identified by Program, Jacket and Print Order numbers, must be furnished with billing for reimbursement of certificate fee.

DEPARTMENTAL QUALITY COPIES: All orders must be divided into five sublots. A random unnumbered copy must be selected from each subplot. Do not choose copies from the same general area in each subplot.

These randomly selected copies must be packed separately and must be identified by a special government-furnished blue label, which is to be affixed to each affected container. These random sample copies must be recorded separately on all shipping documents and sent to IRS, 1111 Constitution Ave. NW, Room 6230, Washington, DC 20224, Attn: John Wheby. The random inspection copies constitute a part of the total quantity ordered, and no additional charge will be allowed.

A copy of the PRINT ORDER/SPECIFICATION and a signed Government-furnished certificate of selection, must be included.

DISTRIBUTION: Ship f.o.b. destination and contractor's city, see below.

FOB Contractor's City: Contractor will be required to use IRS's small package carrier for all non post office box shipments. After award the IRS will set up an account with a small package carrier that contractor will use for distribution. UPS is current small package carrier for IRS, but any cost associated for IRS changes in small package carriers will be at the expense of the award winner for the duration of this contract. Contractor must notify the designated small package carrier when orders are ready for shipping.

Bulk Foreign Mail per specifications under "PACKING; Foreign Mail," by Small Package Carrier to:

Priority Post Company
95 Aberdeen Road
Emigsville, PA 17318

FOB Destination: Approximately 23 to 40 destinations per week will require the contractor to mail packages to P.O. Boxes. All mailing will be via most cost effective USPS traceable means. All postal costs for mailing will be included in the cost of contract, and must be itemized on contractor's weekly report to IRS.

All copies mailed must conform to the appropriate regulations in the U.S. Postal Service manuals for "Domestic Mail" or "International Mail" as applicable.

The contractor is required to fill in all applicable items on USPS form(s) and submit in duplicate to the entry post office. The post office will return a verified copy of USPS form(s) to the contractor. The contractor must immediately forward a copy to the ordering agency identifying the Program Number, Print Order, Jacket Number as appropriate.

All furnished material must be returned to department. Addresses will be furnished on accompanying tape transmittals. Contractor will be required to return Government Furnished material within 10 business days after product shipment. Furnished Material must be returned via IRS's small package carrier.

Must be full quantity to all consignees. Shortages not acceptable.

FOR EACH PRINT ORDER SUBMITTED FOR PAYMENT, CONTRACTOR IS TO SEND ONE COPY OF EACH PAGE OF ITEMIZED VOUCHER SUBMITTED FOR BILLING AND ANY CONTINUATION SHEET, TO THE FOLLOWING ADDRESS WITHIN 10 DAYS OF COMPLETED DELIVERY OF PRODUCT: GPO, ATTN: DEBORAH ROBERTS, TEAM 10, ROOM A843, STOP: PPC, WASHINGTON, DC 20401. THE ORIGINAL VOUCHER MUST BE SENT TO THE COMPTROLLER, FMCE, U.S. GOVERNMENT PRINTING OFFICE.

All expenses incidental to returning materials, submitting proofs, and furnished sample copies, must be borne by the contractor.

SCHEDULE: Adherence to this schedule must be maintained.

Furnished material will be mailed f.o.b. contractor's plant on a weekly basis.

Submit proofs together with copy to the U.S. Government Printing Office, North Capitol & H Sts., NW, PPC, Team 10, Room A843, Washington, DC, 20401. Furnished proof label must be filled in by the contractor and used on all proof packages.

Contractor submit proofs (when required) within 5 workdays. Proofs will be held 8 workdays from receipt. At the Government's option, an "OK to print" may be given by telephone.

Finished products must be shipped within 10 workdays from cut-off day for receipt of tapes from the I.R.S Submission Processing Campuses. By mutual agreement between the Government and the contractor, a cut-off day of the week will be established for receipt of tapes.

The contractor must notify the GPO of the date and time the press sheet inspection can be performed. In order for proper arrangements to be made, notification must be given at least 3 workday(s) prior to the inspection. Notify the U.S. Government Printing Office, Contracting Officer, Team 10, Rm. A-843, Washington, DC 20401, or telephone area code 202, 512-2044. Telephone calls will only be accepted between the hours of 8:00 am and 2:00 pm, prevailing eastern time. Note: See contract clauses, paragraph 14(e)(1), Inspections and Tests of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 5-99)). When supplies are not ready at the time specified by the contractor for inspection, the Contracting Officer may charge to the contractor the additional cost of the inspection.

The contractor must notify the GPO of the date and time press sheets will be available. In order that proper arrangement can be made notification must be given at 72 hours in advance of the time for inspection of the press sheets. Notify the U.S. Government Printing Office, Contracting Officer, Team 10, Rm. A-843, Washington, DC 20401, or telephone area code 202-512-2044.

Unscheduled material such as shipping documents, receipts or instructions, delivery lists, labels, etc., will be furnished with each 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.

SECTION 3.- DETERMINATION OF AWARD

The Government will determine the lowest bid by applying the prices offered in the "Schedule of Prices" to the following units of production which are the estimated requirements to produce one year's production under this contract. These units do not constitute, nor are they to be construed as, a guarantee of the volume of work which may be ordered under this contract for a like period of time.

The following item designations correspond to those listed in the "Schedule of Prices."

Bidders shall state the location of the plant from which this product(s) will be shipped.

I. 31,200

II. (a) 7,832
(b) 7,800

III. 19,812

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SECTION 4.- SCHEDULE OF PRICES

Bids offered are f.o.b. contractor's city.

Prices must include the cost of all required materials and operations for each item listed in accordance with these specifications.

Bidder must make an entry in each of the spaces provided. Bids submitted with any obliteration, revision, or alteration of the order and manner of submitting bids, may be declared nonresponsive.

An entry of NC (No Charge) shall be entered if bidder intends to furnish individual items at no charge to the Government.

Bids submitted with NB (No Bid) or blank spaces for an item may be declared nonresponsive.

The Contracting Officer reserves the right to reject any offer that contains prices for individual items of production (whether or not such items are included in the Determination of Award) that are inconsistent or unrealistic in regard to other prices in the same offer or to GPO prices for the same operation if such action would be in the best interest of the Government.

All vouchers submitted to the GPO shall be based on the most economical method of production.

Cost of all required paper must be charged under Item II.

I. PRINTING AND BINDING: Prices offered shall include the cost of all operations necessary for the complete production and distribution, subsequent to items II. and III. of the product listed in accordance with these specifications. All orders will be for units of 250 sets of Form 2284 and 1 copy of Form 5522, and multiples thereof.

Units of 250 Form 2284 and 1 Form 5522 \$ _____

II. PAPER: Payment for all paper supplied by the contractor under the terms of these specifications, as ordered on the individual print orders, will be based on the net number of page-size leaves furnished for the products ordered. The cost of any paper required for makeready or running spoilage must be included in the prices offered.

Per 1,000 leaves

(a) White Carbonizing Bond 60 g/m² (16 lb.)..... \$ _____

(b) White OCR Bond 75 g/m² (20 lb.)..... \$ _____

III. MAILING:

Create and affix postage and fees paid labels for shipping containersper label..... \$ _____

(Initials)

LOCATION OF POST OFFICE: All mailing will be made from the _____
Post Office

Located at (street address)_____

City_____, State_____, ZIP Code_____.

INSTRUCTIONS FOR BID SUBMISSION: Fill out "Section 4.- Schedule of Prices," initialing or signing each page in the space(s) provided. Submit two copies (original and one exact duplicate) of the "Schedule of Prices" with parts (1 and 2) or copies of the GPO Form 910, "Bid" form. Do not enter bid prices on GPO Form 910; prices entered in the "Schedule of Prices" will prevail.

Bidder_____

(City - State)

By_____

(Signature and title of person authorized to sign this bid)

(Person to be contacted)

(Telephone Number)