

Quotation Request //

US Government Printing Office

Atlanta Regional Printing Procurement Office
1888 Emery St., Suite 110
Atlanta GA 30318-2566

JACKET:524-017

Quotations are Due By:

(Eastern Time) 11:00 AM on 01/05/2009

Submit Fax Quotes to: (404) 605-9185

Contractors must provide mandatory taxpayer information before GPO makes payment.

Please see special notice on <http://contractorconnect.gpo.gov/>.

TITLE: UNDERSTANDING YOUR IRS INDIVIDUAL TAXPAYER IDENTIFICATION NUMBER (ITIN) CAT NO.

QUANTITY: 126305 Saddle Stitched Pamphlets

TRIM SIZE: 7 x 8-1/2"

FORM NO: Pub 1915 (Rev. 1-2009)

PAGES: 36 pages (self cover)

SCHEDULE:

Furnished Material will be available for pickup by 01/06/2009

Ship complete by 01/16/2009

F.O.B. contractor's city/origin - See Below

F.O.B. Contractor's City/Origin

Ship 305 copies to two addresses on/before January 16, 2009 - see "Distribution" section for quantity breakdowns and complete addresses.

Ship 126,000 copies to one address on/before January 16, 2009 - see "Distribution" section for complete address.

The following information applies to all F.O.B. Contractor's City shipments:

- All consignments weighing between 1 pound and 750 pounds must be shipped GROUND via a furnished IRS Small Package Carrier account number. If the vendor does not have such an account, one will be established for that vendor. Contractor must not use their own small package carrier account.

- All consignments weighing over 750 pounds ship via IRS Government Bills of Lading. The vendor must contact Sylvia Hanson (678) 547-3690 or Debby Heery (678) 547-3679, to provide IRS with the exact ship date, plant hours, number of boxes shipping to each destination, approximate weight of each box, and total number of skids. IRS must be notified in a timely manner so that GBL's may be cut and forwarded to the vendor in time to meet scheduled ship date.

NOTE: The vendor cannot be reimbursed for using his or her own small parcel carrier account and/or BL's, nor may GPO GBL's be cut for this order.

QUALITY LEVEL: 3 Quality Assurance Through Attributes (GPO PUB 310.1, effective May 1979 (Rev. 8-02)) applies.

DESCRIPTION:

ATTACHMENT(S) NOTICE: The specifications for subject order include attachment(s) that are an integral part of the specifications. All parties can obtain an e-mail copy of the attachment(s) prior to quotation deadline by e-mailing infoatlanta@gpo.gov with their request. Please include jacket number in subject line, request attachments in body of e-mail, and include alternate e-mail address if other than the sending e-mail address. Attachment(s) is/are an integral part of these specifications. No additional payment will be

allowed for the correction of errors due to the failure of the contractor to examine the attachments and thoroughly understand the nature and extent of the work to be performed.

Folio pages 1 and 36 print full bleed solid background with reversed type, reversed rule, reversed line art, halftone, and screened matter in PMS Reflex Blue. Balance of pages print type, rule, line art, and halftone matter in PMS Reflex Blue with one blank page (folio page 2).

NOTE: High resolution digital printing (computer to plate) is acceptable as long as Quality Level 3 is maintained. (Inkjet printing or color copying is not acceptable).

MATERIAL FURNISHED: Contractor to pickup at GPO. See Below:

- One CD-Rom (see "Electronic Media").
- IRS carton shipping labels (Form 6153) to complete ELECTRONICALLY and copy as necessary which will be furnished by IRS after award via e-mail (in a ZIP file with Form 2040)***. See "PACKING" for additional labeling instructions.
- IRS Form 2040 in a fillable PDF file format which will be provided by IRS after award via e-mail (in a ZIP file with IRS Carton Shipping Labels)***.

*** 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 contractor is also required to have Adobe Acrobat 6.0 Standard (or higher) software, NOT Adobe Reader, on a computer with email capability.

The contractor is required to complete and email IRS Form 2040 daily to the IRS when shipping begins. IRS Form 2040 is in a fillable PDF file format. The majority of the information in the form will be filled in by the IRS prior to being sent to the contractor. 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 Sylvia Hanson (678-547-3690) or Debby Heery (678-547-3679).

NOTE: The contractor MUST complete the Electronic IRS Form 2040 and transmit via email to IRS directly each day the product ships. Any delay or missed input could result in delay of payment.

ELECTRONIC MEDIA:

- PLATFORM: Unknown
- STORAGE MEDIA: One CD
- SOFTWARE: Page layout furnished via one PDF file. NOTE #1: File may contain some low res images. NOTE #2: Contractor must have the ability to edit PDF files. Contractor is not to request that electronic files provided be converted to a different format. If contractor wishes to convert files to a different file format, the final output must be of the same or higher quality.
- COLOR(s): Identified as Reflex Blue for the live image area.
- FONT(S): All fonts are Embedded and/or Embedded subset.
- OUTPUT: High resolution output required (150 line screen for screens and halftones, 1200+ DPI for the balance).

ADDITIONAL INFORMATION:

- Identification markings such as register marks, commercial identification marks of any kind, etc., except

form number and revision date, carried in the electronic files, must not print on the finished product.

-Prior to image processing, the contractor shall perform a basic check (preflight) of the furnished media and publishing files to assure correct output of the required reproduction image. Any errors, media damage or data corruption that might interfere with proper file image processing must be reported to your contract administrator.

- The contractor shall create/alter any necessary trapping, set proper screen angles and screen frequency, and define file output selection for the imaging device being utilized. Furnished files must be imaged as necessary to meet the assigned quality level.

- When PostScript Files are not furnished - prior to making revisions, the contractor shall copy the furnished files and make all changes to the copy.

-Upon completion of this order, the contractor must furnish final production native application files (digital deliverable) with the furnished media. The digital deliverables must be an exact representation of the final product and shall be returned on the same type of storage media as was originally furnished. The Government will not accept, as digital deliverables, PostScript files, Adobe Acrobat Portable Document Format (PDF) files, or any proprietary file formats other than those supplied, unless specified by the Government.

PAPER: * Must be in accordance with JCP Paper Specification Standards in effect on date of this order JCP Code* A60, White Offset Book, Basis Size 25 X 38" Basis Weight 60#

COLOR OF INK: Ink Must Contain a Minimum of 20% Vegetable Oil

PMS Reflex Blue

PRINT PAGE: Head to Head

MARGINS:

Follow disk output - full bleed on all dimensions of folios 1 and 36; adequate gripper on the balance.

PROOFS: (*) See Below:

Deliver the following proofs to the department on or before January 9, 2009. Contractor is responsible for all costs incurred in the delivery and pickup of proofs. Contractor must return all furnished materials with proofs. Contractor furnished proof approval letters will not be recognized for proof approval/disapproval. Only GPO generated proof letters will be recognized for proof approval/disapproval.

(*) **CONTENT PROOF:** One complete digital color CONTENT proof created using the same Raster Image Processor (RIP) that will be used to produce the product. Proof shall be collated with all elements in proper position (not pasted up), imaged face and back, trimmed and folded to the finished size/format of the product.

(*) **CONTRACT PROOF:** Digital one-piece composite color* CONTRACT proof (i.e. Kodak Approval, Screen TrueRite, Dupont Thermal Waterproof, Polaroid PolaProof, CreoSpectrum, or Fuji Final Proof) with a minimum resolution of 2400 dpi created using the same Raster Image Processor (RIP) that will be used to produce the final printed product. Proof must have all elements in proper position (indicate margins). Proof must show dot structure. Sublimation, inkjet, photographic, and overlay proofs are not acceptable. The make and model number of the proofing system utilized shall be furnished with the proofs. **NOTE: SUBSTITUTE BLACK FOR REFLEX BLUE. CONTRACTOR MUST ATTACH A COLOR SWATCH OF REFLEX BLUE TO THE PROOF.**

IT IS UNDERSTOOD THAT THE PROOFS SUPPLIED UNDER THIS CONTRACT WILL MATCH THE FINAL OUTPUT WITH THE EXCEPTION OF PANTONE COLOR.

Proofs will be withheld not more than 2 workday(s) from receipt by the Government to receipt in contractor's plant. Contractor must not print prior to receipt of an "OK to print".

NOTE: Films are not required. If, at the contractor's option, films are used, the Government will not pay for new films due to Author's Alterations. The Government will pay for making digital corrections - not for new films. At the completion of the order, the contractor must provide the Government with storage media (same type of storage media as was originally furnished) containing corrected files in the same format as the original Government furnished material.

BINDING:

Saddle-stitch in 2 places on 8-1/2" side. Trim 3 sides.

PACKING:

Shipments must be boxed in quantities of 240 per carton*. Contractor must NOT deviate from these quantities.

All cartons must be packed solid in corrugated or solid fiber shipping containers, bursting strength: 200p.s.i, minimum. Carton bottoms may be glued, stapled, or sealed with polyester tape 51 mm to 76 mm (2 to 3) width, minimum 12kNm (65 lbs./inch) traverse tensile strength. If stapled, the cartons may only be stapled on the bottom and/or side; no staples are to be used on top. Cartons are to be sealed at the top with 51mm to 76mm (2 to 3) paper or polyester tape (not reinforced). Contractor will determine exact dimensions of carton in accordance with folded and/or trim size and weight of the product produced.

*In some cases where, there may be one carton with an odd quantity due to the quantity packed per carton not dividing equally in the quantity ordered. The label for that single carton MUST be labeled accurately with the carton quantity (see CARTON LABELING for electronically correcting label quantity). Place that odd carton at the top of the load.

CARTON LABELING: Contractor must reproduce shipping carton label at 100% on white paper from furnished PDF file, fill in appropriate fields and securely attach one label to each carton. NOTE: Carton labels contain barcodes; therefore, dot matrix printing is NOT acceptable.

For palletized shipments, all cartons must have IRS Shipping label affixed to one carton end only (never top, long side, or bottom). On cartons shipped via small package carrier (SPC), affix the SPC label on top of carton on the end nearest to IRS label. On small package carrier (SPC) boxes/envelopes, the IRS label is to be affixed to the top of each package and the SPC shipping label to the reverse side of the package (this includes advance distributions and IRS samples). All shipments to IRS National Distribution Center via SPC are to leave "To (Consignee) Address" field blank. 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 IRS. Use of any other label is prohibited and may be cause for rejection of reimbursement for any expenses incurred to correct use of improper labels.

The following must be updated ELECTRONICALLY by the contractor, when not entered by IRS on the PDF label using Adobe Acrobat 6.0. DO NOT MAKE HAND-WRITTEN UPDATES TO THE LABEL UNDER ANY CIRCUMSTANCES.

--Carton # of #
--From Address

--To Address
--Carton Quantity
--GPO Jacket Number
--IRS Requisition Number

If requested, the contractor must send an electronic PDF proof of label prior to reproducing.

FAILURE OF THE CONTRACTOR TO THE PDF LABEL ELECTRONICALLY WILL RESULT IN THE SHIPMENT BEING REJECTED AND RE-LABELED AT THE CONTRACTOR'S EXPENSE.

*If a "0" is pre-filled in on the furnished PDF label, then contractor **MUST** change the "0" to reflect actual quantity inside cartons. Contractor must ensure that all cartons have the same quantity. The carton count field in the PDF file is directly linked to the barcode field. All changes to the carton count field **MUST** be made in the electronic label (not hand filled in) to whatever the true carton quantity is so that it is reflected on the label in both the quantity and barcode fields. **NOTE:** In the case of one carton with an odd quantity due to the quantity packed per carton not dividing equally into the quantity ordered, the label for that single carton must also be updated electronically to reflect the true quantity per carton.

Automated "Carton # of #" fields: To print the correct number of labels for each address with sequential carton numbers, input in the total number of cartons and press "Print Labels" button. **Warning: Once the print button is pressed, printing can not be cancelled. Be sure all information is correct prior to printing labels.

PALLETS: All motor freight shipments require pallets.

Pallets for IRS consignments: Pallets must be type III and must conform to the Federal Specifications NN-P-71C, and any amendments thereto except for dimensions and single center stringer (see attached "IRS Pallet Specifications" sheet). Pallets must be 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 National Distribution Center. 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.

PALLETIZING: Cartons shall be stacked on pallets using a reverse layer pattern, 9 cartons per layer, with a maximum height of 55", including pallet or a maximum of 7 layers (see attached "IRS Pallet Specifications" sheet). 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. Do not use metal strapping or pallet caps for securing material on pallets. There must be no more than one partial pallet per destination.

PACKAGING AND PACKING PROBLEMS: In addition to other inspection procedures detailed elsewhere in these specifications, the contractor is responsible for correcting all packaging and packing problems (i.e. mislabeled cartons, IRS carton labels not being used or securely attached, cartons not being packed solid, incorrect pallets, or pallets not being layered right). The delivery will either be returned to the contractor to be corrected or the contractor may be billed by GPO for the amount that accrued in fixing the problem by an outside vendor.

"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, or has any missing information, or is not securely attached.

DISTRIBUTION:

Deliver proofs to: IRS, Attn: Sylvia Hanson, 678-547-3690, Hollins Bldg, Room 201, 2970 Brandywine Rd, Chamblee GA 30341.

F.O.B. Contractor's City/Origin: (Ship on/before January 16, 2009)

Ship 300 copies to: IRS, Attn: Sharon Bradley, 404-338-7085, ITIN Program Office, MS 97WI, 401 W Peachtree Street, Atlanta GA 30308.

Ship 5 copies to: IRS, Attn: Sylvia Hanson, 678-547-3690, Hollins Bldg, Room 201, STP 061-N, 2970 Brandywine Rd, Chamblee GA 30341.

Ship 126,000 copies to: IRS, National Distribution Center, W:CAR:MP:M:L:NDC:B:WH, 1201 N Mitsubishi Motorway, Bloomington IL 61705-6613.

Upon completion, return all furnished material (appropriately identified) via traceable means to: IRS, Attn: Sylvia Hanson, 678-547-3690, Hollins Bldg, Room 201, 2970 Brandywine Rd, Chamblee GA 30341.

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

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:

Attribute Specified	Specified Standard	Alternate Standard*
P-7 Type Quality and Uniformity	Approved Proofs	Disk Output
P-9 Solid or Screen Tints Color Match	Pantone Matching System	

In the event that the Specified Standard is waived, the Alternate Standard will serve as its replacement.

DISPUTES CLAUSE: GPO Publication 310.2, GPO Contract Terms, Contract Clause 5. Disputes, is hereby replaced with the June 2008 clause found at www.gpo.gov/printforms/pdf/contractdisputes.pdf. This June 2008 clause also cancels and supersedes any other disputes language currently included in existing contractual actions.

Attachment(s): #1 is/part of this specification