

Quotation Request //

US Government Printing Office

Agency Publishing Services
732 North Capitol Street, NW
Washington DC 20401-0001

JACKET:346-359

Quotations are Due By:

(Eastern Time)10:00 AM on 12/12/2008

Submit Fax Quotes to:00000000

Contractors must provide mandatory taxpayer information before GPO makes payment.

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

TITLE: IRS e-file Stuffer (English/Spanish)

QUANTITY: 4000110 copies, +/- none.

----- CONTRACTORS MAY SUBMIT QUOTES ONLINE OR VIA FAX TO: (202) 512-1612 -----

TRIM SIZE: 3-1/2 x 8"

FORM NO: P 1971 EN/SP (10-08)

PAGES: face and back

SCHEDULE:

Furnished Material will be available for pickup by 12/12/2008

Deliver partial (to arrive at destination) 2000110 copies by 01/09/2009.

Deliver complete (to arrive at destination) by 03/09/2009

F.O.B. destination

DELIVERY SCHEDULE:

2,000,110 copies at (5) destinations NLT 01/09/2009 (see under "Distribution" pg.5).

1,000,000 copies at (NY) destination NLT 02/09/2009 (NOT before 02/05/2009).

1,000,000 copies at (NY) destination NLT 03/09/2009 (NOT before 03/05/2009).

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

DESCRIPTION:

Stuffer prints in 4-color Process on face and back (head to head), images consist of full-coverage background photo/illustrations, screen builds, reverse elements plus black and color-build type matter; bleeds all sides. Coat (after printing) the entire surface of face and back with a clear non-yellowing Satin varnish to prevent scratching and smearing. Reproduce from furnished electronic files. Output at highest resolution compatible with press and stock used to hold smooth tones/details.

MATERIAL FURNISHED: Contractor to pickup at GPO:

.One CD-R generated on Macintosh platform with system OSX using Adobe InDesign in native application formats. Printer and screen fonts are included on the disk. Note: Prior to image processing, the contractor is responsible for checking files contained on the furnished media to insure that any features such as bleeds, register marks, etc., and correct file output selection have been provided for, so as to correctly generate output for printing. The contractor must supply any necessary trapping. Output must be generated on high resolution image processors.

.One GPO Form 905 (labeling and marking specifications).

.One color composite visual of face, plus one each composite b/w visual of face and back.

.One IRS Form 2040, Electronic Distribution List (example only).

.One IRS Form 6153, Carton/Container Label (example only).

.One IRS Document 12336, Stuffer Requirements.

.One IRS Document 12321, Pallet Specifications.

Material furnished via e-mail from the Government after award (The contractor must furnish an e-mail

address - contact Lauren.E.Malarkey@irs.gov (202-927-9429):

. IRS Form 2040 (distribution/shipping list) as a fillable PDF file. The contractor is required to complete and e-mail Form 2040 daily to the IRS when shipping begins. Form 2040 is in a PDF fillable file format. The majority of the information will be included in the report from the IRS to the contractor, but the contractor is responsible for the verification and correctness of information supplied back to IRS. If there is any information missing or incorrect, please contact Lauren Malarkey (202-927-9429).

. IRS Form 6153 (shipping carton label) as a fillable PDF file. The contractor must use the furnished file and must fill in the appropriate areas, reproduce as necessary, and affix the appropriate one to each shipping container per destination. Nothing is to be handwritten on shipping container labels. Failure to properly use labels will result in a rejected shipment at distribution centers. If the shipment is rejected due to incorrect palletization or labels, the vendor will be required to reimburse the IRS for the time spent correcting the order.

Contractor is required to have Internet access, provided through their Internet Service Provider (ISP) with e-mail and a web browser equivalent to Internet Explorer 6.0 or Netscape 4.0. NOTE: Any use of public address or web-based mail servers (ex: Hotmail, Yahoo, Juno) are not acceptable.

PAPER: * Must be in accordance with JCP Paper Specification Standards in effect on date of this order JCP Code* A262, No. 2 Coated Text, White, Dull-Finish, Basis Size 25 x 38", Basis Weight 80 lb.

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

4-Color Process, Satin Varnish.

PRINT PAGE: Head to Head

MARGINS:

Follow output; bleeds all sides.

PROOFS:

. Two digital color content proofs. Proofs must be created using the same Raster Image Processor (RIP) that will be used to produce the product. Proofs shall be collated with all elements in proper position (not pasted up), imaged face and back, and trimmed to the finished size of the product. PLUS

. Two sets of digital one-piece composite laminated color proofs of face and back created on the actual production stock (Kodak Approval, Screen TrueRite, Dupont Thermal Waterproof, Polaroid PolaProof, CreoSpectrum, or Fuji Final Proof) with a minimum resolution of 2400 dpi. At contractor's option, a film-based composite laminated color proof on the actual production stock may be submitted provided direct to plate is used to produce the final product. The make and model number of the proofing system utilized shall be furnished with the proofs. These proofs must have all elements in press configuration and must indicate margins. Proofs will be used for color match on press and must show dot structure. Inkjet, photographic, and overlay proofs are not acceptable. The proofs must contain color control bars for each color of ink on the sheet. Control bars must be placed parallel to the press's ink rollers. The control bars (such as Brunner, GATF, GRETAG, or RIT) must show areas consisting of minimum 3/16" x 3/16" solid color patches; tint patches of 25, 50 and 75%; dot gain scale; and gray balance patches for process color (if applicable). These areas must be repeated consecutively across the sheet.

Send one digital content proof plus one composite laminated proof together with the furnished media (visuals, electronic files) directly to: IRS/Lauren Malarkey, Room 6236, 1111 Constitution Avenue, NW, Washington, DC 20224. PLUS

Send one digital content proof plus one composite laminated proof directly to: IRS/NCFB, Attn: J. Wilson Laverty, Room C4-173, 5000 Ellin Road, Lanham, MD 20706.

Send all proofs via traceable means, inside delivery required. Contractor must call GPO Contract Compliance Section at 1-800-424-9470, or e-mail information to compliance@gpo.gov immediately upon sending/delivering proofs and immediately upon notification that the proofs are available for pickup at the department. Only one set of proofs will be returned. Proofs will be withheld not more than 2 workdays from receipt in the department to when they are made available for (contractor provided) pickup at the department. **CONTRACTOR MUST NOT PRINT PRIOR TO RECEIVING AN "OK TO PRINT".**

BINDING:

Trim four sides.

PACKING:

BANDING: Band in 500s. See furnished IRS Document 12336, for additional banding requirements.

PACKING: Pack in quantities of 3,000 per carton, in suitable uniform quantities, in shipping containers not to exceed 32 lbs when fully packed (per carton). Items must be packed so they are not damaged in transit. No internal shrink wrapping. Place full size corrugated boards on top, bottom, and vertically between stacks.

CONTAINERS/CARTONS: Contractor is to furnish all shipping containers / cartons. All cartons must be packed solid with a maximum weight of 28 to 32 lbs. per carton. No internal wrapping or tying. Place full size corrugated boards on top, bottom, and vertically between stacks. Pack solid in corrugated or solid fiber shipping containers, bursting strength: 200 p.s.i., minimum. Bottom flaps may be glued, stapled, or sealed with 2 to 3" polyester tape (not reinforced). (minimum 65 lbs./inch transverse tensile strength). The cartons, if stapled, must be stapled before packing and without damage to the product, no staples are to be on the top. Cartons are to be sealed at the top with 2 to 3 paper or polyester tape (not reinforced). Approximate carton size is 17-1/2 x 11-1/2 x 8. Contractor will determine exact dimensions of carton in accordance with folded and/or trim size and weight of the product produced. All shipping containers / cartons will require an IRS Form 6153 attached.

PALLETS (required for motor freight shipments only): Pallets must be type III and must conform to Federal Specifications NN-P-71C, and any amendments thereto except for dimensions (as shown in Exhibit 5) and single center stringer. 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. Cartons shall be stacked on pallets with a maximum height of 55", including pallet. Do **NOT** use metal strapping or pallet caps for securing material on pallets. There must be no more than one partial pallet per destination.

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. 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 (see furnished instructions).

LABELING AND MARKING (package and/or container labels): All cartons must have IRS shipping label (IRS Form 6153 (3-2006)) affixed to one end of the carton only (never on top, long-side, or bottom). Bulk Shipment carton labels **MUST** be generated from the PDF file provided. Contractor **MUST** produce shipping container labels from the furnished file in the same-size, black ink, on White stock, and fill in any

appropriate blanks electronically. Carton labels that are streamlined or recreated (redesigned) by the contractor will not be acceptable (see furnished example).

Fields for Contractor to Electronically: (a) Carton # of # (see furnished example); (b) From address; (c) To /Consignee address; and (d) Carton quantity (if carton quantity is blank, it must be updated with the correct packing quantity).

AUTOMATED CARTON # OF # FIELDS: To print the correct number of labels for each address with sequential carton numbers, input the total number of cartons in second # field and press "Print Labels" button. Warning: Once the print button is pressed, printing cannot be canceled. Be sure all information is correct prior to printing.

CARTONS LABELS FOR SMALL PACKAGE CARRIER (SPC) SHIPMENTS: Small Package Carrier shipments (ex UPS) **MUST** contain an additional electronically created address label for each carton/ package. The additional electronically created SPC address labels must be affixed to the top of each and every carton/ package on the edge nearest the IRS Carton Label (F6153 ((3-2006))). See "DISTRIBUTION" for additional requirements of the separate SPC labels for IRS locations.

MISLABELING/QUANTITY/LOOSE PACKING: 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, cartons not being packed solid). The delivery will either be returned to the contractor to be corrected or the contractor will be required to make the corrections on site. If the contractor is required to make corrections on site and does not arrange to be on site correcting the problem(s), they will then be billed by GPO for the amount that accrued in fixing the problem by an outside vender.

"Mislabeled" means any error on the carton label which incorrectly states or identifies the title of the product; the product identification number; or the quantity of copies actually contained in the carton.

NOTE: If contractor has any questions about the packaging and labeling of product because it does not fit the stated specifications due to the actual carton size please contact Lauren Malarkey at 202-927-9429 or Lauren.E.Malarkey@irs.gov for instructions.

DISTRIBUTION:

FOB Destination to all locations indicated on IRS Form 2040 (Electronic Distribution List). All shipments must be completed by traceable means with signature verification.

For Ground Service Deliveries Over 750 Lbs - Must be completed by motor freight. All specifications in this contract under "PALLET, PALLETIZING, LABELING AND MARKING" will apply.

For Ground Service Deliveries Under 750 lbs - Contractor is required to ship via small package carrier (ex: UPS). The contractor **MUST** have the capability to generate SPC shipping labels electronically and each label **MUST** provide the 2 following reference fields: Reference Field 1 - GPO Jacket #; Reference Field 2 - IRS requisition number for this procurement.

MUST Ship all quantities, to all addresses, to be at destination on the specified contract dates (**MUST** be full quantities to all consignees, no shortages will be accepted unless otherwise specified). Contractor

MUST coordinate with their designated motor freight/small package shipper to ensure that deliveries are received at locations on exact days indicated. Contractor will be required to provide tracking numbers for all shipments to Lauren.E.Malarkey@irs.gov (202-927-9429) to verify transit.

PARTIAL DELIVERIES to arrive at desinations NLT than 01/09/2009:

- . 1,000,000 copies to: IRS/National Distribution Center, 1201 N. Mitsubishi Motorway, Bloomington, IL 61705-6613.
- . 1,000,000 copies to: Northeastern Industrial Park, NYS Department of Motor Vehicles, Attn: Margaret Evon-Laier, 2 Van Buren Boulevard, Building 6, Bay 3, Guilderland, NY 12085.
- . 50 copies to: IRS/NCFB, Attn: J. Wilson Laverty, Room C4-173, 5000 Ellin Road, Lanham, MD 20706.
- . 50 copies to: IRS/NCFB, Attn: Jackie Benjamin, Room C4-183, 5000 Ellin Road, Lanham, MD 20706.
- . 50 copies plus furnished materials to: IRS/Lauren Malarkey, Room 6236, 1111 Constitution Avenue, NW, Washington, DC 20224.

PARTIAL DELIVERY to arrive at desination NLT than 02/09/2009 (NOT before 02/05/2009):

- . 1,000,000 copies to: Northeastern Industrial Park, NYS Department of Motor Vehicles, Attn: Margaret Evon-Laier, 2 Van Buren Boulevard, Building 6, Bay 3, Guilderland, NY 12085.

PARTIAL DELIVERY to arrive at desination NLT than 03/09/2009 (NOT before 03/05/2009):

- . 1,000,000 copies to: Northeastern Industrial Park, NYS Department of Motor Vehicles, Attn: Margaret Evon-Laier, 2 Van Buren Boulevard, Building 6, Bay 3, Guilderland, NY 12085.

All expenses incidental to returning materials, submitting/returning proofs, and furnishing samples must be borne by the contractor.

QUALITY ASSURANCE STANDARDS: The following standards shall apply to these specifications:

Inspection Levels (from ANSI/ASQC Z1.4):

- (a) Non-destructive Tests -- General Inspection Level 1.
- (b) Destructive Tests -- Special Inspection Level S-2.

Specified standards to correspond with each required attribute as follows:

ATTRIBUTE	SPECIFIED STANDARD
P-7. Type Quality and Uniformity	Approved Proof
P-10. Process Color Match	Approved Proof

DISPUTES: GPO Publication 310.2, GPO Contract Terms, Contract Clause 5. Disputes, is hereby replaced with the June 2008 clause found at <http://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.