

Quotation Request //

US Government Publishing Office

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

JACKET:410-911

Quotations are Due By:
(Eastern Time)10:00 AM on 07/15/2020

**Submit Quotes Online, unless otherwise instructed, via: <https://contractorconnection.gpo.gov/openjobs.aspx>
Contractor must provide mandatory W-9 form before GPO makes payment.**

TITLE: Reprinting Tax Package 1040-12 (2018 rev) Bulk Ship
QUANTITY: 80380 (approx.) Saddle-Stitched Pamphlets.

CHANGES IN QUANTITY: The Government, for the FINAL IRS QUANTITY, may submit increases or decreases of up to 25% of the total estimated quantity until the date specified in the schedule listed below under "Government Furnished Materials". These quantity adjustments may be made via email and will be the FINAL quantity. These adjustments will not change the scheduled turnover dates. Billing adjustments for scheduled quantity changes (+ or -) will be at the contractor's quoted "ADDITIONAL RATE". If no changes have been received by the scheduled date for final quantity adjustments, the bid quantities will stand as the FINAL contract quantity.

NOTE: Must be full Final Quantity to all consignees. No shortages will be allowed. However, the Government reserves the right to accept or reject overages.

Offers must include the cost of all materials and operations for the total quantity ordered in accordance with these specifications.

BILLING ADJUSTMENTS DUE TO SCHEDULED QUANTITY CHANGES (+ or -) AND THE SUBTRACTION OF UNDELIVERABLES WILL BE AT THE CONTRACTOR'S "ADDITIONAL RATE". Prices for these "ADDITIONAL RATES" submitted must be based on a continuing run and must be EXCLUSIVE of all preliminary charges and will not be a factor in determining award.

Negotiated: If required, Postaward Conference MUST be held by contractor via telephone conference.

POSTAWARD CONFERENCE: Unless waived by the Contracting Officer, the total requirements of the job as indicated in these specifications will be reviewed by Government representatives with the contractor's representatives via teleconference, as indicated in the schedule. 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.

SUBMISSION OF QUOTES: Vendor to submit quotes via Quick Quote (<https://contractorconnection.gpo.gov/OpenJobs>). Late quotes will not be accepted. All problems submitting quotes via Quick Quote must be reported prior to bid opening time to APS DC on 202-512-0307.

BIDDERS, PLEASE NOTE: GPO has issued a new Government Paper Specification Standards, No. 13, dated September 2019. Prospective bidders should carefully read this publication as the applicable standards within become an integral part of this contract. The document is posted at

<https://www.gpo.gov/how-to-work-with-us/vendors/forms-and-standards> along with a list of major revisions.

TRIM SIZE: 8-1/4 to 8-1/2 x 10-7/8 to 11".

FORM NO: Tax Package 1040-12 (rev 2018)

PAGES: 16, self cover.

SCHEDULE:

Furnished Material will be available for pickup by 07/20/2020

Ship complete by 07/31/2020

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

Shipping F.O.B. Contractor's City via Motor Freight (IRBLs) to Bloomington, IL. will be required.

Complete address will be furnished on IRS Form 2040.

If authorized by the Government, contractor may ship complete earlier. Also at time of shipping, contractor must send 5 production samples overnight by traceable means to the Lanham, MD address, ATTN: Terri Skyrn. See Distribution "PRODUCTION SAMPLES".

The Government will attempt to meet the schedules as stated in these specifications. However, uncontrollable circumstances such as Congressional Legislation may delay the furnishing of printing media. In such event, the schedule will be adjusted in accordance with contract terms.

Unscheduled material such as shipping documents, receipts or instructions, delivery lists, labels, etc., will be furnished per the "Schedule" 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.

QUALITY LEVEL: 3 Quality Assurance Through Attributes (GPO PUB 310.1, effective May 1979 (Rev. 9-19)) applies.

DESCRIPTION:

DIGITAL PRINTING NOT ACCEPTABLE

SCOPE: These specifications cover the printing and binding of approx. 80,380 (incl. 200 Blue Labels) tax packages. Each tax package contains 16 pages requiring a vertical perforation on the fold through all eight (8) leaves along the entire bind side.

Tax Package contents: Pages 1 and 2; Form 1040--pages 3 & 4; Form 1040 (Schedule 1)--pages 5 & 6; Form 1040 (Schedule 2)--pages 7 & 8; Form 1040 (Schedule 3)--pages 9 & 10; Form 1040 (Schedule 4)--pages 11 & 12; Form 1040 (Schedule 5)--pages 13 & 14; and Form 1040 (Schedule 6)--pages 15 & 16.

PRINTING (head to head): Pages one (1), three (3), and four (4) in the tax package print in black and Pantone's 3005 (blue). Halftone is required on page one (1). Page two (2) and pages five (5) through sixteen (16) in the tax package print in black ink only.

Contractor will be required to underlay tones for screen backgrounds equal to 10% tone of a 110-line screen (may be simulated) and perform simple color separations.

GPO IMPRINT LINE: Contractor must set and insert a GPO imprint line on each form, per GPO Pub. 310.2 (page 16). Identification markings such as register marks, commercial identification marks of any kind, etc., except GPO imprint, form number, and revision date, carried in the electronic files, must not print on finished product.

CAUTION: The tax packages printed under this contract must not be mixed with tax packages printed under any other contract.

MATERIAL FURNISHED: Contractor to receive. .

via email after award (GPO to provide on or before 7/17/2020) - no pickup).

Purchase order. NOTE: Immediately upon award, contractor must notify Terri Skyrms at Theresa.L.Skyrm@irs.gov to provide two (2) or less email addresses for the IRS electronic files to be furnished.

GPO Form 917 (Certificate of Selection).

GPO Form 2678 (departmental random copies-blue label).

Agency to provide on or before 7/20/2020 via email (no pickup):

One (1) Pdf print repro for 16-page Tax Package 1040-12 in pagination order with fonts embedded and generated from Adobe Acrobat 9.0 or later via email. DO NOT UNEMBED FONTS. This may result in loss of data. The pdf is backward compatible to Adobe Acrobat 8.0. Contractor is cautioned that furnished fonts are the property of the Government and/or it's originator. Using fonts on any job other than the one for which the fonts were submitted violates copyright law. All furnished fonts are to be eliminated from the contractor's archive immediately after completion of the contract.

IRS fillable PDF Form 2040 (Electronic Distribution/Shipping Report "EXHIBIT 1") to follow Distribution/Shipping for larger shipment address information, shipping verification, updating IRS' databases, and to inform the destination(s) of the shipping and quantity status.

NOTE: The contractor MUST "update" the Electronic Form 2040 and transmit via email to IRS, every day the product ships, on a computer using a full version of Adobe Acrobat 9.0 Professional (or more recent) software. Any delay or missed input could result in delay of payment. The contractor must "update" the Shipping Status, Ship Quantity and Date Shipped fields with their information as per instructions included in Form 2040 PDF. If there is any information missing or incorrect, please contact Terri Skyrms at Theresa.L.Skyrm@irs.gov.

One (1) PDF file "EXHIBIT 2--IRS Form 6153 (Carton Label)"

One (1) PDF file "EXHIBIT 3--IRS Pallet Specifications"
Internal Revenue Bills of Lading (IRBLs)

FURNISHED BY CONTRACTOR: All materials and operations, other than those listed under "GOVERNMENT TO FURNISH", necessary to produce the product in accordance with these specifications.

Electronic Prepress: Prior to image processing, the contractor shall perform a basic check (preflight) of the furnished publishing files to assure correct output of the reproduction image. Any errors or data corruption that might interfere with proper file image processing must be reported immediately to Terri Skyrn at Theresa.L.Skyrm@irs.gov. This preflight should identify any problem areas with the digital file submission and should include, but not be limited to, missing or damaged fonts, improper trim size and/or margins, only low-resolution files are included for illustrations, and improper color definition.

Contractor must supply all 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.

The contractor is responsible for adjusting copy for trim size and binding style.

All electronic files generated must be produced on a high-resolution output device producing quality equal to or better than an image resolution of 1200 dpi. Adjustments to the margins and/or images may be required by the contractor to meet required specifications.

All halftones are to be 110-line screen or finer.

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. The contractor is also required to have Adobe Acrobat 9.0 Professional (or more recent) software (not Adobe Reader) and the capability to receive and open file attachments compressed into a Zip (.zip) file format. The contractor must furnish no more than two (2) addresses for the IRS to email all electronic files to avoid any lapse in service.

Any use of public address or web-based mail servers (i.e. Hotmail, Yahoo, Juno etc.) IS Forbidden.

PAPER: * Must be in accordance with JCP Paper Specification Standards in effect on date of this order JCP Code* D10, Writing; White (With Tablet Stock Option), Basis Size 17 X 22" Basis Weight 20 lbs. Note: All paper used in each tax package must be of uniform shade. In addition, the weight of the writing paper must remain constant throughout the entire run.

COLOR OF INK:

See "description" herein.

PRINT PAGE: Head to Head

MARGINS:

Pages 1 and 2: 3/8" head margin, unless otherwise furnished in electronic file; center left and right.

Pages three (3), five (5), seven (7), nine (9), eleven (11), thirteen (13), and fifteen (15): 1/2" head to black ink (image); center left and right.

Pages four (4), six (6), eight (8), ten (10), twelve (12), fourteen (14), and sixteen (16): follow head margins per the furnished electronic file; center left and right.

PROOFS:

E-MAIL PROOFS (indicate margins): CONTRACTOR MUST NOT PRINT PRIOR TO RECEIVING AN "OK TO proceed". One set of E-Mailed Electronic Page Proofs. Contractor to submit one "Press Quality" PDF "soft" proof (for content only) using the same Raster Image Processor (RIP) that will be used to

produce the final printed product. PDF proof will be evaluated for text flow, image position, margins, location of perf. lines, final trim size, and color breaks. Proof will not be used for color match.

E-Mailed proofs directly to the Agency at Theresa.L.Skyrm@irs.gov as soon as the contractor deems necessary to comply with the shipping schedule in the contract. Contractor must call GPO Contract Compliance Section at (202) 512-0520 immediately upon E-Mailing proofs and immediately upon receiving the returned proofs (or OK E-Mail) back from the Department. Proofs will be withheld not more than (2) workdays from receipt at the Department to receipt in the contractor's plant. Contractor must not print prior to receiving an "Ok-to-Proceed".

If any contractor's errors are serious enough in the opinion of the GPO to require an electronic revised proof, the revised proof is to be provided at no expense to the Government. No extra time can be allowed for this reproofing; such operations must be accomplished within the original production schedule allotted in the specifications.

BINDING:

Saddle-wire stitch in two (2) places and trim three (3) sides. Each product must contain complete four-page signatures after trimming. Single leaves connected with a lip (i.e., binding stub) to the left or right side of stitches WILL NOT be allowed. All binding will be on 10-7/8 to 11" dimension, as applicable.

NOTE: Grain must run parallel to spine. Cracks/wrinkles are not acceptable.

PERFORATIONS: All leaves require a vertical perforation on the fold along the entire 10-7/8 to 11" bind dimension. Perforations must be slit or slot (not pinhole) and must allow for easy and clean separation of pages. Perforation must be of sufficient strength to prevent separation during normal handling and shipping.

PACKING:

Pack approximately 80,380 (incl 200 blue labels) tax packages into approximately 211 shipping containers. Each carton must contain 380 tax packages packed in two (2) even stacks of 190 tax packages each with full size corrugated boards on top and bottom of stacks. Containers must be packed solid to avoid copies being damaged during transit. Container weight must not exceed 32lbs when fully packed.

CARTONS: Cartons must be corrugated or solid fiber shipping containers, 1380 kPa (200 psi) minimum bursting strength and minimum edge crush strength of 35 psi. Bottom flaps must be glued or sealed with polyester tape 2 to 3" width, minimum 12 kNm (65 lbs./inch) transverse tensile strength). If bottom flaps are stapled, they must be stapled before packing and without damage to the product enclosed. Top flaps of cartons must be securely sealed at top with 2 to 3" paper or polyester tape (not reinforced). Cartons must be packed solid. Cartons must not have excessive air space (dunnage) when fully packed to prevent crushing or deformation. Cartons must not open nor split during transit through the motor freight/airfreight carrier delivery systems.

Stapling of top or bottom flaps on cartons, furnishing cartons with separate lids, overstuffing or crowning cartons, and sealing cartons with plastic strapping is strictly prohibited.

If carton weight exceeds 32 lbs. when fully packed, contractor must email Terri Skyrms at Theresa.L.Skyrm@irs.gov for resolution prior to packing. Carton filler (if necessary) must be composed of material that can be easily removed without damaging contents. Packing peanuts or beads are strictly

prohibited. Contractor must determine exact dimensions of carton in accordance with the trim size and weight of product produced. The exterior dimensions of all cartons must not exceed 17-1/2" (L) x 11-1/2" (W) x 9" (D).

LABELING/MARKING: EACH carton must contain an IRS carton label Form 6153 (see Exhibit 2) generated from the provided pdf. Handwritten labels and contractor stream-lined or recreated labels are strictly prohibited. Contractor is required to produce the appropriate number of IRS carton labels needed for this contract on white paper or white adhesive label stock, in black ink, and reproduced the same size as the pdf provided. The completed IRS carton label must be affixed securely to one end of the carton only (never on top, long-side, or bottom). The IRS carton label **MUST NEVER** be affixed such that it extends over the edge and onto an adjacent side.

For all IRS carton labels (Form 6153), the contractor is required to update/enter the Carton # of # for each address; the "To (Consignee---complete address); and the "From---contractor's address, fields electronically in black ink, and minimum 12 pt. type. If the remaining fields on the furnished IRS carton label are blank, or the quantity stated on the carton label is not the same quantity being packed within the carton, the contractor must notify Terri Skyrn @ Theresa.L.Skyrm@irs.gov to resolve the discrepancy prior to packing.

In addition to a completed IRS Form 6153 being applied to each carton, contractor must securely affix a completed IRS carton label to all four sides of the stretch wrap and to the top of each pallet. In addition, the labels affixed to cartons on pallets must be facing out to be easily read, once palletized.

Caution: In the event that cartons are mislabeled, incorrect carton labels and/or incorrect pallets are utilized, cartons are crushing, collapsing, or bursting due to the cartons not being packed per contract, labels are not securely affixed to the cartons/pallets or labels are affixed to the incorrect area of the cartons/pallets, cartons are not layered correctly on the pallets, pallets are not wrapped properly and securely, the shipment will either be returned to the contractor to be corrected/replaced or the contractor will be required to make the corrections/replacements on site, with all costs borne by the contractor. Contractor must make all corrections and/or replace all damaged materials within 24 hours of notification via email. If the corrections and or replacements are not completed by the contractor within 24 hours of notification, the Government will hire an outside vendor to make all corrections and/or replacements (except printed product contained within cartons) and the contractor will borne all costs incurred by the Government.

PALLETS: All shipments to a single destination weighing more than 750lbs., require pallets. Pallets must be type III and must conform to Federal Specifications NN-P-71C, and any amendments applicable except for dimensions and single center stringer. Pallets must be 48" in length, 40" in width, and must not exceed 5" in height. Full entry **MUST** be on the 40" width. See Exhibit 3. Strict adherence to these dimensions is necessary to accommodate storage requirements as well as ease of packing into freight carrier trailers. Cartons shall be stacked on pallets using a reverse layer pattern, 9 cartons per layer, with a maximum height of 55", including pallet. Each carton contained on a pallet must show the completed IRS label (Form 6153) on the exposed side, once palletized. 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 destinations. The use of metal strapping or pallet caps for securing material on pallets is strictly prohibited. **NOTE:** More than one partial pallet per destination is strictly prohibited.

Bill of materials list: A list must be compiled detailing the items on each truck and the quantities per item. Each pallet must be identified on two sides with a minimum 3" high number in black. The number on the pallet must correspond to the number on the list. The list is to be on a bright color stock and inserted into a minimum 4 x 4" plastic sleeve or on white stock and inserted into a bright colored sleeve and affixed to the last pallet on each truck.

DOUBLE-STACKING PALLETES WHEN LOADING INTO TRUCK/TRAILER FOR SHIPPING IS STRICTLY PROHIBITED.

DISTRIBUTION:

COPIES DAMAGED IN TRANSIT: CONTRACTOR MUST REPLACE AND SHIP ALL COPIES DAMAGED IN TRANSIT WITHIN 24 HOURS OF DEFICIENCY NOTIFICATION, VIA OVERNIGHT DELIVERY. CONTRACTOR WILL BE NOTIFIED OF THE DEFICIENCY VIA EMAIL. CONTRACTOR WILL INCUR ALL CHARGES TO REPLACE AND SHIP DAMAGED COPIES.

Ship approx. 80,380 tax packages (includes 200 Departmental Random "Blue Label" Copies) via IRBL(s) to: IRS/NATIONAL DISTRIB CENTER RECEIVING AREA, 2525 REVENUE DR, BLOOMINGTON, IL 61705-2500.

DEPARTMENTAL RANDOM "BLUE LABEL" COPIES: The contractor **MUST** submit 200 departmental random copies at the completion of production to test for compliance against specifications. The contractor must divide their total quantity into equal sublots and 1 copy from a different general area of each subplot. The contractor will be required to the "Certificate of Selection of Random Copies", furnished by GPO, certifying that copies were selected as directed.

These randomly selected copies must be packed and identified by a special Government-furnished Blue label, affixed to each affected container. Additional labels, if needed, are to be reproduced by contractor on Blue stock. The container and its contents shall be recorded separately on all shipping documents and sent to Internal Revenue Service, National Distribution Center, 2525 Revenue Drive, Bloomington, IL 61705-2500. Submit a copy of the SPECIFICATIONS and the signed Government-furnished "Certificate of Selection of Random Copies", along with the Departmental Random Copies.

MOTOR FREIGHT (MF) Contractor's City Shipments: Contractor must ship via Motor Freight when the total shipping weight to a single destination is 750lbs or more, unless otherwise instructed by the Government. All Motor Freight shipments will be completed by an Internal Revenue Bill of Lading. IRBL(s) will be furnished to the contractor electronically by the IRS Postal & Transport Policy Office. If an IRBL(s) is/are not provided at least two (2) workdays prior to the shipment date, the contractor must notify Roy Murdoch @ 309-556-5076 or Roy.M.Murdoch@irs.gov , or Tami Pike @ 859-320-3800 or Tami.L.Pike@irs.gov immediately to make arrangements to receive IRBLs. The contractor will be required to complete information including but not limited to total weight of shipment; number of cartons; number of pallets on the IRBL(s) prior to shipment.

The IRBL(s) will have designated carriers identified that provide special negotiated freight rates for IRS shipments. The contractor must not change the designated carrier(s) without prior written approval from the IRS. In the event the designated carrier(s) cannot be utilized, or if the contractor experiences a problem with the designated carrier, the contractor must immediately contact Roy Murdoch @ 309-556-5076 or

Roy.M.Murdoch@irs.gov , or Tami Pike @ 859-320-3800 or Tami.L.Pike@irs.gov to obtain alternate carrier(s) authorization. NOTE: If the contractor uses a carrier other than the designated carrier without prior written approval from the IRS, the contractor will be held responsible for any additional shipping costs incurred.

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 IRBLs for shipments to an individual destination exceeding a truckload. Only one bill of lading should be released for each truckload.

The contractor is accountable to the IRS for all IRBL(s) furnished under this contract. Use of IRBLs for shipments not authorized by the IRS is strictly prohibited.

Within three (3) workdays of shipping complete, the contractor must email IRBLs containing truckers' signatures to Theresa.L.Skyrm@irs.gov. In addition, contractor must notify IRS of all unused IRBL numbers furnished under this contract. Notification of unused IRBL numbers must be emailed to Theresa.L.Skyrm@irs.gov. Any unused bills of lading must be destroyed by the contractor.

PRODUCTION SAMPLES:

Contractor must send 5 production samples to: IRS, Room C6-446, Attention: Terri Skyrm, 5000 Ellin Road, Lanham, MD 20706. NOTE: These copies are to be considered sample copies and WILL NOT be included in the quantity ordered and MUST NOT be included in the quantity billed. Shipping of these samples must be borne by the contractor and sent overnight by traceable means. In addition, contractor must NOT include these copies on IRS Form 2040.

All expenses incidental to furnishing electronic proofs and providing five (5) production samples to Lanham, Maryland, must be borne by the contractor.

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 STANDARD
P-7. Type Quality and Uniformity	Ok'd proof/furnished electronic files
P-8. Halftone Match (Single and Double Impression)	furnished electronic files
P-9. Solid and Screen Tint Color Match	Pantone Matching System

PREAWARD SURVEY: In order to determine the responsibility of the prime contractor or any subcontractor, the Government reserves the right to conduct an on-site pre-award survey at the contractor's/subcontractor's facility or to require other evidence of technical, production, managerial, financial, and similar abilities to perform, prior to the award of a contract. As part of the financial determination, the contractor in line for award may be required to provide one or more of the following financial documents:

- 1) Most recent profit and loss statement
- 2) Most recent balance sheet
- 3) Statement of cash flows
- 4) Current official bank statement
- 5) Current lines of credit (with amounts available)
- 6) Letter of commitment from paper supplier(s)
- 7) Letter of commitment from any subcontractor

The documents will be reviewed to validate that adequate financial resources are available to perform the contract requirements. Documents submitted will be kept confidential, and used only for the determination of responsibility by the Government. Failure to provide the requested information in the time specified by the Government may result in the Contracting Officer not having adequate information to reach an affirmative determination of responsibility.

PAYMENT: Submitting invoices for payment via the GPO fax gateway (if no samples are required) utilizing the GPO barcode coversheet program application is the most efficient method of invoicing. Instruction for using this method can be found at the following web address:
<http://winapps.access.gpo.gov/fms/vouchers/barcode/instructions.html>.

Invoices may also be mailed to: U.S. Government Publishing Office, Office of Financial Management, Attn: Comptroller, Stop: FMCE, Washington, DC 20401.

For more information about the billing process refer to the General Information of the Office of Finance web page located at <https://www.gpo.gov/how-to-work-with-us/vendors/how-to-get-paid>.

Attachment(s): Attachment(s) is/are part of the specification, click 'Download Attachment(s)' link below to view and print the attachments that are part of these specifications.

Download Attachment(s): <http://contractorconnection.gpo.gov/download.aspx?Jacket=410911>