

# Quotation Request //

## US Government Publishing Office

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

**JACKET:418-511**

**Quotations are Due By:**  
**(Eastern Time)11:00 AM on 05/16/2022**

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

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**TITLE:** Form 2290 (SP) Rev. 07-2022 (Catalog #30488W)

**QUANTITY:** 23380 Pamphlets.

**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.

**TRIM SIZE:** Overall trim size 8-1/2 x 11", Detached trim size is 8-1/4 x 11" (see Binding).

**FORM NO:** 2290

**PAGES:** 8 Pages (Self-Cover)

**SCHEDULE:**

Furnished Material will be available for pickup by 05/17/2022

Ship complete by 06/20/2022

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

Ship 23,375 copies + 125 Blue Label copies FOB Contractor's City.

Ship FOB Destination 5 copies to Lanham,MD 20706.

The contractor must complete the Electronic Form 2040 and transmit via e-mail to IRS each day the product ships. Any delay or missed input could result in delay of payment. Form 2040 is in a PDF fillable Adobe Acrobat 9.0 file format. The majority of the information will be filled out by the IRS and sent 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 [Yvonne.chase@irs.gov](mailto:Yvonne.chase@irs.gov).

Unscheduled material such as shipping documents, receipts or instructions, delivery lists, labels, etc., will be furnished with the order or shortly thereafter. In the event such information is not received in due time, the contractor will not be relieved of any responsibility in meeting the shipping schedule because of failure to request such information.

**QUALITY LEVEL:** 4 Quality Assurance Through Attributes (GPO PUB 310.1, effective May 1979 (Rev. 9-19)) applies.

**DESCRIPTION:**

Digital Printing Not Acceptable.

Pages 1 thru 8 print head to head in black ink with line matter and flat tones. Pages 4 and 6 print "INTENTIONALLY LEFT BLANK" (in Spanish) in black ink.

**MATERIAL FURNISHED:** Contractor to receive. Via e-mail after award.

One (1) Purchase Order.

One (1) PDF file for pamphlet.

GPO Form 917 (Certificate of Selection).

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

One IRS 2040 Form (Distribution/Shipping list).

Contractor to download the Labeling and Marking Specifications form (GPO Form 905, R. 7-15) from [gpo.gov](http://gpo.gov), fill in appropriate blanks, and attach to shipping containers.

IRS Fillable PDF Form 6153 (IRS carton label---label image is approx. 7-11/16 x 4-1/2") provided via e-mail.

IRS Fillable PDF Form 2040 (Electronic Distribution/Shipping Report) provided via email. Internal Revenue Bills of Lading (IRBL) will be furnished via email.

Document 12321 (IRS Pallet Specifications) will be furnished via email.

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.

Prior to image processing, the contractor is responsible for checking files contained on the furnished electronic files/media to insure that correct file output selection has been provided for, so as to correctly output for printing. Output must be generated on high resolution image processors. Contractor must set a GPO imprint line and insert per GPO Pub. 310.2, page 9, para. 9).

**CONTRACTOR TO FURNISH:** All materials and operations, other than those listed above, necessary to produce the product(s) in accordance with these specifications.

Contractor is required to have Internet access, provided through an Internet Service Provider (ISP), an e-mail account and a web browser equivalent to Internet Explorer 6.0. In addition, contractor must have "full version" of Adobe Acrobat 9.0 Professional (or more recent) software.

The use of public address or web-based mail servers (i.e. Hotmail, Yahoo, etc.) is not allowed. The contractor must furnish an email address for the IRS to email the forms mentioned above.

The contractor is accountable to the IRS for all IRBL(s) furnished under this contract. Contractor must notify IRS of all unused IRBL numbers furnished under this contract. Notification of unused IRBL numbers must be emailed to [yvonne.chase@irs.gov](mailto:yvonne.chase@irs.gov). After notification, any unused bills of lading must be destroyed by the contractor.

**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.

**COLOR OF INK:**

Black

**PRINT PAGE:** Head to Head

**MARGINS:**

1/2" head, center left and right.

**PROOFS:**

None Required.

**BINDING:**

Trim 3 sides and Saddle Stitch in two place on the 11 dimension OR Paste on fold on the 11 dimension.

Perforate (slit or slot without ink) ALL pages vertically 1/4" off fold along entire 11" dimension. In addition, page 8 perforates (slit or slot without ink) horizontally along the entire 8-1/2" dimension, approximately 7-3/4" from top edge of page (see file for dotted line above voucher on page 8).

**PACKING:**

Pack 750 copies per carton in two (2) even stacks per shipping container. Cartons must not exceed 32 lbs. when fully packed.

**CONTAINERS/CARTONS:** Contractor is to furnish all packaging and shipping containers/cartons. All cartons must be packed solid with a maximum weight of 28 to 32 lbs. per carton. 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). Contractor will determine exact dimensions of carton in accordance with trim size and weight of the product produced. All shipping containers/cartons will require an IRS Form 6153 attached.

**LABELING AND MARKING (package/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. IRS Form 6153 Carton Label will be provided via e-mail to contractor upon award.

Fields for Contractor to Electronically to complete: (a) Carton #of#; (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.

The following must be updated **ELECTRONICALLY** by the contractor, when not entered by IRS on the PDF label using Adobe Acrobat 8.0. **DO NOT MAKE HAND-WRITTEN UPDATES TO THE LABEL UNDER ANY CIRCUMSTANCES.**

- Carton # of #
- From Address
- To Address
- Carton Quantity

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

**FAILURE OF THE CONTRACTOR TO PRINT 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 cannot be canceled. Be sure all information is correct prior to printing labels.

**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.

For Ground Service Deliveries Over 750 lbs. - Shipments over 750 lbs. are to be completed by Motor Freight and require Pallets.

**PALLETS** (motor freight shipments over 750 lbs only): Pallets must be type III and must conform to Federal Specifications NN-P-71 C, and any amendments thereto except for dimensions 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.

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 date (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 day(s) indicated in SCHEDULE.

**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. IRS Document 12321, Pallet Specifications, will be provided via e-mail to contractor upon award.

**DISTRIBUTION:**

Contractor must notify the ordering agency on the same day that the product ships/delivers via e-mail sent to yvonne.chase@irs.gov. The subject line of this message shall be "Distribution Notice for Requisition 22-00573, Jacket 418-511. The notice must provide all applicable tracking numbers, shipping method, and Title. Contractor must be able to provide copies of all delivery, mailing, and shipping receipts upon agency request.

\*\* Ship FOB Contractor City \*\*  
Ship 23,375 Pamphlets via IRBL to: IRS National Distribution Center, Receiving Area (309) 556-5169, 2525 Revenue Dr., Bloomington, IL 61705-2500. (OPN 88100-1424).

**DEPARTMENTAL RANDOM "BLUE LABEL" COPIES** - The contractor MUST submit 125 departmental random copies at the completion of production, to test for compliance against specifications. The contractor must divide their entire order into equal sub lots and 1 copy from a different general area of each sub lot. 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 separately and identified by a special Government-furnished blue label, affixed to each affected container. Additional labels, if needed, are to be reproduced on blue stock.

The container and its contents shall be recorded separately on all shipping documents and sent to: IRS/National Distribution Center, Blue Label Copies, 2525 Revenue Drive, Bloomington, IL 61705-2500 separately from any other distribution to this destination. Submit a copy of the signed Government-furnished "Certificate of Selection of Random Copies", along with the Departmental Random Copies.

\*\* Ship FOB Destination \*\*  
Ship 5 copies via traceable means to: IRS, NCFB, 5000 Ellin Road, SE:W:CAR:MP:CD, C-6/160, Lanham, MD 20706. Attn: Yvonne Chase. Phone # 240-613-5502.

**NOTE:** Copies must be delivered via traceable means with signature verification. Contractor is responsible

for maintaining a shipping log that includes the contact, address, quantity ordered, and tracking/provide number(s) for each destination. Contractor must email shipping log to yvonne.chase@irs.gov no later than one business day after shipping. Include GPO Jacket Number & IRS Requisition Number in the subject line of the email.

**SHIPPING MANIFESTS:** Contractor will be required to provide tracking numbers for all shipments to Yvonne Chase(yvonne.chase@irs.gov) and GPO representative to verify transit. Verification(s) must be received at time of shipments(s).

All expenses incidental to returning materials, submitting proofs, and furnishing samples 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 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	Furnished Electronic Media

**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 preaward 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 low contractor 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 a timely manner 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):** NONE