

BID OPENING: JANUARY 20, 2009.

BIDS SHALL BE PUBLICLY OPENED AT 11:00 A.M., PREVAILING WASHINGTON, D.C. TIME.

IF YOU HAVE ANY QUESTIONS CONCERNING THESE SPECIFICATIONS CALL (202) 512-1239 AND ASK FOR FRANK YATOR (AST #5). NO COLLECT CALLS.

SPECIFICATIONS

U.S. Government Printing Office (GPO)
Washington, DC

GPO CONTRACT TERMS: Any contract which results from this Invitation for Bid will be subject to GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 6-01)) and Quality Assurance Through Attributes Program for Printing and Binding (GPO Publication 310.1, effective May 1979 (Rev. 8-02)).

"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."

SPECIFICATIONS FOR PRINTING, IMAGING, BINDING AND MAILING OF THE QUARTERLY FEDERAL EXCISE TAX RETURN PACKAGE 720 (1st Qtr.) 2009

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NOTE: Due to the numerous number of exhibits (12) in this specification, the exhibits will not be put on the **Internet**. A complete copy of the specifications may be obtained from the bid room by request. Telephone 202-512-0526 (no collect calls).

SCOPE: These specifications cover printing and binding of 15,876 copies of a FOURTY-EIGHT (48) page, self-cover pamphlet; manufacturing and printing 15,876 envelopes (to be inserted into the pamphlets); and variable imaging of 15,876 pamphlets for mailing. One copy change required on page 1 to remove the indicia for approximately 66 International copies. **NOTE: Must be printed via offset method. No photocopying allowed.**

CHANGES IN QUANTITY: The Government, for the FINAL QUANTITY, may submit increases or decreases of up to 25% of the pamphlet and envelope quantity shown in Exhibit 1 until the date specified in the schedule. These quantity adjustments may be made via successive updates of Exhibit 1 or by telephone and will be the FINAL quantity. Billing adjustments for scheduled quantity changes (+ or -) and for subtraction of undeliverables (see Section 5.2) will be at the contractor's quoted "ADDITIONAL RATE". (See Offers Section) If no changes have been received by the scheduled date for final quantity adjustments, the bid quantities will stand as the FINAL quantity.

NOTE: Must be full Final Quantity to all consignees. No shortages or overruns will be allowed.

SUBCONTRACTS: The provisions of the article entitled "Subcontracts," GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 6-01)) are modified to permit subcontracting of manufacturing and/or printing of envelopes. **NOTE:** The prime contractor is ultimately responsible for monitoring and the quality of work performed by subcontractors.

Section 1 – SCHEDULE

<u>Date</u>	<u>Event</u>
01-20-09	Bid opening.

01-22-09	Award of contract.
01-23-09	Dummy copy for prior to production samples furnished to contractor (See Section 3.19)
01-26-09	Test CDS to contractor.
02-09-09	Security letter to IRS (see Section 3.18)
02-09-09	Production & Quality Systems Plans to IRS
02-12-09	Prior to production samples due (See Section 3.19)
Negotiated	Preproduction Conference at contractor's plant
02-27-09	Electronic media for pamphlet (Pamphlet proofs - see Section 3.20), and for the envelope (Envelope proofs - see Section 4.8) to contractor.
03-06-09	Final day the Government may make package and envelope quantity adjustments, (may be by telephone).
03-06-09	Address CD-ROMs to contractor.
03-11-09	NCOA ^{Link} Report due
03-13-09	Postage Summary Reports due (See Section 1.5)
03-20-09	Complete turnover of packages to U.S. Postal Service.

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 the electronic media. In such event, the schedule will be adjusted in accordance with contract terms.

1.1 A preaward survey may be conducted by Government Printing Office and Internal Revenue Service personnel to determine if the prospective contractor (and its subcontractors) has adequate facilities and expertise to accomplish the requirements of these specifications.

1.2 A preproduction conference may be held at the contractor's plant. The purpose of the conference will be to discuss and review all aspects of the contractor's production plan and to establish coordination of all internal and external operations required to complete this contract.

1.3 Quality Systems Audit: In connection with the preproduction conference, should the Government elect, a quality systems audit may be conducted. Following the conference, IRS/GPO may conduct an in-depth audit of all contractor quality control methods, quality systems and quality plans in a formal walk-through. This audit would require the contractor to plan, in advance, all quality related functions which would be required to complete the contract. The Quality Systems Audit shall also include procedures for assuring that all variable data are accurately and completely printed and that all addressed items are mailed. These procedures shall explicitly describe the methods to be used to assure that no records are missed or duplicated during all phases of production. Should subcontractors be involved, a complete audit of their quality systems may also be performed. This procedure will be mandatory for all contractors performing IRS Tax Package work for the first time.

Failure to maintain the quality systems in accordance with the contractor's plan approved by the Government may result in the Government's termination of the contract for default.

1.4 Inspection Notification: 72 hours prior to start of press, imaging, inserting, and mailing operations the contractor must email IRS Form 9558 to betty.j.howard@irs.gov and sheryl.m.moe@irs.gov with the following information: 1) Jacket and Requisition Numbers; 2) Name of company; 3) Location and address of inspection site; 4) Name and phone number of contact person; and 5) Date and time of inspection. Whether IRS elects to be present for the inspection, or waive the inspection, you will be notified at least 24 hours prior to the time for inspection. **If the press inspection is waived, the contractor is required to send 5 press sheet samples overnight to IRS-SE:W:CAR:MP:P:B:T, Attn: Sheryl Moe Room 6235, 1111 Constitution Ave NW, Washington, DC 20224.** If IRS fails to respond, proceed as you would have, had there not been an inspection. Do not hold up production unless specifically authorized by GPO. Attendance at, or waiver of, the inspection does not affect any other provisions of the contract.

1.5 Postage Summary: Contractor must e-mail postage summary reports (see Exhibit 7) for each phase for each IRS service center to sheryl.m.moe@irs.gov no later than the date specified in the schedule. Postage summary reports must show the GPO jacket number; the number of pieces and cost of Carrier Route, 3/5 digit, and Basic broken out by Service Center and

the grand total, in a format similar to the one shown in Exhibit 7. The reports are to be submitted after the mail tapes are prepared following NCOA^{Link} processing.

Section 2 – MATERIALS

2.1 Furnished by the Government: (1) Electronic Media for forms, instructions, pamphlets, envelopes, Form 6153 Carton Shipping Label (for International packages being sent to DHL); (2) construction samples, (3) test CD-ROMs and live address CD-ROMs for individual tax packages – produced in EBCDIC format. Contractors must be capable of reading CDs produced in EBCDIC format. The data will be encrypted/password protected using WinZip 9.0 (256 Bit AES encryption). The password will be secured emailed to the contractor. CD-ROMs furnished will be ZIP code sorted. Contractor must provide the listings, reports, etc. to perform the mailing operation. Contractor is responsible for coding and assigning all carrier route numbers, endorsements, and delivery point bar codes, (4) IRS Form 13456, IRS Publishing - Postage Report in a fillable PDF file format, (5) IRS Form 13456-A FAX Cover Sheet for IRS USPS Postage Statements, (6) IRS form 9558 – Inspection notification report, (7) a listing of states and zip codes that file at each service center (for correction of new move address service center codes), and (8) forms (one for each bank) to be included with shipment of preproduction samples to banks.

*Note: Electronic transfer will be via e-mail or File Transfer Protocol (FTP) or Zip Disk or CD RW disk in Portable Document Format (PDF) generated from Adobe Acrobat 9.0 or later (We will supply a color composite PDF file, and all fonts will be embedded in the files at the PDF level). **Do not unembed fonts!** This may result in a loss of data. The PDF's are backward compatible to Adobe Acrobat 7.0. Prior to image processing the contractor is responsible for checking files to insure that such features as bleeds, register marks, and correct file output selection have been provided for, so as to correctly output for printing. The contractor must supply necessary trapping. High-resolution image processors must be used if generating films. The contractor must verify the accuracy of the Postal barcodes with the USPS output as part of the envelope printing.

Prior to image processing, the contractor is responsible for checking files contained on the furnished diskette to insure that such features as bleeds, register marks, and correct file output selection have been provided. The contractor must supply necessary trapping. High resolution image processors must be used if generating films.

NOTE: If any Government furnished electronic media is unusable, the contractor must contact Sheryl Moe 202-622-6607 within 24 hours. If the contractor fails to do so, no additional time will be allowed in the schedule. No Collect Calls. Contractor must not alter furnished files.

Contractor must schedule an advance planning meeting with the Postal Service, prior to production, to request the furnishing of trays, pallets, trucks and to coordinate a mailing plan.

2.2 Furnished by the Contractor: All other materials and operations necessary to fulfill the contract requirements, including facsimile transmission capability, any necessary conversion program to utilize Government-furnished CD-ROMs and the following:

The contractor is required to have Internet access provided through an Internet Service Provider (ISP), an email account and a web browser equivalent to Internet Explorer 6.0. The contractor is required to have Adobe Acrobat 9.0 Professional (or higher) software (**not Adobe Reader**) and the capability to receive and open file attachments compresses into a Zip (.zip) file format. The contractor is also required to have WinZip 9.0 to have the capability to view and work with the provided address records. The contractor must furnish an email address for the IRS to email the forms mentioned above. NOTE: The use of public address or web-based mail servers (ex: Hotmail, Yahoo, Juno) is not permitted.

2.3 JCP STANDARDS: The specifications of all papers furnished must be in accordance with those listed herein or listed for the corresponding JCP Code numbers in the "Government Paper Specification Standards No. 12" dated February 2008.

Either White Offset Book Paper, basis weight 25 x 38", 50 lbs. per 500 sheets, must equal JCP Codes A60; OR White Writing Paper, basis weight 17 x 22", 20 lbs. per 500 sheets, must equal JCP Code D10.

Envelope Stock - White Wove, basis weight 17 x 22", 24 lbs. per 500 sheets; containing a minimum of 30 percent post consumer recovered material.

2.4 Postage Statements/IRS Postal Forms: The contractor *must* update the Electronic Form 13456 and submit via email to IRS at postage@publish.no.irs.gov and also email to sheryl.m.moe@irs.gov. For your convenience, Form 13456 is provided as a fillable PDF file for each GPO job jacket. The IRS will complete the top portion of the form prior to emailing the form to the contractor. If any information is missing or incorrect, contractor must contact Sheryl Moe at 202-622-6607.

The contractor is responsible for capturing five data elements from every postage statement (i.e. USPS Form 3602, 3602-R, 3600). The five elements are: (1) barrel stamped post office zip code, (2) postage statement date, (3) quantity mailed, (4) postage amount, and (5) postage statement type.

The form must contain only postage information for the designated GPO jacket. Prior to sending, the contractor must rename the file "GPO Jacket number_date" i.e. **123-456_9-02-03.pdf**. If the contractor completes an additional form per day, they should add a suffix to the file name starting with the letter "a" then "b", etc. i.e. 123-456_09-02-03a.pdf. The contractor is responsible for the accuracy of the information returned to the IRS. **Any delay or missing input could result in delay of payment.**

All Postage Statements (i.e. USPS Form 3602, 3602-R, 3600) must contain the IRS Agency Cost Code "**67039**" in the "Federal Agency Cost Code" box. The GPO Jacket Number must be included in the mailer information located in the upper portion of the postage statement.

Faxing USPS Postage Statements: On the same day the completed Form 13456 is emailed, the contractor is also required to FAX all associated postage statement forms to the IRS. Contractor is required to FAX postage statement forms (i.e. USPS Form 3602, 3602-R, 3600) that have received a barrel stamp from the postal service to 1-267-295-7877 (not a toll free number). The first page of every FAX sent to the IRS must be a fully completed IRS Form 13456-A. The number of pages faxed may not exceed 32 pages in any single FAX transmission. The fax must contain only postage statements for the designated GPO jacket number. Contractor must not combine postage associated to multiple GPO contracts in a single FAX transmission.

The form must contain entries in the following fields: Name of IRS publishing analyst, IRS requisition number, GPO jacket number, GPO Contractor number, Name of contractor, Contact person at contractor, Telephone number of contact person, FAX number of contact person, Number of pages faxed (*cannot exceed 32 pages including cover sheet*) and Date of fax transmission.

The date on Form 13456-A "Date of fax transmission" must match the date on the associated Form 13456 "Date of fax transmission". Postage reported on the completed Form 13456 must correspond line by line to the postage statements in the associated fax.

Within three (3) workdays of completion of mailing, contractor must ship via overnight, traceable means, one complete set of all Form 13456s' and barrel date stamped postage statements to: IRS-SE:W:CAR:MP:P:B:T, Attn: Sheryl Moe Room 6235, 1111 Constitution Ave NW, Washington, DC 20224.

Section 3 - PAMPHLET SPECIFICATIONS

3.1 Number of Pages: 48-pages (self-cover).

3.2 Quantity: 15,876 pamphlets with envelopes.

3.3 Trim Size: 8-3/8 x 10-7/8".

3.4 Ink: Print in black ink only.

3.5 Printing: Pamphlets print head to head in black ink. There are four pages containing halftones. Must be printed via offset method. Folios 1-4 and 45-48 must be printed and imaged as one complete 8-page signature. No photocopying is allowed.

3.6 Screens: Contractor may be required to screen backgrounds equal to 15% tone of a 120-line screen (may be simulated).

3.7 Image Size: Pages will have a maximum image size of 7-5/8 x 10-5/16".

3.8 GPO Imprint: Contractor must set and insert a GPO imprint line per Contract Terms, GPO Publication 310.2. The GPO Imprint line must not print on the payment voucher portion of pages 47 and 48.

3.9 Margins: Forms: 1/2" head 9/16" Left and 9/16" Right, Instructions: 1/2" head center left and right. Exception - pages having an image depth over 10-3/16" will have a 3/8" head.

3.10 Form-to-Form Register: Form-to-form register is the register of like forms within the finished product (not the press forms) and must be maintained within 1/16" maximum variation.

3.11 Perforations: Pages 1 thru 48 perforate vertically along the entire 10-7/8" dimension located 1/4" from the bind edge. One additional horizontal perforation is required on page 47 located 3-1/4" from the bottom trimmed edge, adjacent to the vertical perforation to create a 8-1/8 x 3-1/4" (detached size) voucher. Perforations must be slit or slot (not pinhole) and must allow for easy and clean separation of pages.

3.12 Binding: Saddle-wire stitch pamphlet in two places on the 10-7/8" bind edge. The stitching must not interfere with the detaching of the forms at the perforations or removal of the envelopes. Trim three sides. Affix one wafer seal (clear or white) centered on the open 11" side of the pamphlet.

3.13 Inserting envelopes: Insert envelopes across (around) the bind of the pamphlets during the inseting and stitching operations. Stitches must not hit the envelope. When the envelopes are folded, the fold must not intersect with the Postal Bar code that appears on the return envelope.

3.14 Address CD-ROMs: The IRS will furnish CD ROMS for imaging. These files are to be received by contractor on or before the date specified in the schedule. 100% retrieval of all necessary information is required.

3.15 Computerized Imaging: - Taxpayer information, mailing address and other information are to be computer imaged by either impact or nonimpact printers directly onto page 1 (mailing panel – See Exhibit 8); page 3 (Form 720 - See Exhibit 9); and page 47 (payment voucher – See Exhibit 10) utilizing the furnished CD-ROMs. It is the contractor's responsibility to ensure that the imaging equipment used on this contract has the capability to image all required areas. If the imaging of the forms is performed at more than one location, the forms for any one Service Center

MUST be produced in the same location.

Imaging must meet the following specifications:

- (a) The font must be OCR-A, Font size 1, 12 pt.
- (b) The imaging must black ink.
- (c) All characters must align.
- (d) No missing data or entries.
- (e) No duplicate data or entries.
- (f) Imaged address area will have no more than 5 lines. (7 lines including carrier route line and delivery point barcode)
- (g) There will be a maximum of 35 characters per line and spaced 6 lines per inch vertically.
- (h) No broken characters.
- (i) No smearing.
- (j) No visible wicking.
- (k) No visible gloss.
- (l) Reflectance of characters shall be visually uniform across the whole label.

3.16 Address Copy Changes: The addresses change from package to package. Carrier route endorsement and other optional endorsement lines must be in one set position throughout the run.

Addresses and other information are to be placed by computerized imaging directly on pages 1, 3 and 47. If the CD-ROMs furnished do not conform to contractor's equipment, the contractor must take IRS data and reformat it to produce all of the required information using their own equipment. The contractor may notify IRS Enterprise Computing Center (ECC) directly for missing CD-ROMs and/or for replacing CD-ROMs received in unusable condition or out of ZIP code sequence. Call Enterprise Computing Center (ECC) Production Control Help Desk (304) 264-7501 and provide the following: Job Run File ID; Batch Cycle Group; CD-ROM Number; and a brief explanation of the problem. The contractor will be required to develop

software to edit and reposition the various data elements taken from the CD-ROM to be applied to pages 1, 3 and 47. The contractor will also be required to produce a unique number (that may be printed on page 47 above the voucher perforation) for each tax package so the contractor may retrieve and reproduce records for any unusable forms. If the unique number contains more than 10 characters, it must not begin with 1800, 1866, 1877, 1888, or 1900. The contractor will be furnished a record layout for the information to be imaged.

See Exhibit 8 for an example of information that must appear in the address area at the bottom of page 1. The contractor will be required to take information from the furnished CD-ROMs and format it to create an 11 digit Delivery Point Barcode for the purpose of the Government receiving the U.S. Postal Service's delivery point bar coded mail discounts. This barcode is to be imaged below the last line of the address in accordance with the current USPS Domestic Mail Manual.

Voucher – A payment voucher is located at the bottom of page 47 (see exhibit 10). Most of the information that will be imaged on the voucher is the same as on page 1 with the exception of the carrier route endorsement, barcode, an OCR-A scan line, and an IRS Service Center Address. The detached size of the voucher is 8-1/8 x 3-1/4". The document scan line must be vertically positioned 1/2" from the bottom of the voucher to the bottom of the scan line. The rightmost character of the scan line must be placed 3-1/2" from the right (lead) edge of the voucher. The recommended maximum displacement is no more than .014" between characters. The scan line must have a clear band at least 3/8" in width, from the top of the scan line to the bottom of the address line above.

NOTE: Name and address character positions 42 - 205 will be repeated above and to the left of the voucher scan line in an area 3 x 9/16". Print each group of 40 bytes, line by line, beginning with the 1st name line followed by the 2nd name line, street address, city, state and zip code. Taxpayer ID number (TIN) character positions 04-13 will be repeated above and to the left of the voucher scan line in an area 3 x 1/4". The contractor will have to create and image the IRS Service Center address above and to the right of the voucher scan line in an area 3 x 9/16" (see Exhibit 10). The Service Center address will be "Internal Revenue Service, Cincinnati, OH 45999-0009".

One copy change is required on page 1 for approximately 850 International Mail copies to remove the postage permit indicia.

3.17 Quality Control: The contractor must maintain a thorough quality assurance program to guarantee that not more than 6% of the delivered Forms A contain an illegible (non-scanable) line on the form or the voucher when run on Banc Tec Models TRP 700, 9400, 9500, DP500, NDP500 or Unysis scanner models. One questionable character in any of the print constitutes an illegible line. The contractor must immediately replace any damaged, mutilated or illegibly addressed forms during the imaging operation. Any packages damaged so as to be unusable during the folding and inserting operations must be replaced at end of run by using the unique number on the forms to rerun replacement forms. These packages can go with the residual mail but must be accounted for with the IRS mail coordinator and/or mail listing. Unusable packages MUST be shredded immediately after replacement.

Spoiled Packages: The contractor must replace all spoiled imaged packages. The contractor must provide sufficient detail to fulfill the contract requirements for 100% mailing that there are no missing pieces.

3.18 CD-ROM Security and Security Letter/Plan: The contractor must guarantee that it and any of its subcontractors will not reproduce, or allow reproduction of, the CD-ROMs furnished by IRS, nor use or allow any person to use the CD-ROMs or addresses themselves for any other purpose than mailing the tax packages. The contractor must email to sheryl.m.m@irs.gov and fyator@gpo.gov, a detailed report of the inventory and tracking system and the security measures to be taken to secure the IRS CD-ROMs, and any information output from them, throughout the period the contractor and/or subcontractors have possession of taxpayer information. (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> then click on forms and pubs, or from IRS by calling 1-800-829-3676. (Also see Privacy Act Exhibit 5)).

Unusable CD-ROMs: The contractor may notify IRS Enterprise Computing Center (ECC) directly for missing CD-ROMs and/or for replacing CD-ROMs received in unusable condition or out of ZIP code sequence. *If the contractor has not reported any discrepancy to the Government, within five (5) workdays after receipt of CD-ROMs, it will be taken that none exists.* Call ECC Production Control Help Desk (304) 264-7501 and provide the following: Job Run File ID; Batch Cycle Group; CD-ROM number; and a brief explanation of the problem. The contractor will be required to develop software to edit and reposition the various data elements taken from the CD-ROM to be applied in the required areas of each package.

DISPOSITION OF FURNISHED MATERIALS: Postal Service will advise contractor of disposition of unused postal pallets. Postal Service will advise contractor of disposition of unused materials furnished by them. Contractor must maintain all

CD-ROMs in a secure environment for 60 days after completion of contract. After 60 days, contractor must immediately shred/destroy CDs and submit a signed certificate of destruction to IRS on company letterhead. CD-ROMs must not be returned to the IRS.

3.19 Prior-to-production samples are required for pages 1-4 and 44-48 (pages 1, 3, and 47 must be imaged). All samples are to be printed as an 8-page signature, imaged on the actual stock to be used in production, and perforated as indicated in Section 3.11. Produce 40 prior to production samples using the furnished electronic media for pages 1-4 and 45-48. Samples are to be printed in black ink and imaged in non-magnetic black ink (use test CD-ROMs for imaging 30 samples and use the “James A and Andrea A Business” scan line information below for imaging 10 samples) on specified stock. Ten of the test CD-ROM samples must have the National Change of Address (NCOA) indicator present in the address area on page 3) with the check digits removed (see section 5.3). The samples must be perforated, folded, and trimmed. All trim marks must be indicated on the samples. Below is the “James A & Andrea A Business” information to be imaged on 10 samples:

scan line: 323456789 AA 0000 05 2 200706 610

AA 32-3456789

ECRLOT **CO 17

name JUN2007 S29 A
 and JAMES A & ANDREA A BUSINESS
 address 16305 Main Avenue N.W. 000 [denotes tray number]
 data: ANYTOWN US 99999-9999
 [include delivery pt. barcode]

IRS Internal Revenue Service
 address Cincinnati, OH 45999-0009
 data:

Send 25 samples (20 imaged using the test CD-ROM, includes 10 samples with the NCOA indicator bar) plus 5 samples (imaged using the “James A & Andrea A Business” information) to: IRS-SE:W:CAR:MP:P:B:T, Attn: Sheryl Moe Room 6235, 1111 Constitution Ave NW, Washington, DC 20224.

Send 15 samples (10 imaged using the test CD-ROM) plus 5 samples (imaged using the “James A & Andrea A Business” information) to: Internal Revenue Service, C5-163, Attn: Doris Bethea, T:FS:S:C:L, 5000 Ellin Road, Lanham, MD 20706.

Submit samples no later than the date specified in the schedule. Samples are to be shipped at the contractor's expense, by an overnight delivery service. These samples will be used to test for proper type font, spacing, alignment, stock, imaging quality, etc. Contractor will be given an approval, conditional approval, or rejection within 7 workdays after receipt in GPO. Contractor is not authorized to print prior to his receipt of an approval or conditional approval.

3.20 Pamphlet Proofs: Contractor must submit 2 set(s) of Dylux, or similar proofs. Submit proofs as soon as the contractor deems necessary in order to comply with the contract schedule. At contractor’s option, digital proofs created using the same Raster Image Processor (ROP) that will be used to produce the product may be furnished. Proofs provided must be of 1200 DPI Resolution or better. Proofs must be printed two-sided, trimmed and folded to replicate finished product.

Proofs will be withheld **3 workdays** from receipt at IRS until they are made available for pickup by the contractor. Contractor is not authorized to print prior to receipt of an approval or conditional approval. Do not return electronic media with proofs. At the government’s request, one revised proof may be requested. If any contractor’s errors are considered serious enough in the opinion of GPO, revised proofs may be required and are to be provided at no additional expense to the Government. No additional time will be allowed for this reproofing and such operations must be accomplished within the original production schedule allotted in this contract.

Submit proofs to: IRS-SE:W:CAR:MP:P:B:T, Attn: Sheryl Moe Room 6235, 1111 Constitution Ave NW, Washington, DC 20224. The container and accompanying documentation must be marked "PAMPHLET PROOFS" and must include the GPO Jacket Number.

At contractor’s option, an imposed Adobe Acrobat (PDF version 1.5) soft proof may be provided. Proofs will be emailed to sheryl.m.moe@irs.gov or to a predetermined FTP site. If a predetermined FTP site is used, there must be proof

of submission dates and approval dates and contractor must notify the IRS and GPO via email/phone of the time/date the file was posted. The PDF proof will be evaluated for image position, pagination, trim size, position of perforations and color breaks; it will not be used for color match. The proofs will be checked for quality and compliance with the contract specifications, approved or rejected or approved with comments and the contractor will be notified, via email, within two business days after receipt of the email.

If, in the opinion of the GPO and/or the IRS, the proofs are not a true representation of the furnished copy, or if any contractor's errors are considered serious enough in the opinion of GPO, revised proofs may be required and are to be provided at no additional expense to the Government. No additional time will be allowed for this reproofing and such operations must be accomplished within the original production schedule allotted in this contract.

Section 4 - ENVELOPE SPECIFICATIONS

4.1 Quantity: 15,876 envelopes **Size:** 4-1/8 x 9-1/2".

4.2 Paper: White Wove, sub. 24.

4.3 Construction: Diagonal seam or side seam. Envelopes must have a fold at the bottom and may not be glued. No perforations are allowed on the bottom and top folds. Contractor must guarantee that the adhesive applied on the envelope flap will create a permanent closure immediately upon moistening and sealing. In addition, the adhesive on the flap must be sufficient in placement and coverage to ensure a tamper resistant seal. See Exhibits 2 and 3.

4.4 Printing: IRS will furnish electronic media for envelopes. Envelopes print face and back with black ink. There are no copy changes, all envelopes print the same.

A SECURITY TINT is required on the inside of all envelopes, may be blue or black image. Contractor must use his own design, the government will not provide artwork for this security tint. Security tint must show on the envelope proofs when submitted. The security tint must not show through the envelope nor interfere with USPS equipment reading the FIM Bars, but must ensure complete opacity and prevent show through of any material contained therein. See Exhibits 2 and 3 for envelope construction options.

4.5 Ink: Black (Ink must be carbon based).

4.6. Postal Bar Code: The postal sorting bar code is comprised of fifty-two full and half-bar configurations and is for scanning by the USPS. It will print on the lower right face of the envelope and will be in position in the furnished files. It is the contractor's responsibility to verify the accuracy of the barcode.

4.7 Facing Identification Marks (FIM Bars) are printed in the upper right face of envelope and will be in position on the furnished files.

4.8 Envelope Proofs: Contractor must submit 2 sets of constructed envelope proofs. Submit proofs as soon as the contractor deems necessary in order to comply with the contract schedule. Proofs will be withheld **3 workdays** from receipt at IRS until they are made available for pickup by the contractor. Contractor is not authorized to print prior to receipt of an approval or conditional approval. Do not return electronic media with proofs.

Submit 2 sets of constructed envelope proofs to: IRS-SE:W:CAR:MP:P:B:T, Attn: Sheryl Moe Room 6235, 1111 Constitution Ave NW, Washington, DC 20224. The container and accompanying documentation must be marked "ENVELOPE PROOFS" and must include the GPO Jacket Number.

4.9 Subcontractor: If envelopes are produced by a subcontractor, production must be completed in sufficient time and available for quality assurance inspections. This schedule is to facilitate timely replacements necessitated by failure to meet contract specifications.

4.10 Envelope Quality Control: The prime contractor must establish and administer a quality assurance program which will ensure all envelopes meet specifications whether they are produced "in line" or at a subcontractor's site.

4.11 Envelope Samples: Immediately after the start of envelope production, send 5 samples by an overnight delivery

service, at contractor's expense, to IRS. See Production Samples Section 8.8 B.

Section 5 – Addressing and Mailing Tax Packages

5.1 Quantity: Contractor will apply taxpayer identifying information, name, and address to approximately 67,045 Tax Packages.

5.2 Preparation for Mailing and NCOALink: IRS will furnish the contractor with imaging CD-ROMs sorted by ZIP code. The service center code included in the record layout can be used by the contractor for sortation of addresses by service center. The raw data contained on these CD-ROMs has been passed through Finalist Software (equivalent to Code 1 of Group One Software) for hygiene and standardization. Contractor is responsible for taking the IRS raw data file and, using a licensed full service NCOA^{Link} provider, passing the file against the National Change of Address^{Link} (NCOA^{Link}) file.

Contractor must provide IRS with a file of the NCOA^{Link} Return Codes listing the return code, the address designation, and the how description code. In addition, contractor must provide all applicable reports. Email the file to sheryl.m.moe@irs.gov. Contractor will specify in their bid the name of the NCOALINK full service provider to be utilized (see Offers Section 8.6).

Contractor must pass the entire file against a Coding Accuracy Support System (CASS) certified software address hygiene program. Contractor's software must also be Presort Accuracy Validation and Evaluation (PAVE) certified.

Undeliverables: **Code 01/ foreign move; Code 02/ no forwarding address; and Code 03/closed post office box** will be taken out of the mailing. Provide IRS with a summary report of the NCOA^{Link} Return Codes listing the return code, the address designation, and the how code. The summary report will include the number of undeliverable mail pieces and the number of good move address mail pieces as well. Email this report to sheryl.m.moe@irs.gov within 3 workdays of completing NCOA^{Link}.

Contractor must select the new move addresses from the mail file, verify the service center code of the new move addresses (making all necessary service center code corrections) using the furnished electronic file, and merge the new move addresses back into the mail file.

Image, on the "Taxpayer's Name and Address label", "#" symbols vertically, to identify each new move address with a space between the symbols. (the check digit must be suppressed for all new move addresses), this is on the same line as the carrier route endorsement line (the carrier route endorsement line is suppressed. Image at least 4 "#" symbols vertically, to the left of the taxpayer's name and address. NOTE: When the Change of Address indicator is present, the check digit must be suppressed but the EIN must remain in the same position.

NOTE: The information contained on CD-ROMs provided to IRS must be formatted, as for an address label. Computer dumps are not acceptable.

5.3 Carrier Route Presort: Contractor must utilize a commercially prepared software package for assigning a portion of the mail file in an approved carrier route format (carrying carrier route endorsement and number on first line of the mailing address).

The contractor's software package must also analyze and resequence mail lists for tray optimization. It must provide bar-coded tray tags coded to addresses.

In general, the carrier route mail preparation must consist of tying or wrapping packages of ten or more pieces per carrier route. The number of pieces per carrier route is indeterminate, and random (may be resequenced) but will be at least ten. The contractor must tie by carrier route quantities less than a full tray.

Presort Palletization: As outlined by the Postal Service in the current Domestic Mail Manual, the carrier route presort palletization program requires that in most cases, depending on the thickness and weight, individual packages of ten or more pieces be prepared for carrier routes. This may take the form of packages or packages in bundles presented on pallets. See current DMM for specific requirements.

5.4 Carrier Route Address: Each carrier route address must contain a carrier route endorsement and carrier route number. There must be no carrier routes that have fewer than ten pieces. Each new carrier route must be identified by change indicators in the address area.

5.5 Carrier Route Listing: Contractor must provide printout listings for the carrier route portion that show the number of pieces for each carrier route, within ZIP Code, city and state. A subtotal by 5-digit ZIP Code, 3-digit ZIP Code, residual mail, and service center must also be provided.

5.6 USPS Regulation Compliance: The contractor must comply with all U.S. Postal Service regulations governing Standard Mail (or parcel post, for some bulk shipments), as outlined in the current Domestic Mail Manual (DMM).

5.7 Tray Numbers: The addressed packages must carry a tray number/code.

5.8 ZIP Code Sequence (within the Service Centers): Contractor must maintain addresses in ZIP code sequence. The first address with either a new five-digit ZIP code, new carrier route, new package or tray must contain change indicators in the City, State, Zip Code line.

5.9 ZIP Code Count Listing: Contractor's software must provide 3-digit, 5-digit, and carrier route ZIP Code count report for the contractor's use during the addressing operation. A copy must also be provided to the IRS resident coordinator.

5.10 IRS Resident Coordinator: One or more IRS representatives may be stationed at the contractor's and/or subcontractor's facility to provide project coordination in the receipt of address CD-ROMs, monitoring of the imaging, printing, binding, quality control sample selection, packing, staging, and the mailing and distribution of IRS tax packages. These coordinators do not have contractual authority and cannot make any changes in the specifications or contract terms, but are to bring any and all defects they see to the attention of the company Quality Control Officer. **These IRS coordinators will have full and unrestricted access to all production areas where IRS work is being produced.** The contractor will furnish office space to include a desk, telephone, personal computer with CD drive and Internet access to send and receive e-mail. It is the contractor's responsibility to establish the e-mail account prior to the arrival of the IRS Resident Coordinator. The personal computer must be loaded with Adobe Acrobat 9.0 Standard (not just Reader) and Microsoft Office 2003 for submitting reports. Access to a fax machine will also be required for the coordinators. This space will be in an enclosed, secure area adjacent to the binding/mailing operations. (The contractor will have long distance charges reimbursed by the Government). The contractor and resident coordinator will conduct product sampling. The contractor must make (12) random daily pulls and the monitor will make (32) random daily pulls off each production line. These samples are outside the scope of any sampling the contractor may do as part of their own internal quality plan and must be captured as spoilage and put back into the mailing. The contractor must maintain storage of these samples for a warranty period of 120 days as outlined in GPO contract terms. (see section 7.3).

5.11 Daily Production Report: The contractor will provide daily production information required to complete Report Form 9659. The IRS Resident Coordinator will email this report every weekday to betty.j.howard@irs.gov and also to sheryl.m.moe@irs.gov. In the absence of the coordinator, contractor must email the report as specified above. ALL PRODUCTION DATA, ETC., WILL BE KEPT IN STRICT CONFIDENCE BY THE GOVERNMENT.

Section 6 – Packing and Loading Packages

6.1 Postal Pallets and Trays: The U.S. Postal Service will furnish trays and pallets upon contractor's request. Contractor may utilize their own pallets that meet postal requirements, at their own expense. Loaded pallets must be wrapped with a shrinkable or stretchable plastic strong enough to retain the integrity of the pallet during transportation and handling. Pallets must be prepared in accordance with the requirements outlined in the current DMM for "Packages and Bundles Presented on Pallets" and "Palletizing Sacks". See the current DMM for preparation requirements for palletizing Standard Mail. Packages must be palletized separately from sacks. The sack tags must be barcoded and readable by USPS equipment. Further details on pallet loading and flagging may be obtained by consulting local Postal Customer Representatives or regional pallet team.

6.2 Package Sizes: The current Domestic Mail Manual has specific requirements regarding the minimum and maximum package sizes and must be adhered to by all mailers.

6.3 Internal Wrapping or Tying: Tax packages may be packed loose (no internal wrapping or tying) in either carrier route or 5-digit ZIP Code directly into sacks. All sacks containing mixed carrier routes or mixed 5-digit ZIP codes require internal

wrapping or tying in direct bundles of ten or more tax packages. See current DMM for details.

6.4 Standard Mail Rate: The Postal Service will verify the total weight of the mailing. No optional mailing procedures will be allowed, all mail must be weighed. IRS will not apply for plant load authorization nor optional acceptance procedures. The contractor must comply with all current Domestic Mail Manual regulations governing use of Standard Mail (or parcel post, for some bulk shipments). The IRS will obtain the bulk mail permit for this mailing. All stamped Postage Statements, with the IRS Agency Cost Code “67039” in the appropriate box, must be sent via traceable means upon completion of the mailing as indicated in Section 2.2 of this contract and must be completed for each truckload shipment leaving the contractor’s facility.

6.5 Point of Entry: Contractor will specify in his bid the location of his proposed point of entry for the tax package mail. See Offers Section.

6.6 Indicia: The Government will also furnish a permit number and indicia for Standard Mail. PS Form 3602 “Statement of Mailing with Permit Imprints” and GPO Form 712 “Certificate of Conformance” must be completed and submitted to the entry post office for all bulk shipments using permit imprint mailing labels. Note: International Mail pieces do not use the indicia.

6.7 Turnover requirements: The priority for the mail turnover is as follows: 1) Approx. 231 packages for Alaska; approx. 162 packages for Hawaii; and approx. 330 for Puerto Rico, which are part of the Ogden Service Center; 2) packages for the furthest destinations; and 3) packages for the closest destinations.

The packages for Alaska, Hawaii, Puerto Rico and Guam must be delivered via AIRMAIL, within 3-5 days after release by the contractor, to the following addresses:

- Deliver the Alaska packages to U.S. Postmaster, 4141 Postmaster Drive, Anchorage, AK 99501
- Deliver the Hawaii packages to U.S. Postmaster, 3600 Aolele St., Honolulu, HI 96820.
- DO 66 Puerto Rico and Virgin Islands must be marked for the specific Post Master and air mailed to 585 Ave. FD Roosevelt STE 370 San Juan PR 00936-9997, Telephone 787-622-1795.
- Other U.S. possessions must be marked for the specific Postmaster and Air Mailed to Barrigada Guam 489 Route 16, 96913-9998.

See Exhibit 1B for additional information. The costs for these deliveries will be reimbursed by the Government (see Section 6.8).

6.8 Packing for Mailing (FOB Contractor City/FOB Destination)

F.O.B. Contractor City: Consignments weighing less than 1 pound must be mailed via reimbursable (contractor must prepay postage) First Class Mail.

The balance of consignments weighing 750 lbs. or less to one destination, must be shipped via UPS which IRS will provide an account number for after award. The print contractor must have the capability to generate UPS shipping labels electronically. It is the print contractor’s responsibility to be familiar with UPS electronic shipping methods. There are several methods to generate electronic shipping labels, either through a UPS shipping system UPS WorldShip System or UPS Internet Shipping) or a 3rd Party Shipping Software (Pitney Bowes Shipping Software, etc.). In addition to basic addressing requirements, UPS shipping systems provide two reference fields “GPO Jacket Number” and “IRS Print Requisition Number” that are required to be used.

FOB Destination - INTERNATIONAL PACKAGES (D.O. 96, 97, and 98):

The international packages for D.O. 96, 97, and 98 are to be shrink-film wrapped individually. Pack copies in shipping cartons in alphabetical order separated by country with a slip sheet between each country and number cartons 1 of 5, 2 of 5, etc. A completed IRS Carton Shipping Label (Form 6153) must be affixed to the end of each carton (never on the top, sides, or bottom). Deliver to:

DHL Global Mail #91092
100 E. Howard

Des Plaines, IL 60018
(847) 227-6100

Section 7 - QUALITY ASSURANCE

7.1 Quality Systems: The prime contractor shall initiate, prior to start-up and maintain throughout the life of this contract, Quality Systems to assure conformance to all requirements of this contract. The Quality Systems should be documented in a Quality Systems Plan. The plan should also address what actions will be initiated when defects are detected.

The Quality Systems shall assure the quality of components from subcontractors and subsidiary plants. This element includes assuring that components from different sources will be compatible BEFORE the start of production.

The Quality Systems shall include procedures for assuring that all variable data are accurately and completely printed and that all addressed items are mailed. The procedures shall explicitly describe the methods to be used to assure that no records are missed or duplicated when an interruption of variable printing occurs (e.g. due to equipment malfunction).

7.2 Quality Systems Official: The prime contractor shall designate an official who shall monitor and coordinate the quality system. This official shall serve as the Government's single point of contact on quality matters during the life of the contract. The name of the official shall be provided in the plan along with title, position, and telephone number.

7.3 Records: Records of tests, inspections, and critical process controls shall be time stamped and maintained on file. The records must be made available to the GPO and/or IRS inspector until the expiration of the warranty period of this contract. Copies of the forms used to record the inspections and test results shall be submitted with the plan. All quality control samples must be produced at no additional cost to the Government.

7.4 Inspection by the Government: The right of the Government to make general or specialized tests and inspections does not relieve the contractor of any responsibility.

7.5 Quality Systems Plan: The prime contractor shall submit, in duplicate, written outline plans of the Quality Systems and copies of the forms by the date in the schedule in Section 1. The plans shall be submitted to: U.S. Government Printing Office, Stop CSAB, 27 G St., NW, Washington, DC 20401, Attn: Frank Yator and IRS-SE:W:CAR:MP:P:B:T, Attn: Sheryl Moe Room 6235, 1111 Constitution Ave NW, Washington, DC 20224. The proposed Quality Systems Plans are subject to Government approval.

7.6. Quality Assurance Levels and Standards: The following levels and standards apply to the products ordered under these specifications:

Product Quality Levels:

- (a) Printing Attributes -- Level III.
- (b) Finishing Attributes -- Level III.
- (c) Exceptions: Form-to-form register must be maintained within + 1/16". Any deviation will be considered a major defect. Any unreadable character on any tax table within a package will make the entire package unusable.

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	O.K. Press Sheets

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

P-7. Furnished electronic media.

7.7 Production Samples: The copies included in A, B, and C are to be considered sample copies and will not be included

in the quantity ordered and may not be included in the quantity billed. Shipping of these samples is to be at the contractor's expense, and must be sent by traceable means. NOTE: All live imaged samples must be replaced as soon as practicable to ensure that the full quantity is delivered by the completion date.

A. Quality Assurance Random Copies: The contractor MUST submit 125 quality assurance copies, imaged packages with envelopes, at the completion of production, to test for compliance against specifications. The contractor must divide the entire order into equal sublots and select 1 copy from a different general area of each subplot. The contractor will be required to execute "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 Pink label, affixed to each affected container. Additional labels, if needed, are to be reproduced on Pink stock. The container and its contents shall be recorded separately on all shipping documents and sent to the U.S. Government Printing Office, Printing Procurement, Stop: CSAB, Room C-A843, Quality Assurance Section, North Capitol & H Sts. NW, Washington, DC 20401. A copy of the SPECIFICATIONS and the signed Government-furnished "Certificate of Selection of Random Copies" must be submitted with the Quality Assurance Random Copies.

B. ENVELOPE SAMPLES: Immediately after the start of envelope production, contractor to ship or mail (using an overnight delivery service) of:

5 copies - IRS-SE:W:CAR:MP:P:B:T, Attn: Sheryl Moe Room 6235, 1111 Constitution Ave NW, Washington, DC 20224.

C. PACKAGE SAMPLES: Ship or mail, by an overnight delivery service at contractor's expense, 55 printed and imaged packages (using the furnished "James A and Andrea A Business" scan line information from the prior-to-production samples section), within 24 hours of bindery startup to the following destinations:

20 copies - IRS-SE:W:CAR:MP:P:B:T, Attn: Sheryl Moe Room 6235, 1111 Constitution Ave NW, Washington, DC 20224

10 copies – IRS, C5-163, Attention: Doris Bethea, T:FS:S:C:L, 5000 Ellin Rd., Lanham, MD 20706.

5 copies - IRS, Attn: Betty Howard, SE:W:CAR:MP:P:B:T, Room 6564, 1111 Constitution Ave., NW, Washington, DC 20224.

10 copies - IRS, C7-265, Attn: Michael Ecker, SE:W:CAR:MP:P:B:T, 5000 Ellin Rd., Lanham, MD 20706.

Section 8 - OFFERS (BIDS)

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 FOR SUBTRACTION OF UNDELIVERABLES WILL BE AT THE CONTRACTOR'S "ADDITIONAL RATE". Prices for these

"ADDITIONAL RATES" must be based on a continuing run and must be exclusive of all preliminary charges, and will not be a factor in determining award. Bidder MUST submit a price for each line item under "Additional Rate" Section. If an entry of NC (No Charge) is entered or if a line is left blank, it shall be held the bidder intends to furnish those individual items at no charge to the Government.

Transportation and mail costs will NOT be used as a factor in the basis of award.

8.1 Printing, binding and imaging 15,876 pamphlets; manufacturing and printing 15,876 envelopes; inserting one envelope into each pamphlet; packing and turnover of 15,876 tax packages to Postal Service for Standard Mail \$ _____

8.2 Prices for scheduled quantity changes "ADDITIONAL RATES"
(A price MUST be submitted for each line)

Printing and binding pamphlets (48 pages)..... per 1,000 \$ _____

Manufacturing and printing envelopes..... per 1,000 \$ _____

Inserting envelopes into pamphlets per 1,000 \$ _____

Computer Imaging pamphlets per 1,000 \$ _____

Packing, and turnover for mailing (including carrier route sorting per 1,000 \$ _____

Passing records through NCOA^{Link} per 1,000 records \$ _____

The bidder must also furnish the following information:

8.3 Type of addressing equipment that will be used: _____

8.4 Name, address, contact, and phone number of subcontractors, if any, and what they will perform on this contract:

Envelope Manufacturers: _____

8.5 Post Office for entry of mail packages:

City _____, State _____, Zip Code _____

8.6 NCOA^{LINK} full service provider:

Name Street Address

City _____, State _____, Zip Code _____

8.7 At the same time invoices are submitted to GPO for payment, contractor must submit a duplicate copy to IRS-SE:W:CAR:MP:P:B:T, Attn: Sheryl Moe Room 6235, 1111 Constitution Ave NW, Washington, DC 20224. or email to sheryl.m.moe@irs.gov.

Bidder must fill out and sign this page of these specifications and return attached to the GPO Bid Form 910.

SUBMIT WRITTEN BIDS TO: U.S. Government Printing Office, Bid Section (PPSB), Room C-161, 36 H St. NW, Washington, DC 20404.

FACSIMILE BIDS ARE PERMITTED. Submit facsimile bids to FAX number 202-512-1782, one bid per facsimile. Refer to Solicitation Provisions in GPO Contract Terms (GPO Pub. 310.2), December 1, 1987 (Rev. 9-88).

Name of Firm

Signature of Bidder