

PROGRAM 2550-S IRS OFFICE ENVELOPES

Term Of Contract: November 1, 2018 through October 31, 2019 and 4 Option Years

ITEM NO.	DESCRIPTION	BASIS OF AWARD	CENVEO WORLDWIDE Smyrna, GA		J.J. COLLINS PRINTERS Charleston, IL		THE PRINT HOUSE Brooklyn, NY		PRINTING RESOURCES Cleveland, OH		TAYLOR/CORP GRAPH INTL North Mankato, MN	
			UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST
I.	PRINTING/CONSTRUCTION:											
(a)	E-19 10-2006 8-7/8 x 3-7/8" per 1,000 envelopes	119	\$28.80	\$3,427.20	\$61.44	\$7,311.36	\$24.08	\$2,865.52	\$500.00	\$59,500.00	\$11.05	\$1,314.95
(b)	E-20 10-2006 12-1/4 x 9-1/4" per 1,000 envelopes	742	\$65.02	\$48,244.84	\$123.04	\$91,295.68	\$38.40	\$28,492.80	\$650.00	\$482,300.00	\$23.45	\$17,399.90
(c)	E-25BR 8-1996 8-7/8 x 3-7/8" per 1,000 envelopes	310	\$49.79	\$15,434.90	\$61.44	\$19,046.40	\$69.43	\$21,523.30	\$500.00	\$155,000.00	\$19.20	\$5,952.00
(d)	E-25CR 5-2001 8-7/8 x 3-7/8" per 1,000 envelopes	492	\$49.79	\$24,496.68	\$61.44	\$30,228.48	\$69.38	\$34,134.96	\$500.00	\$246,000.00	\$19.10	\$9,397.20
(e)	E-44 8-1996 12-1/2 x 9-1/2" per 1,000 envelopes	495	\$112.23	\$55,553.85	\$124.90	\$61,825.50	\$130.88	\$64,785.60	\$700.00	\$346,500.00	\$43.95	\$21,755.25
(f)	E-44B 10-2004 9 x 12" per 1,000 envelopes	670	\$111.20	\$74,504.00	\$125.36	\$83,991.20	\$129.85	\$86,999.50	\$600.00	\$402,000.00	\$44.00	\$29,480.00
(g)	E-47 8-1996 15 x 10" per 1,000 envelopes	72	\$144.81	\$10,426.32	\$167.38	\$12,051.36	\$154.83	\$11,147.76	\$800.00	\$57,600.00	\$61.50	\$4,428.00
(h)	E-125L 10-1994 9-1/2 x 4-1/8" per 1,000 envelopes	2,029	\$40.62	\$82,417.98	\$64.19	\$130,241.51	\$70.43	\$142,902.47	\$600.00	\$1,217,400.00	\$21.10	\$42,811.90
(i)	E-125R 10-1994 9-1/2 x 4-1/8" per 1,000 envelopes	98	\$40.62	\$3,980.76	\$64.19	\$6,290.62	\$70.58	\$6,916.84	\$600.00	\$58,800.00	\$22.50	\$2,205.00
(j)	E-130 10-1994 9-1/2 x 4-1/8" per 1,000 envelopes	613	\$40.78	\$24,998.14	\$64.69	\$39,654.97	\$70.06	\$42,946.78	\$598.00	\$366,574.00	\$20.90	\$12,811.70
(k)	E-142B 4-2001 9-1/2 x 6-1/8" per 1,000 envelopes	75	\$88.95	\$6,671.25	\$90.38	\$6,778.50	\$104.70	\$7,852.50	\$650.00	\$48,750.00	\$47.40	\$3,555.00
(l)	E-178 9-2003 9-3/4 x 4-3/8" per 1,000 envelopes	19	\$49.54	\$941.26	\$148.45	\$2,820.55	\$102.04	\$1,938.76	\$750.00	\$14,250.00	\$13.90	\$264.10
(m)	E-200A 9-2017 9-3/4 x 6" per 1,000 envelopes	189	\$86.70	\$16,386.30	\$80.36	\$15,188.04	\$98.05	\$18,531.45	\$740.00	\$139,860.00	\$34.20	\$6,463.80
(n)	E-207 9-2003 9-3/4 x 6" per 1,000 envelopes	38	\$64.42	\$2,447.96	\$111.62	\$4,241.56	\$102.56	\$3,897.28	\$750.00	\$28,500.00	\$13.90	\$528.20
II.	STOCK/PAPER:											
(a)	E-19 10-2006 8-7/8 x 3-7/8" per 1,000 envelopes	119	\$5.72	\$680.68	\$8.30	\$987.70	\$20.79	\$2,474.01	\$15.00	\$1,785.00	\$31.45	\$3,742.55
(b)	E-20 10-2006 12-1/4 x 9-1/4" per 1,000 envelopes	742	\$18.25	\$13,541.50	\$35.41	\$26,274.22	\$72.07	\$53,475.94	\$45.00	\$33,390.00	\$92.50	\$68,635.00
(c)	E-25BR 8-1996 8-7/8 x 3-7/8" per 1,000 envelopes	310	\$5.91	\$1,832.10	\$8.30	\$2,573.00	\$19.40	\$6,014.00	\$15.00	\$4,650.00	\$18.65	\$5,781.50
(d)	E-25CR 5-2001 8-7/8 x 3-7/8" per 1,000 envelopes	492	\$5.91	\$2,907.72	\$8.30	\$4,083.60	\$18.71	\$9,205.32	\$15.00	\$7,380.00	\$18.65	\$9,175.80
(e)	E-44 8-1996 12-1/2 x 9-1/2" per 1,000 envelopes	495	\$22.97	\$11,370.15	\$37.27	\$18,448.65	\$66.53	\$32,932.35	\$45.00	\$22,275.00	\$80.15	\$39,674.25
(f)	E-44B 10-2004 9 x 12" per 1,000 envelopes	670	\$20.47	\$13,714.90	\$37.74	\$25,285.80	\$80.39	\$53,861.30	\$45.00	\$30,150.00	\$86.10	\$57,687.00
(g)	E-47 8-1996 15 x 10" per 1,000 envelopes	72	\$28.04	\$2,018.88	\$79.74	\$5,741.28	\$166.32	\$11,975.04	\$75.00	\$5,400.00	\$230.90	\$16,624.80
(h)	E-125L 10-1994 9-1/2 x 4-1/8" per 1,000 envelopes	2,029	\$13.52	\$27,432.08	\$10.52	\$21,345.08	\$24.26	\$49,223.54	\$20.00	\$40,580.00	\$23.85	\$48,391.65
(i)	E-125R 10-1994 9-1/2 x 4-1/8" per 1,000 envelopes	98	\$13.52	\$1,324.96	\$10.52	\$1,030.96	\$26.33	\$2,580.34	\$20.00	\$1,960.00	\$34.75	\$3,405.50
(j)	E-130 10-1994 9-1/2 x 4-1/8" per 1,000 envelopes	613	\$13.38	\$8,201.94	\$10.52	\$6,448.76	\$19.40	\$11,892.20	\$20.00	\$12,260.00	\$23.65	\$14,497.45
(k)	E-142B 4-2001 9-1/2 x 6-1/8" per 1,000 envelopes	75	\$82.85	\$6,213.75	\$15.12	\$1,134.00	\$138.60	\$10,395.00	\$30.00	\$2,250.00	\$280.40	\$21,030.00
(l)	E-178 9-2003 9-3/4 x 4-3/8" per 1,000 envelopes	19	\$116.54	\$2,214.26	\$15.01	\$285.19	\$146.22	\$2,778.18	\$30.00	\$570.00	\$303.75	\$5,771.25
(m)	E-200A 9-2017 9-3/4 x 6" per 1,000 envelopes	189	\$9.57	\$1,808.73	\$14.47	\$2,734.83	\$49.90	\$9,431.10	\$30.00	\$5,670.00	\$52.00	\$9,828.00
(n)	E-207 9-2003 9-3/4 x 6" per 1,000 envelopes	38	\$130.05	\$4,941.90	\$15.66	\$595.08	\$125.43	\$4,766.34	\$30.00	\$1,140.00	\$116.60	\$4,430.80
CONTRACTOR TOTALS				\$468,134.99		\$627,933.88		\$735,940.18		\$3,792,494.00		\$467,042.55
PROMPT PAYMENT DISCOUNTS			0.00%	\$0.00	0.00%	\$0.00	0.00%	\$0.00	0.00%	\$0.00	0.00%	\$0.00
DISCOUNTED TOTALS			NET	\$468,134.99	NET	\$627,933.88	NET	\$735,940.18	NET	\$3,792,494.00	NET	\$467,042.55

AWARDED

Abstracted by: Teresa Doughty-Shoffstall 10/18/2018

Verified by: Linda Price 10/19/2018

Contract Awarded to: Cenveo Worldwide

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October 11, 2018

This is Amendment No. 1. The specifications in our invitation for bids on Program 2551-S, scheduled for opening at 2:00 p.m. on October 16, 2018, are amended as follows:

1. Change the bid opening date to October 18, 2018 at 2:00 p.m. prevailing Columbus, Ohio time.
2. Program Number 2551-S is hereby changed to Program Number 2550-S. Change two instances of "2551-S" on page 1 to "2550-S". Change document header on pages 2 through 43 from "2551-S (10/19)" to "2550-S (09/19)". Change all references of "2551-S" on Exhibits 2 through 15 to "2550-S".
3. On page 1 of the contract, replace "Term of Contract" paragraph with the following: "INITIAL WEBSITE DEVELOPMENT PERIOD: Beginning Date of Award through October 31, 2018. PRINT PRODUCTION PERIOD: Beginning November 1, 2018 through September 30, 2019, plus up to four optional 12-month extension period(s) (October 1, 2019 through September 30, 2020, October 1 2020 through September 30, 2021, October 1, 2021 through September 30, 2022, and October 1, 2022 through September 30, 2023) that may be added in accordance with the "Option to Extend the Term of Contract" clause in Section 1 of this contract. Special attention is directed to the "Economic Price Adjustment" clause in Section 1 of this contract.
4. On page 4 of the contract, under "Option to Extend Term of Contract", change "October 31, 2023" to "September 30, 2023". Also on page 4 of the contract, under "Economic Price Adjustment", change "November 1, 2018 through October 31, 2019" to "October 1, 2018 through September 30, 2019" and change "July 31, 2018" to "June 30, 2018".
5. On page 5 of the contract, under "Paper Price Adjustment", change "November 1, 2018 through October 31, 2019" to "October 1, 2018 through September 30, 2019".
6. On page 8 of the contract, under "Ordering", change "October 31, 2019" to "September 30, 2019". Also on page 8, under "Ordering" and after the first sentence in the first paragraph, add the following: "Development of website may begin Date of Award, ordering of envelopes using website or IRS Form 9880 shall commence no earlier than November 1, 2018."

All other specifications remain the same.

If amendment is not acknowledged on bid, direct acknowledgement to:

U.S. Government Publishing Office
Columbus Regional Office
1335 Dublin Road, Suite 112-B
Columbus, OH 43215-7034

Amended bid or acknowledgement must be submitted using the method(s) specified in the solicitation for bid submission. Telephone or e-mail submission is not acceptable.

BIDDER MUST ACKNOWLEDGE RECEIPT OF THIS AMENDMENT PRIOR TO BID OPENING. Failure to acknowledge receipt of amendment, by amendment number, prior to bid-opening time, may be reason for bid being declared nonresponsive.

Sincerely,

WILLIAM M. LANSKY
Contracting Officer

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Program 2551-S
Specifications by LLP
Reviewed by WL

Page 1 of 43

U.S. GOVERNMENT PUBLISHING OFFICE

Columbus, Ohio

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

IRS Office Envelopes

as requisitioned from the U.S. Government Publishing Office (GPO) by the

Internal Revenue Service

Single Award

2018 SEP 28 PM 4:20
GPO COLUMBUS
REG. INTL. INCL. OFFICE
JPA

TERM OF CONTRACT

The term of this contract is for 1 year (base year period of November 1, 2018 through October 31, 2019) and 4 option year periods (November 1, 2019 through October 31, 2020; November 1, 2020 through October 31, 2021; November 1, 2021 through October 31, 2022; and November 1, 2022 through October 31, 2023). Special attention is directed to the following provision and clauses in Section 1 of this contract: “Option to Extend Term of Contract” and “Economic Price Adjustment”.

BID OPENING

Bids shall be publicly opened at 2:00 p.m., prevailing Columbus, Ohio, time, on

October 16, 2018

SUBMIT SEALED BID TO

U.S. Government Publishing Office, Columbus Regional Office, 1335 Dublin Road, Suite 112-B, Columbus, OH 43215. Bid must be clearly marked on the outermost envelope/package with company name and address of the bidder, program number, and bid opening date. Bidder’s option to telefax bid to Columbus RO, (614) 488-4577. Telegraphic and e-mail bids transmitted to GPO offices WILL NOT be considered.

BIDDERS PLEASE NOTE

Bidders are cautioned to familiarize themselves with all provisions of this contract before bidding. Significant revisions have been made throughout the specifications, including the addition of the Paper Price Adjustment and revised Schedule of Prices. **NOTE: Significant revisions to Economic Price Adjustment and Paper Price Adjustment on pages 4 to 5.**

The GPO 910 “BID” Form is no longer required. Bidders are to fill out, sign/initial, as applicable, all pages of SECTION 4. – SCHEDULE OF PRICES.

GPO has issued a new GPO Publication 310.2, GPO Contract Terms – Solicitations Provisions, Supplemental Specifications, and Contract Clause (Rev. 1-18). Prospective bidders should carefully read this publication as the applicable terms 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.

Abstract of bids for Program 2551-S available at: <https://www.gpo.gov/how-to-work-with-us/vendors/contract-pricing>.

For information of a technical nature call Linda Price at (614) 488-4616, ext. 7 (No collect calls).

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SECTION I. – GENERAL TERMS AND CONDITIONS

GPO CONTRACT TERMS

Any contract which results from this Invitation for Bid will be subject to the applicable provisions, clauses, and supplemental specifications of GPO Contract Terms (GPO Pub. 310.2, effective December 1, 1987 (Rev. 1-18)) and GPO Contract Terms, Quality Assurance Through Attributes Program for Printing and Binding (GPO Pub. 310.1, effective May 1979 (Rev. 08/02)).

- GPO Contract Terms (GPO Publication 310.2):
 - <https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/terms-01-18.pdf>
- GPO QATAP (GPO Publication 310.1):
 - <https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/qatap.pdf>

REGULATIONS GOVERNING PROCUREMENT

The U.S. Government Printing Office (GPO) is an office in the legislative branch of the United States Government. Accordingly, the Federal Acquisition Regulation is inapplicable to this, and all GPO procurements. However, the text of certain provisions of the Federal Acquisition Regulation as contained in the Code of Federal Regulations (CFR), are referenced in this solicitation. The offeror should note that only those provisions of the Federal Acquisition Regulation which are specifically incorporated by reference into this solicitation, are applicable.

SUBCONTRACTING

The predominant production function may be either the manufacture of the envelopes or the printing of the envelopes. Bidder who must subcontract both operations may be declared non-responsible.

SECURITY

The contractor shall take all necessary precautions to insure against mishandling and misuse of credit/purchase card information provided by the IRS. The minimum precautions must include that the facsimile machines are located in a secure location and have limited accessibility and/or that the contractor maintain encrypted facsimile machines and e-mail servers.

The contractor's online application is required to be capable of accepting valid credit/purchase cards for orders, and is required to comply with the following:

Contractor must meet Payment Card Industry (PCI) standards and must be certified for PCI operations. A copy of this certification must be made available to the Government immediately upon request.

Contractor must encrypt all credit/purchase card numbers using Federal Information Processing Standard (FIPS) compliant encryption (Triple DES or AES encryption) when credit/purchase card numbers are stored or when credit/purchase card numbers are transmitted over a computer network.

No credit/purchase card number shall ever be transmitted over a computer network without FIPS compliant encryption protection.

No credit/purchase card number shall ever be stored in a database without FIPS compliant encryption protection. GPO and IRS must be notified if the contractor ever detects a breach of the contractor's system in which credit/purchase card numbers are believed to have been copied or compromised.

The contractor will indemnify and hold the GPO and the U.S. Government harmless and the contractor assumes full liability and responsibility for the loss, misuse, or fraudulent (by contractor or its employees or agents) use of any and all credit/purchase card information obtained from GPO-designated customers relating to this agreement.

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DISPOSAL OF WASTE MATERIALS

The contractor is required to demonstrate how all waste materials used in the production process will be definitely destroyed, i.e., burning, pulping, shredding, macerating, or other suitable similar means. Electronic records must be definitely destroyed in a manner that prevents reconstruction. Definitely destroying the records means the material cannot be reassembled and used in an inappropriate manner in violation of law and regulations. Sensitive records are records that are national security classified or exempted from disclosure by statute, including the Privacy Act or regulation.

If the contractor selects shredding as a means of disposal, it is preferred that a cross cut shredder be used. If a strip shredder is used, the strips must not exceed one-quarter inch.

The contractor must provide the location and method planned to dispose of the materials. A Government representative may be required to be present for the disposal of waste materials. At Government's option, contractor may be required to return all waste materials to the ordering agency.

QUALITY ASSURANCE LEVELS AND STANDARDS

The following levels and standards shall apply to these specifications:

Product Quality Levels:

- (a) Printing (form related) Attributes -- Level IV.
- (b) Finishing Attributes -- Level IV.

Inspection Levels (from ANSI/ASQC Z 1.4):

- (a) Non-destructive Tests and Inspections - General Inspection Level I.
- (b) Inspection of inserter jams, performance tests, and destructive tests - Special Inspection Level S-3.

Specified Standards: The specified standards for the attributes requiring them shall be:

<u>Attribute</u>	<u>Specified Standard</u>
P-7. Type Quality and Uniformity	Envelope Specification Sheet
P-9. Solid or Screen Tints Color Match	Pantone Matching System

CONTRACTOR'S QUALITY CONTROL PROCEDURES

The contractor shall, prior to start-up, put into effect within his own organization, and maintain throughout the life of this contract, an independent quality assurance organization. This unit shall be of sufficient size, and expertise, to monitor, perform or have performed, the process controls, inspections, and tests necessary to assure that the production and delivery of envelopes meets these specifications and Government requirements. The contractor shall be required to correct each defect or error found during the inspection of work either in process or completed.

The contractor shall submit in writing to the Contracting Officer within 2 workdays after request by the GPO Contracting Officer, the details of their Quality Control Program. THE PROPOSED PROGRAM IS SUBJECT TO GOVERNMENT APPROVAL. This program shall, at a minimum, address the following:

- (1) Where and by whom daily process controls and inspections will be performed. Contractor shall state the number of people and the assignments that shall be permanently assigned to this program.
- (2) Appointment of an official who shall be responsible for the operation of the quality control system/department and for investigating and ascertaining the causes of defects/deficiencies found in envelopes shipped, as reported by IRS.

(3) How and when daily inspections and tests or reviews will be held to check for:

- Correct addressing
- Acceptable printing
- Size, squareness, and parallelism measurements.

(4) Actions that will be taken when defects/deficiencies are detected.

Failure to maintain the Quality Control Program in accordance with the plan submitted and approved by the Government may result in the Government's termination of the contract for default.

EXTENSION OF TERM OF CONTRACT

At the request of the Government, the term of any contract resulting from this solicitation may be extended for such period of time as may be mutually agreeable to the GPO and the contractor.

OPTION TO EXTEND TERM OF CONTRACT

The Government has the option to extend the term of this contract for a period of 12 months by written notice to the contractor not later than 30 days before the contract expires. If the Government exercises this option, the extended contract shall be considered to include this clause, except, the total duration of the contract may not exceed 5 years (**October 31, 2023**) as a result of, and including, any extension(s) added under this clause. Further extension may be negotiated under the "Extension of Term of Contract" clause. See also "Economic Price Adjustment" clause for authorized pricing adjustment(s).

ECONOMIC PRICE ADJUSTMENT

The pricing under this contract shall be adjusted in accordance with this clause, provided that in no event will any pricing adjustment be made that would exceed the maximum permissible under any law in effect at the time of the adjustment.

There will be no adjustment for orders placed during the first period specified below. Pricing will thereafter be eligible for adjustment during the second and any succeeding performance period(s). For each performance period after the first, a percentage figure will be calculated as described below and that figure will be the economic price adjustment for that entire next period.

Pricing adjustments under this clause are not applicable to reimbursable postage or transportation costs, or to paper, if paper prices are subject to adjustment by separate clause elsewhere in this contract.

For the purpose of this clause, performance under this contract will be divided into successive periods. The first period will extend from **November 1, 2018 through October 31, 2019**, and the second and any succeeding period(s) will extend for 12 months from the end of the last preceding period, except that the length of the final period may vary. The first day of the second and any succeeding period(s) will be the effective date of the economic price adjustment for that period.

Pricing adjustments in accordance with this clause will be based on changes in the seasonally adjusted "Consumer Price Index For All Urban Consumers – Commodities Less Food" (Index) published monthly in the CPI Detailed Report by the U.S. Department of Labor, Bureau of Labor Statistics.

The economic price adjustment will be the percentage difference between Index averages as specified in this paragraph. An index called the variable index will be calculated by averaging the monthly Indexes from the 12-month interval ending three (3) months prior to the beginning of the period being considered for adjustment. This average is then compared to the average of the monthly Indexes for the 12-month interval ending **July 31, 2018**, called the base index. The percentage change (plus or minus) of the variable index from the base index will be the economic price adjustment for the period being considered for adjustment.

The Government will notify the contractor by contract modification specifying the percentage increase or decrease to be applied to invoices for orders placed during the period indicated. The adjustment will be applied only to line Items I. (a) through (n).

If the Government exercises an option, the extended contract shall be considered to include this economic price adjustment clause.

PAPER PRICE ADJUSTMENT

The pricing under this contract shall be adjusted in accordance with this clause, provided that in no event will any pricing adjustment be made that would exceed the maximum permissible under any law in effect at the time of the adjustment.

There will be no adjustment for orders placed during the first period specified below. Pricing will thereafter be eligible for adjustment during the second and any succeeding performance period(s). For each performance period after the first, a percentage figure will be calculated as described below and that figure will be the paper price adjustment for that entire next period.

For the purpose of this clause, performance under this contract will be divided into successive periods. The first period will extend from **November 1, 2018 through October 31, 2019**, and the second and any succeeding period(s) will extend for 12 months from the end of the last preceding period, except that the length of the final period may vary. The first day of the second and any succeeding period(s) will be the effective date of the paper price adjustment for that period.

Paper prices charged under this contract will be adjusted in accordance with "Table 9 - Producer Price Indexes and Percent Changes for Commodity Groupings and Individual Items" in Producer Price Indexes report, published by the Bureau of Labor Statistics (BLS). BLS code 0913-01 Offset and Text applies to all paper ordered under this contract.

The paper price adjustment will be the percentage difference between Index averages as specified in this paragraph. An index called the variable index will be calculated by averaging the monthly Indexes from the 12-month interval ending three (3) months prior to the beginning of the period being considered for adjustment. This average is then compared to the average of the monthly Indexes for the 12-month interval ending **June 30, 2018**, called the base index. The percentage change (plus or minus) of the variable index from the base index will be the paper price adjustment for the period being considered for adjustment.

The Government will notify the contractor by contract modification specifying the percentage increase or decrease to be applied to invoices for orders placed during the period indicated. The adjustment will be applied only to line Items II. (a) through (n).

If the Government exercises an option, the extended contract shall be considered to include this paper price adjustment clause.

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.

POSTAWARD CONFERENCE

Unless waived by the Government, the total requirements of the job as indicated in these specifications will be reviewed by Government representatives with the contractor's representatives at the contractor's facility or at the Government Publishing Office, 1335 Dublin Road, Suite 112-B, Columbus, Ohio after award.

FINANCIAL REQUIREMENTS

The contractor shall provide real-time updates and online database access to all invoices, regardless of ordering method, and account activity by agency and specific User including the date and cost of each of the transactions.

Each User shall be assigned a username and password to access their account information, and account activity and should be able to create ad hoc reports that can be exported into Excel or PDF. Master access shall also be designated to appropriate GPO personnel and supervisors who can oversee the account activity of several Users within a department or agency.

The contractor will be paid for only those services actually performed. The contractor's bid price shall include an 8 percent surcharge for GPO. This surcharge will be included in the online prices as described on page 9 under "Screen 2".

Anticipate 82% of the orders will be ordered via online website and 18% of the orders will be ordered via e-mail or facsimile using a form in PDF format. Anticipate 99% of the orders will have payment made directly to contractor using Government Credit/Purchase Card. Anticipate 1% of the orders will have payment made to the contractor using traditional billing methods.

CREDIT/PURCHASE CARD PAYMENTS

The contractor shall have the capability to accept credit/purchase card payment at the customer's option and to validate the payment method prior to delivery of the product. The contractor will indemnify and hold the GPO and the U.S. Government harmless and the contractor assumes full liability and responsibility for the loss, misuse, or fraudulent (by contractor or its employees or agents) use of any and all credit/purchase card information obtained from GPO-designated customers relating to this agreement.

The website (for online orders) will contain pricing information (see "Screen 2," page 9). Prices on the website will be the bid prices submitted under "Schedule of Prices" with applicable Economic Price Adjustment and Paper Price Adjustment applied. Anticipate updates annually.

The contractor shall handle all billing questions, invoice disputes and issues related to each agency order in progress or closed out. The contractor shall provide Proof of Delivery receipts via fax, e-mail, or through the website.

The contractor will provide a check to GPO consisting of the bid prices submitted under "Schedule of Prices" with applicable Economic Price Adjustment and Paper Price Adjustment applied, less 92% from credit/purchase card transactions by the fifteenth of each month (consisting of the previous month's activity). In addition, a monthly account detail of shipments supporting the monthly surcharge check is due to the GPO by the fifth of each month. This report should include: agency name, last 4 digits of credit/purchase card number, order number, contractor invoice number, date of purchase, description of purchase (product), dollar amount of product, delivery address, and date of shipment.

TRADITIONAL PAYMENTS

On a monthly basis, the contractor will complete and transmit a billing dataset to GPO. This dataset, referred to as a "user report", contains records of online/forms orders completed and shipped since the last user report was transmitted. Elements of partially completed order(s) are not to be included in the user report.

The user report must include the following data: GPO Requisition Number and Print Order Number, IRS Billing Address Code (BAC), envelope number, contractor order number, IRS requisition number, IRS order date, quantity and date shipped for each item on the order, and shipping zone number. As completed orders are being recorded in the user reports, system-generated reports for control purposes are available at any time.

For each envelope order in a transmitted user report, the contractor must submit supporting envelope order forms, proof of shipment, and standard company invoice. The documentation should be sent by overnight mail so as to arrive at: Comptroller, STOP FMCE, Office of Financial Management, U.S. Government Publishing Office, Washington, D.C. 20401 within 24 hours of the arrival of the user report.

The GPO will pay the contract "Schedule of Prices" as adjusted for the Economic Price Adjustment and the Paper Price Adjustment less 8%, via Electronic Funds Transfer within 30 days of receipt.

The contractor must submit a copy of the online/form order documentation, contractor's invoice and all mailing and/or delivery receipts via e-mail to trackcolumbus@gpo.gov or fax to 614-488-4577.

EXCEPTION TO GPO CONTRACT TERMS (GPO PUB. 310.2)

Under Article 12. Discount (a) Evaluation is altered on this solicitation to read: No prompt payment discount will be considered in evaluating bids for award.

BID PRICES

The contractor will issue GPO a check for 8% of the value of all credit/purchase card orders, see page 6 under "Credit/Purchase Payments" and GPO will make payment to the contractor at 92% of the bid prices on non-credit/purchase card orders. See pages 6 and 7 under "Traditional Payments".

DATABASE & REPORTING REQUIREMENTS

The successful contractor shall provide the necessary support in working with GPO functions and create a database to assist in the administration of this procurement vehicle.

The Contractor shall accurately report the dollar value, in U.S. dollars, of all sales under this contract weekly. The contractor shall submit weekly production reports for each payment method (Credit/Purchase Card Payments and Traditional Payments) to the GPO detailing the program activities completed by the contractor for each week. The contractor shall submit reports for additional timeframes as may be required by GPO.

The reports must be in Microsoft Excel spreadsheet and .csv file formats and e-mailed to the following e-mail addresses on a weekly basis: irsonlineenvelopes@gpo.gov, irsonlineenvbilling@gpo.gov, and trackcolumbus@gpo.gov. The reports must include the following information itemized by each individual User. The Contractor shall maintain a consistent accounting method of sales reporting, based on the Contractor's established commercial accounting practice.

- Number of orders placed by agency.
- Quantity and dollar value of each order.
- Number of orders placed online.
- Number of orders placed via order form.
- Number of quality complaints; pending and resolved.
- Totals for all items (1) through (5).

EXAMINATION OF RECORDS

The Contractor agrees that the Contracting Officer or any duly authorized representative shall have access to and the right to examine any books, documents, papers, and records of the Contractor involving transactions related to this contract for sales, credit/purchase cards, billing, contract compliance, etc. This authority shall expire 3 years after final payment. The base contract term and each option year term exercised shall be treated as separate contracts for purposes of applying this clause.

The contractor will allow GPO or its designee access to records/files to verify/audit customer transactions/records received by the contractor via the website. The contractor will allow GPO or its designee access to contractor shipping records related to orders received and processed under this contract. Contractor to provide GPO personnel or their designee, on an as-needed basis, access to the contractor's annual sales statements.

ASSIGNMENT OF PURCHASE AND ENVELOPE ORDERS

A GPO purchase order will be issued to the contractor to cover work performed. The purchase order will be supplemented by an online order or individual "Envelope Order Form 9880" and/or GPO Form 2511, Print Order for each job placed with the contractor. The online/form order will indicate the quantity to be produced and any other information pertinent to the particular order.

ORDERING

Items to be furnished under the contract shall be ordered by the submission of on-line order or by issuance of IRS Form 9880 and/or GPO Form 2511 Print Orders by the Government. Orders may be issued under the contract from **November 1, 2018 through October 31, 2019** plus for such additional period(s) as the contract is extended. All print orders issued hereunder are subject to the terms and conditions of the contract. The contract shall control in the event of conflict with any print order. A print order shall be "issued" upon notification by the Government for purposes of the contract when it is electronically transmitted or otherwise physically furnished to the contractor in conformance with the schedule.

The contractor must be able to process orders via an online website and the IRS Paper Form 9880 and/or GPO Form 2511.

Upon receipt of all Form 9880 and/or GPO Form 2511 orders, contractor shall enter order information into the online website. A copy of the Form 9880 and/or GPO Form 2511 shall be kept on file for the duration of the contract and made available to IRS and GPO personnel upon request.

Contractor must be able to track both online orders and Form 9880 and/or GPO Form 2511 orders by User name and by envelope number and provide order status updates to the Government upon request.

ONLINE ORDERING

The contractor must provide a web-based online ordering system site that permits Users to order envelopes. Eighty-two percent (82%) of the orders for envelopes will be placed using the online ordering system. All online orders must have real-time order status available at all times. Once information is entered on website, it will automatically be populated on all subsequent screens (except credit/purchase card info). No data re-entry or re-keying will be required.

The website must be in full operation within 90 days of award of the contract. Until the website is in full operation, orders will be submitted on or after November 1, 2018 via facsimile or e-mail using IRS Form 9880 and/or GPO Form 2511; see "Order Submission" on pages 11 and 12 of these specifications.

Screen information and "Order Authorization" provided below is a general format of what is required of the contractor at the time of bid. Exact screen content will be determined during development of website. The website will contain screen information that mirrors the IRS Form 9880. The following screen information is required on the website:

The term "User" refers to IRS employees that will be placing orders on the contract (both online and form orders). The term "Approver" refers to the User's manager or designee. The term "Mail Coordinator (MC)" refers to IRS employees whose duties include reviewing envelope orders for conformity to IRS mail policy. The term Envelope Program Specialist (EPS) refers to the IRS employee who is the main agency contact on this contract (currently Brian Anderson, 859-488-3701, email; Brian.L.Anderson@irs.gov, and/or named designee).

Contractor is to thoroughly review the online order and if there are errors or incomplete information provided on the order, contractor is to contact the User to obtain the correct information within 24 hours of receipt of order. If further assistance is needed with the order, the EPS/designee must be consulted. Incorrect and/or incomplete orders average approximately 15% of the total annual orders. Helpful hints and tips must be included near fill-ins to assist the user in providing the correct and necessary information.

Screen 1

Users will be prompted for a user ID (format to be established at post-award conference, anticipate this will be the individual user's e-mail address) and password. If the User's password is forgotten, there will be a system in place to have it reset and emailed to the User.

New Users will be prompted to enter their name, e-mail, phone number, fax number, approver's name, e-mail, and phone number. This information will be auto-populated for returning Users after entry of user ID and password. The User will be able to overwrite the auto-populated information. The website will ask for confirmation of change to populated fields.

Screen 2

Order boxes, similar to IRS Form 9880's boxes 23 (a) through (f), for each envelope will be required. Each envelope will have an order number box (to be filled in during Screen 8 below), a quantity box with a drop down menu with quantities from 500 to 25,000 in increments of 500, a price per 1,000 envelopes, the total dollar value (calculated by multiplying appropriate quantity by price per 1,000 envelopes), and a grand total (calculated by adding all total dollar values).

Screen will auto-populate with last order information. The user will be able to overwrite the auto-populated information. The website will ask for confirmation of change to populated fields.

NOTE: Annual updates to the price per 1,000 envelopes will be made to account for the Economic Price Adjustment and Paper Price Adjustment.

Screen 3

Order boxes, similar to IRS Form 9880's boxes 5, 7 (E-25BR and/or E-25CR envelopes), 7 (a) (E-25BR envelopes), 7 (b) (E-25 CR envelopes), 8 (E-25BR and/or E-25CR envelopes), and 9 will be required. Box 9 of IRS Form 9880 is for the Mail Coordinator Signature. The website will require the User to select a Mail Coordinator's e-mail address in place of the signature from a list provided by the IRS. The IRS will provide and maintain the list in Excel format initially, with updates sent individually via e-mail or an updated list provided. Contractor must complete and acknowledge updates have been made within 3 business days after notification.

Users will enter 2 to 4 lines of information for each "Copy Change Area" (see Exhibits 2 through 15, pages 27 to 40). The last two lines of the address (street number and name, and the City/State/Zip) can only be selected from a drop down list by the User.

The IRS will provide and maintain the list information in Excel format, with updates sent via e-mail or an updated list provided. Contractor must complete and acknowledge updates have been made within 3 business days after notification. The screen will show a mockup of what a finished envelope will look like with addresses appropriately positioned.

Screen 4

An expandable drop down box for each envelope number ordered on Screen 2 will be required. System will generate an enlarged mockup envelope giving the User the option to approve or edit prior to submission. A printer friendly button will allow the User to print out each mockup envelope.

Screen 5

A shipping address box, similar to IRS Form 9880's box 6 will be required. User will enter shipping information, attention name, and phone number.

Screen 6

An order summary will be provided showing all the data input to this point and the estimated delivery date in accordance with the contract, see "Schedule", pages 19 and 20. The User will be given the option to cancel or finalize order.

Screen 7

The "Credit/Purchase Card Payment" screen will require order boxes similar to IRS Form 9880's boxes 11, 12, 13, 13a, 14, and 15. This information must not auto-populate, it must be keyed in when the User is finalizing the order for submission to the contractor. The User will be prompted to ensure all information pertaining to the order is correct before submission. See the requirements above in the "Online Ordering" section for the required capabilities for the processing and handling of credit/purchase card payment information by the contractor's online application.

Screen 8

The system will generate a completed and print friendly representation of IRS Form 9880, including individual contractor order numbers for each envelope ordered, similar to IRS Form 9880 box 23b (to be used as a packing list for the shipment). User is given the option of revising envelopes within 24 hours. The IRS EPS and/or designee will be given this ability also.

The screen must contain a simple text box (max 256 characters) for special comments. The simple text box and comments will print in addition to the IRS Form 9880. NOTE: Contractor must include request for any special delivery instructions to be entered in the comments box. Some IRS offices may have security or physical restrictions for entry/delivery of product.

The website will include helpful tips and hints near user entry points as appropriate. These will facilitate improved data entry by the user to provide complete and accurate entries.

ORDER AUTHORIZATION

The User's approver must approve all orders (see box 16a on IRS Form 9880) via e-mail. The Mail Coordinator must approve all orders for the E-25BR and E-25CR (see box 9 on IRS Form 9880). The IRS EPS/designee must approve all orders requiring a different address than listed on the master list of addresses provided by IRS. They will also be allowed to override the approval for the Mail Coordinator.

The website must be able to receive e-mail responses from the approver, the Mail Coordinator, and the IRS Envelope Program Specialist (EPS) that will approve or disapprove orders and record the date the e-mail response is received. The schedule will begin upon receipt of all required approvals.

The website will make a first attempt at order approval. If appropriate responses are not received after one workday (excluding Federal holidays), the website will make a second attempt at order approval. If appropriate responses are not received after one workday (excluding Federal holidays) of second attempt, the website will make a third attempt at order approval. The third attempt will be annotated that it is the third and final attempt before rejection of the order. This e-mail will be sent to the User's approver.

If appropriate responses are not received after two workdays (excluding Federal holidays) of third attempt, website will generate an e-mail to the User rejecting the order due to failure to authorize order. This same pattern of approval e-mails will be followed for Mail Coordinator approval of orders for the E-25BR and E-25CR envelopes. The User shall be included on the cc line of all approval attempt e-mails. A total of 5 workdays will be allowed for approvals.

TECHNICAL SUPPORT REQUIREMENTS

The contractor is required to provide the ability to make changes and enhancements to the website as necessary to accommodate changes in IRS procedures, content, or other changes required by the Government during the contract term. Contractor must have technical support personnel available to resolve computer and printer hardware and software configuration problems that may occur with the online ordering system.

Contractor shall notify the IRS EPS within 1 hour of technical problem(s) with website and must resolve all reported problem(s) within 3 workdays of notification to IRS EPS. Contractor must be able to accept form orders via e-mail or facsimile until technical problem(s) are resolved.

FORM ORDERING

In lieu of online ordering, items to be furnished under the contract shall also be ordered by the issuance of FY19 IRS Form 9880, Envelope Order, by the Government. Exhibit 1, page 26, FY19 IRS Form 9880, Envelope Order form is for representation only, final version will be provided to the contractor after award.

Contractor is to accept only the official, current revision of the IRS Form 9880. The official revision of the form will be supplied by the EPS to the contractor after award and when revisions are made. Any other versions received by the contractor must be brought to the attention of the IRS Envelope Program Specialist, and returned to the requestor for re-submission.

Contractor is to thoroughly review the form and if there are errors or incomplete information provided on the form, contractor is to contact the User to obtain the correct information within 24 hours of receipt of order. If further assistance is needed with the order, the EPS/designee must be consulted. Incorrect and/or incomplete orders average approximately 15% of the total annual orders per month.

Upon receipt of each IRS Form 9880, the contractor must ensure that approval signatures are present for the use of the Government Purchase Cards (2 different signatures in boxes 13a & 16a) and, if appropriate (Envelopes E-25BR and E-25CR), must also have a local Mail Coordinator's signature (box 9).

The contractor must review the addresses in boxes 5 and 7 and match these addresses with those in a master list of IRS office addresses (Excel spreadsheet and formatting guidelines provided by IRS after award). Any discrepancies must be reported to the IRS EPS/designee within 24 hours of receipt of order.

An occasional order may be issued on a GPO Form 2511, Print Order.

ORDER SUBMISSION

Form orders will be sent by e-mail or faxed to the contractor. Due to the number of IRS offices that will be utilizing this contract, the contractor will be required to have a minimum of two facsimile machines in operation. No single machine or e-mail server may be down more than one hour per day for maintenance or repair. Orders may be placed between the hours of 8:00 a.m. prevailing Eastern Time through 5:00 p.m. prevailing Pacific Time.

NOTE: Until the website is established, all orders will be placed via e-mail or facsimile.

REQUIREMENTS

This is a requirements contract for the items and for the period specified herein. Shipment/delivery of items or performance of work shall be made only as authorized by orders issued in accordance with the clause entitled "Ordering". The quantities of items specified herein are estimates only, and are not purchased hereby. Except as may be otherwise provided in this contract, if the Government's requirements for the items set forth herein do not result in orders in the amounts or quantities described as "estimated", it shall not constitute the basis for an equitable price adjustment under this contract.

Except as otherwise provided in this contract, the Government shall order from the contractor(s) all the items set forth which are required to be purchased by the Government activity identified on page 1.

The Government shall not be required to purchase from the contractor(s), requirements in excess of the limit on total orders under this contract, if any.

Orders issued during the effective period of this contract and not completed within that time shall be completed by the contractor(s) within the time specified in the order, and the rights and obligations of the contractor(s) and the Government respecting those orders shall be governed by the terms of this contract to the same extent as if completed during the effective period of this contract.

If shipment/delivery of any quantity of an item covered by the contract is required by reason of urgency prior to the earliest date that shipment/delivery may be specified under this contract, and if the contractor(s) will not accept an order providing for the accelerated shipment/delivery, the Government may procure this requirement from another source.

The Government may issue orders which provide for shipment/delivery to or performance at multiple destinations.

Subject to any limitations elsewhere in this contract, the contractor shall furnish to the Government all items set forth herein which are called for by print orders issued in accordance with the "Ordering" clause of this contract.

DELIVERY/SHIPPING STATUS INFORMATION

Contractors are to report information regarding each order for compliance reporting purposes and include date of delivery (or shipment if applicable) in accordance with the contract requirements by contacting Columbus RO via e-mail to trackcolumbus@gpo.gov, or by calling (614) 488-4616, ext. 6, or by faxing to (614) 488-4577. Personnel receiving e-mail, phone call, or fax may be unable to respond to questions of a technical nature or transfer any inquiries.

SECTION 2. – SPECIFICATIONS

SCOPE

These specifications cover the production of envelopes requiring such operations as electronic receipt of orders (online, fax, or e-mail), composition, reproducibles, printing, construction, packing, and distribution.

TITLE

IRS Office Envelopes

NUMBER OF ORDERS

Based on prior year usage it is anticipated that approximately 177 IRS Form 9880 orders and 908 on-line orders for a total of approximately 1,085 orders will be placed per year. Up to 14 items per order, anticipate approximately 509 items on IRS Form 9880 and/or GPO Form 2511, Print Order, and 2,297 on-line items for a total of approximately 2,806 items placed during the term of the contract.

Orders will be placed by approximately 600 IRS locations nationwide. Due to the volume of orders placed and numerous order points, it is impossible to state with any degree of accuracy the exact number of orders that will be placed on this contract. It is anticipated that up to 50 items placed on IRS Form 9880 and/or GPO Form 2511, Print Order, and up to 100 items placed on-line for approximately 150 total items that may be placed in a single day; however, it is possible that all offices may place orders with up to 14 items each on the same day. There may be days when no orders are placed.

QUANTITY

Orders will range from 500 to 25,000 envelopes per item. Each item will be ordered in increments of 500 envelopes. Up to 14 items allowed per order with no less than 500 and no more than 25,000 envelopes per item may be ordered on a given order shipping to one location. If an order is received that is less than 500 or exceeds 25,000 envelopes per item, or is not ordered in increments of 500 envelopes per item, the contractor is to immediately contact the IRS EPS and the GPO Contracting Officer before any further performance on the order.

Table 1: Estimated Annual Quantities

Envelope	Revision Date	Spec Sheet Form No.	Revision Date	Envelope Size	Estimated Annual Items	Estimated Annual Quantity
E-19	10-2006	12847-A	10-2006	8-7/8 x 3-7/8"	81	75,000 to 175,000
E-20	10-2006	12847-B	10-2006	12-1/4 x 9-1/4"	383	375,000 to 800,000
E-25BR	8-1996	12847-C	10-2002	8-7/8 x 3-7/8"	139	250,000 to 450,000
E-25CR	5-2001	12847-D	10-2002	8-7/8 x 3-7/8"	232	400,000 to 700,000
E-44	8-1996	12847-E	10-2002	12-1/2 x 9-1/2"	324	300,000 to 700,000
E-44B	10-2004	12847-F	10-2004	9 x 12"	316	600,000 to 1,000,000
E-47	8-1996	12847-G	10-2002	15 x 10"	64	50,000 to 150,000
E-125L	10-1994	12847-K	10-2002	9-1/2 x 4-1/8"	651	1,000,000 to 3,000,000

Envelope	Revision Date	Spec Sheet Form No.	Revision Date	Envelope Size	Estimated Annual Items	Estimated Annual Quantity
E-125R	10-1994	12847-L	10-2002	9-1/2 x 4-1/8"	59	50,000 to 125,000
E-130	10-1994	12847-M	10-2002	9-1/2 x 4-1/8"	335	300,000 to 750,000
E-142B	4-2001	12847-O	10-2006	9-1/2 x 6-1/8"	45	40,000 to 100,000
E-178	9-2003	12847-R	9-2003	9-3/4 x 4-3/8"	17	15,000 to 50,000
E-200A	9-2017	12847-U	9-2017	9-3/4 x 6"	133	125,000 to 300,000
E-207	9-2003	13847	9-2003	9-3/4 x 6"	27	20,000 to 75,000
14 items					2,806 annually	5,961,000 annually

Anticipate the following for percentage of items placed containing quantities as listed:

- 500 to 1,000 envelopes = 43%
- Over 1,000 to 2,000 envelopes = 27%
- Over 2,000 to 5,000 envelopes = 26%
- Over 5,000 to 25,000 envelopes = 4%

NO QUANTITY VARIATION ALLOWED.

INVENTORY ON HAND

Contractor is authorized to inventory a certain percentage of the envelopes and overprint specific order content when the order is placed.

During the first 9 months of the contract period, the Government will not be liable for more than 35% of the lower amount of the estimated annual quantities listed on pages 13 and 14.

During months 10 and 11 of the contract period, the quantities must not be replenished at a level of more than 20% of the lower amount of the estimated annual quantities listed on pages 13 and 14. Once the quantity falls below 20% during months 10 and 11 of the contract, the inventory must not exceed that amount.

During the last month, the contractor must contact GPO, and receive written authorization, to replenish the supply of envelopes in inventory.

Contractor is authorized to preprint inventory on hand with text matter that is common to all offices. Individual office data (e.g. name, address, barcode) must not be preprinted. Preprinting will be discussed at the post-award conference.

NOTE: Upon termination of this contract, the agency will issue IRS Form 9880, Envelope Order Form(s) for any inventory that was not used during the term of this contract (unless the current contractor is again the successful bidder). Reimbursement for these orders will be made at 75% of the contract schedule of prices ("Bid Prices" clause on page 7 applies. Payment for these envelopes will be made in accordance with this clause.). These envelopes must only be printed with text matter that is common to all offices.

GOVERNMENT TO FURNISH

Composition instruction on IRS Forms 12847/13847 series (Envelope Specification Sheet, see below) as manuscript copy and IRS Form 9880 (Envelope Order Form) and/or GPO Form 2511, Print Order for forms orders or via online submission for setting text matter on balance of envelopes. Envelope Specification Sheets provide additional printing specifications.

One reproduction proof of shipping label, IRS Form 6153 (Rev. 3-2006) Cat. No. 62724N, Exhibit 16, page 41 with labeling and marking specifications.

Identification markings such as register marks, ring folios, rubber stamped jacket numbers, commercial identification marks of any kind, etc., including GPO imprint, carried on copy or film, must not print on finished product.

ENVELOPE SPECIFICATION SHEETS

The facsimiles of envelopes, Exhibits 2 through 15, pages 27 to 40, are representative of the requirements which will be ordered under this contract, however addresses and barcoding are expected to change with each order. Occasionally, other items such as a mail indicia, mailing address (other than the E-25BR and E-25CR), or other text matter may be requested to be added as manuscript on individual orders. Envelope Specification Sheets may change during the term of the contract.

CONTRACTOR TO FURNISH

All materials and operations, other than those listed under "Government to Furnish", necessary to produce the products in accordance with these specifications.

COMPOSITION

Contractor will be required to typeset all line matter printing on envelopes, from Government furnished manuscript copy or Envelope Specification Sheet. Approximately 6 to 28 point Helvetica or Helvetica Bold (or equal) will be required.

NOTE: Contractor must produce and position individual IMb (intelligent mail barcodes) to match the destination address on the envelope as required by Postal regulations, and/or to achieve Postal discounts.

REPRODUCIBLES

The contractor must make all reproducibles required. The contractor is responsible for determining what type reproducibles will be used but must maintain the quality level specified in the contract. No separate charges will be allowed for the various types of reproducibles that may be used.

Further, the contractor is responsible for outputting all images contained on furnished material, regardless of the production process, at the highest effective resolution possible. The contractor is responsible for determining the appropriate output resolution to achieve optimal results for such design elements as blends, gradients, halftones, type and other images. This determination should be made using factors such as stock, imaging device (or press) being used, and other factors unique to the contractor's production environment.

PROOFS

None required, however, the contractor will be responsible for performing all necessary proofreading to insure that the final product is in conformity with the copy submitted, and USPS postal regulations.

NOTE: It is the intention of the IRS to have the contractor perform a cursory review of all incoming orders for adherence to IRS Addressing Guidelines (information for this purpose will be provided). In the event there is a discrepancy, the contractor will route the online and/or forms orders to the IRS Envelope Program Specialist, or designee for verification of the submitted address and place the order on hold until the review is complete. The schedule will begin upon receipt of the address verification/modification.

STOCK/PAPER

The specifications of all paper furnished must be in accordance with those listed herein. All stock/paper used in each copy must be of a uniform shade.

White Writing or Wove, basis size 17 x 22", basis weight: 24 lbs. per 500 sheets, equal to JCP Code V20.
Envelope Styles: (E-19, E-20, E-25BR, E-25CR, E-125L, E-125R, E-130, E-142B, E-178, E-200A, E-207.

White Writing or Wove, basis size 17 x 22", basis weight: 28 lbs. per 500 sheets, equal to JCP Code V20.
Envelope Styles: E-44, E-44B, E-47. NOTE 28 lbs. is exception to JCP Code V20.

PRINTING

Print face and back in black ink or black ink and one additional color. Printing shall be in accordance with the requirements for the style envelope ordered. Overprinting shall be as specified on the online/form order.

It is anticipated that the E-142B envelope will print in black and PMS 347 green and all other envelopes will print in black ink only. Occasionally, other PMS ink colors may be requested for added text matter.

All printing shall comply with all applicable U.S. Postal Service regulations. Envelope printing (e.g. print contrast ratio, IMb barcodes, etc.) must meet U.S. Postal Service Automation guidelines/requirements (refer to latest version of USPS Publication 25, Designing Business Letter Mail, and the Domestic Mail Manual). It is the responsibility of the contractor to keep up to date on all USPS regulations.

The envelope shall accept printing, ink writing and bar coding without feathering, blurring, smearing, or penetrating to the reverse side.

All envelopes require a security tint printed on the inside (after construction) of the envelope in black ink. Contractor may use their own design (no proprietary design or company logos allowed), but must guarantee that the product will ensure complete opacity, and prevent show through of any material contained therein.

Unless otherwise specified on the online/form order, match Pantone number as indicated on the Envelope Specification Sheets.

MARGINS

Unless otherwise specified on the online/form order, follow furnished Envelope Specification Sheets, for margins and proper placement of information for each type of envelope.

CONSTRUCTION OF ENVELOPES

Envelopes shall be diagonal or side seam construction rounded flap or pointed "V" flap or tapered "V" flap. Contractor's option which type seam or flap may be used unless the Envelope Specification Sheet indicates style of seam or flap required.

Envelopes shall be of sufficient throat depth and flap length so as to prevent the flap adhesive from contacting the envelope contents. The sealed seams shall not adhere to the inside of the envelope. Envelopes shall be free from cuts, folds, tears, machine marks, foreign matter, dirt, ink smears and adhesive stains.

FLAP ADHESIVE

All sealing flap adhesive shall be a water-activated type of such a consistency to prevent premature sealing of the flap and curling of the envelope after drying.

1. The flap adhesive shall be uniformly applied and have a minimum thickness of 0.015 mm (0.0006 inch). The flap shall be capable of being quickly and securely sealed using finger tips after moistening the adhesive. When opened 15 to 20 seconds after sealing, the flap shall pull fibers from the body of the envelope from not less than 75% of the adhesive area of the flap beyond the throat, up to a maximum width of one inch gum strip from the edge of the flap.
2. Size of flap: The minimum flap size shall be as follows:
 - (a) For envelopes equal to or less than 6-1/8 x 9-3/4" sealing flap must exceed the throat by at least 3/4" and not more than 1-1/2".
 - (b) For envelopes larger than 6-1/8 x 9-3/4" the sealing flap must exceed the throat by at least 1-1/2" and not more than 2-1/4".

SPLIT GUMMING

Split gumming is not permitted on any envelope. All adhesives shall be clean and free from offensive odors and ingredients that would discolor the paper.

WINDOWS

Windows for the E-44B, E-125L, E-125R, E-142B, E-178, and E-207 envelopes, shall have rounded or slightly rounded corners, shall be the size and location specified on the Envelope Specification Sheets included in this contract, and shall comply with all applicable U.S. Postal Service regulations. The window shall be covered on the inside with a transparent polystyrene window material glued securely on all edges so as not to interfere with insertion of contents.

The transparent polystyrene window material shall be free of conditions which would prevent the address from being distinctly legible, read by automated equipment, or meet postal regulations.

PACKING

Envelope numbers may not be intermixed within a box or shipping container. Shipping containers shall have a minimum bursting strength of 1,379 kPa (200 pounds per square inch) or a minimum edge crush test (ECT) of 7,700 N per m width (44 pounds per inch width).

Envelope sizes up to and including 6-1/8 x 9-3/4": Pack in units of 500 envelopes, in close-fitting boxes. Envelopes shall be unbanded and sealing flap on open side shall be folded down. Pack five close fitting boxes into shipping container and close/seal in accordance with GPO Contract Terms. If an order is received for less than 2,500 envelopes (5 boxes), a suitably sized shipping container, with appropriate packing material placed around internal boxes must be used to prevent damage to envelopes within during shipment.

Envelope sizes larger than 6-1/8 x 9-3/4": Pack in units of 500 envelopes, in close-fitting shipping containers. Envelopes shall be unbanded and sealing flap on open side shall be folded down. The box shall be closed/sealed in accordance with GPO Contract Terms.

CARTON LABELING AND PALLET SPECIFICATIONS

See IRS Form 6153, Carton Shipping Label, (Exhibit 16, page 41), Mixed Shipment Pallet Label (Exhibit 17, page 42), and IRS Document 12321, IRS Pallet Specifications (Exhibit 18, page 43). Strict adherence to these exhibits is necessary to meet requirements of IRS storage facilities. Receipt of incorrect pallets may result in a charge assessed against the contractor for each incorrect pallet. This charge will cover costs incurred by the Government in re-palletizing the shipment onto correct pallets and/or replace carton labels.

Pallets shall be stacked with reverse layer pattern to insure acceptance and safe delivery by common carriers. If this is not possible due to irregular shape of cartons, pallets may be “chimney stacked”, but must include corner beads cut no higher than the top of the pallet, with sufficient stretch wrap as to provide a safe and secure pallet. Multiple styles of envelopes may be palletized together for a single destination however, pallet must clearly indicate the pallet contains multiple types and list them on a “Mixed Shipment Pallet” label (see exhibit 17, page 42).

CARTON SHIPPING LABEL, IRS FORM 6153

Reproduce carton shipping label from furnished PDF form (See Exhibit 16, page 41). Fill in appropriate blanks (Carton Count, GPO Jacket Number, GPO Program Number, Contractor Name and plant address, Consignee’s Address, Envelope Product Number, Envelope Revision Date, and Carton Quantity,) and attach to shipping containers. NOTE: Contractor generated carton label may be authorized to be used in lieu of IRS Form 6153 if approved by the Government.

NOTE: Each order must contain a packing slip. See “CONTRACTOR RESPONSIBILITIES FOR ORDER PROCESSING” under “SCHEDULE”.

STAGING AREA

Envelope orders, each possibly consisting of several items, with multiple cartons per item, must be assembled and delivered, in accordance with the schedule to up to 600 destinations each month. PROSPECTIVE BIDDERS ARE ADVISED TO CAREFULLY CONSIDER THE NECESSARY SPACE REQUIRED TO STAGE THE ORDERS.

NOTE: All orders must deliver complete. No partial deliveries will be allowed.

DISTRIBUTION

Deliver f.o.b. destination by small package carrier by traceable means, or freight carrier for palletized shipments, up to approximately 600 nationwide destinations including Alaska, Hawaii, Puerto Rico, and the US Virgin Islands. Deliveries to many destinations will require inside delivery to specific room numbers. These room numbers will be indicated on the online/form order and contractor will be required to deliver to each of the rooms individually.

Anticipate the following:

- Zone 1: ME, VT, NH, MA, CT, RI, NY, PA, NJ: = 18% of the items
- Zone 2: MD, DE, DC, NC, SC, GA, FL, MS, AL, LA: = 20% of the items
- Zone 3: TN, KY, WV, OH, IN, IL, MI, WI, VA: = 21% of the items
- Zone 4: MO, IA, MN, NE, ND, SD, KS, OK, AR, TX: = 14% of the items
- Zone 5: NM, AZ, CO, UT, WY, MT, ID, NV, WA, OR, CA: = 26% of the items
- Zone 6: AK, HI, PR, USVI: = 1% of the items

REPORTS FROM CONTRACTOR

Contractor shall create and maintain a spreadsheet on Microsoft Excel (version 2016 or later) that will generate the following monthly reports:

1. Online Orders Received for Month mm/yy: to include date, number of orders received, total envelopes ordered, number of line items per order, and number of line items of 1,000 envelopes or less.
2. Forms Orders Received (via e-mail or fax) for Month mm/yy: to include date, number of forms received, total envelopes ordered, number of line items per form, and number of line items of 1,000 envelopes or less.
3. Online Orders Shipping Report for Month mm/yy: to include order number, envelope number, order received date, quantity ordered, ship to office name, street address, city, state, zip, and date shipped.
4. Forms Orders (via e-mail or fax) Shipping Report for Month mm/yy: to include order number, envelope number, order received date, quantity ordered, ship to office name, street address, city, state, zip, and date shipped.
5. Total Envelopes Shipped: by month (cumulative), in bar graph format, including previous year's data for comparison.
6. Monthly Averages/Totals: to include totals shipped by envelope number with averages.
7. Incomplete Orders: to include monthly total of online orders and number of Forms 9880 returned to requester for additional information to process order.

Additional reports may be required. All reports are to be sent as an e-mail attachment on a monthly basis to: brian.l.anderson@irs.gov; trackcolumbus@gpo.gov, lprice@gpo.gov, msommer@gpo.gov, and tshoffstall@gpo.gov.

Multiple reports are required on this contract. The data storage of report information and the format by which the information is to be reported will be discussed at length during the Post-Award Conference.

SCHEDULE

Adherence to this schedule must be maintained. Contractor must not start production of any job prior to receipt of the online order or form order (IRS Form 9880), and necessary approvals. The following schedule begins the workday after receipt of approved online order or e-mailed/faxed Envelope Order Form; the workday after receipt will be the first workday of the schedule.

Orders will be placed by IRS offices nationwide, including Alaska, Hawaii, Puerto Rico, and the US Virgin Islands, by ordering online or via e-mail or facsimile.

ACCELERATED SCHEDULE

Approximately 1% to 2% of the orders placed on this Program will require an accelerated schedule. Complete production and shipping of envelopes must be made within 5 workdays after receipt/approval of the Online Order/Envelope Order Form.

NORMAL SCHEDULE

Complete production and shipping of envelopes must be made within 10 workday(s) after receipt/approval of Online Order/Envelope Order Form Order.

TRANSIT TIME (ACCELERATED AND NORMAL SCHEDULE)

Transit time from scheduled shipping date to delivery at destination(s) must be no more than 6 workdays for all destinations within the continental United States (including APO and DPO addresses) and 15 workdays to Alaska, Hawaii, Puerto Rico, and the US Virgin Islands.

CONTRACTOR RESPONSIBILITIES FOR ORDER PROCESSING

Contractor must verify upon receipt of the form orders that approval signatures are present for use of credit/purchase card (2 different signatures) and, if appropriate, for the local mail coordinator. Contractor to accept only official versions of the IRS Form 9880 and any other versions must be brought to the attention of the IRS EPS. See "Note" under section title PROOFS on page 16 for additional information to be perfected on the IRS Form 9880.

Contractor must include a packing slip with each order shipped, and a photocopy of the IRS Form 9880. This form can be used as a packing slip by indicating the contractor's job/tracking number next to the line item on the form. If an IRS office has a question about an order they must be able to call the contractor and by providing the internal order number from the packing slip, obtain information about that line item.

Other contacts may be provided by IRS offices to confirm receipt of e-mailed/faxed form, provide credit/purchase card information, or inquire about order status. Please note that any request by an IRS office to deviate from contract specifications must be reported immediately to the IRS EPS at 859-488-3701. The IRS EPS will direct the contractor to proceed with the order, or refer the contractor to the GPO Contracting Officer for additional approval.

The GPO Contracting Officer has the sole authority to make modifications to the contract which result in monetary changes. Any IRS request to proceed with changes does not relieve the contractor of the responsibility of obtaining a modification to secure additional charges on an order prior to any performance.

RECEIPT FOR DELIVERY

Contractor must furnish their own receipts for delivery. These receipts must include the GPO jacket, program and print order numbers, contractor job/tracking number, total quantity delivered, number of cartons and quantity per carton, date delivery made, and signature of the Government agent accepting delivery. The original copy of this receipt must accompany the contractor's voucher for payment.

Unscheduled material such as shipping documents, receipts or instructions, delivery lists, labels, etc., will be furnished with each 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.

When required by the Government, the contractor must e-mail the IRS EPS and/or GPO the IRS Form 9880 (online and paper versions) immediately upon request.

SECTION 3. – DETERMINATION OF AWARD

The Government will determine the lowest bid by applying the prices offered in the “Schedule of Prices” to the following units of production which are the estimated requirements to produce one year’s production under this contract. These units do not constitute, nor are they to be construed as, a guarantee of the volume of work which may be ordered under this contract for a like period of time.

The following item designations correspond to those listed in the “Schedule of Prices”.

- I. (a) 119
- (b) 742
- (c) 310
- (d) 492
- (e) 495
- (f) 670
- (g) 72
- (h) 2,029
- (i) 98
- (j) 613
- (k) 75
- (l) 19
- (m) 189
- (n) 38

- II. (a) 119
- (b) 742
- (c) 310
- (d) 492
- (e) 495
- (f) 670
- (g) 72
- (h) 2,029
- (i) 98
- (j) 613
- (k) 75
- (l) 19
- (m) 189
- (n) 38

SECTION 4. – SCHEDULE OF PRICES

Bids offered are f.o.b. destination to approximately 600 nationwide addresses including Alaska, Hawaii, Puerto Rico, and the US Virgin Islands.

Prices must be submitted for the entire term of the contract and bids qualified for a lesser period will not be considered.

Prices must include the cost of all required materials and operations for each item listed in accordance with these specifications.

Bidder must make an entry in each of the spaces provided. Bids submitted with any obliteration, revision, or alteration of the order and manner of submitting bids, may be declared nonresponsive.

An entry of NC (No Charge) shall be entered if bidder intends to furnish individual items at no charge to the Government.

Bids submitted with NB (No Bid), NA (Not Applicable), or blank spaces for an item may be declared nonresponsive.

The Contracting Officer reserves the right to reject any offer that contains prices for individual items of production (whether or not such items are included in the Determination of Award) that are inconsistent or unrealistic in regard to other prices in the same offer or to GPO prices for the same operation if such action would be in the best interest of the Government.

All vouchers submitted to the GPO shall be based on the most economical method of production.

Fractional parts of 1,000 will be prorated at the 1,000 rate.

I. PRINTING/CONSTRUCTION: Prices must be all-inclusive, as applicable, and must include the cost of all required materials and operations necessary for the complete production and delivery of the products listed in accordance with these specifications, except for Item II. Stock/Paper.

CAUTION: SEE “FINANCIAL REQUIREMENTS” IN SECTION 1, PAGE6 FOR ADDITIONAL PRICING INFORMATION.

	<u>Env #</u>	<u>Rev Date</u>	<u>Trim Size</u>	
(a)	E-19	10-2006	8-7/8 x 3-7/8”per 1,000 envelopes \$ _____
(b)	E-20	10-2006	12-1/4 x 9-1/4”per 1,000 envelopes \$ _____
(c)	E-25BR	8-1996	8-7/8 x 3-7/8”per 1,000 envelopes \$ _____
(d)	E-25CR	5-2001	8-7/8 x 3-7/8”per 1,000 envelopes \$ _____
(e)	E-44	8-1996	12-1/2 x 9-1/2”per 1,000 envelopes \$ _____
(f)	E-44B	10-2004	9 x 12”per 1,000 envelopes \$ _____
(g)	E-47	8-1996	15 x 10”per 1,000 envelopes \$ _____
(h)	E-125L	10-1994	9-1/2 x 4-1/8”per 1,000 envelopes \$ _____
(i)	E-125R	10-1994	9-1/2 x 4-1/8”per 1,000 envelopes \$ _____
(j)	E-130	10-1994	9-1/2 x 4-1/8”per 1,000 envelopes \$ _____

(Initials)

RETURN THIS PAGE TO GPO, COLUMBUS, OH RO

SCHEDULE OF PRICES

I. PRINTING/CONSTRUCTION (Continued):

CAUTION: SEE "FINANCIAL REQUIREMENTS" IN SECTION 1, PAGE 6 FOR ADDITIONAL PRICING INFORMATION.

(k)	E-142B	4-2001	9-1/2 x 6-1/8"	per 1,000 envelopes	\$ _____
(l)	E-178	9-2003	9-3/4 x 4-3/8"	per 1,000 envelopes	\$ _____
(m)	E-200A	9-2017	9-3/4 x 6"	per 1,000 envelopes	\$ _____
(n)	E-207	9-2003	9-3/4 x 6"	per 1,000 envelopes	\$ _____

II. STOCK/PAPER: Payment for all stock/paper supplied by the contractor under the terms of these specifications, as ordered on the individual print orders, will be based on the finished size of the envelopes. The cost of any paper required for makeready or running spoilage must be included in the prices offered.

CAUTION: SEE "FINANCIAL REQUIREMENTS" IN SECTION 1, PAGE 6 FOR ADDITIONAL PRICING INFORMATION.

	<u>Env #</u>	<u>Rev Date</u>	<u>Trim Size</u>		
(a)	E-19	10-2006	8-7/8 x 3-7/8"	per 1,000 envelopes	\$ _____
(b)	E-20	10-2006	12-1/4 x 9-1/4"	per 1,000 envelopes	\$ _____
(c)	E-25BR	8-1996	8-7/8 x 3-7/8"	per 1,000 envelopes	\$ _____
(d)	E-25CR	5-2001	8-7/8 x 3-7/8"	per 1,000 envelopes	\$ _____
(e)	E-44	8-1996	12-1/2 x 9-1/2"	per 1,000 envelopes	\$ _____
(f)	E-44B	10-2004	9 x 12"	per 1,000 envelopes	\$ _____
(g)	E-47	8-1996	15 x 10"	per 1,000 envelopes	\$ _____
(h)	E-125L	10-1994	9-1/2 x 4-1/8"	per 1,000 envelopes	\$ _____
(i)	E-125R	10-1994	9-1/2 x 4-1/8"	per 1,000 envelopes	\$ _____
(j)	E-130	10-1994	9-1/2 x 4-1/8"	per 1,000 envelopes	\$ _____
(k)	E-142B	4-2001	9-1/2 x 6-1/8"	per 1,000 envelopes	\$ _____
(l)	E-178	9-2003	9-3/4 x 4-3/8"	per 1,000 envelopes	\$ _____
(m)	E-200A	9-2017	9-3/4 x 6"	per 1,000 envelopes	\$ _____
(n)	E-207	9-2003	9-3/4 x 6"	per 1,000 envelopes	\$ _____

(Initials)

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SCHEDULE OF PRICES

SHIPMENT(S): Shipments will be made from: City _____, State _____

The city(ies) indicated above will be used for evaluation of transportation charges when transportation charges are specified to be a factor in determination of award. If no shipping point is indicated above, it will be deemed that the bidder has selected the city and state shown below in the address block, and the bid will be evaluated and the contract awarded on that basis. If shipment is not made from evaluation point, the contractor will be responsible for any additional shipping costs incurred.

DISCOUNTS: Discounts are offered for payment as follows: _____ Percent, _____ calendar days. See Article 12 "Discounts" of Solicitations Provisions in GPO Contract Terms (Publication 310.2).

AMENDMENT(S): Bidder hereby acknowledges amendment(s) number(ed) _____

BID ACCEPTANCE PERIOD: In compliance with the above, the undersigned agree, if this bid is accepted within _____ calendar days (60 calendar days unless a different period is inserted by the bidder) from the date for receipt of bids, to furnish the specified items at the price set opposite each item, delivered at the designated point(s), in exact accordance with specifications.

NOTE: Failure to provide a 60-day bid acceptance period may result in expiration of the bid prior to award.

BIDDER'S NAME AND SIGNATURE: Unless specific written exception is taken, the bidder, by signing and submitting a bid, agrees with and accepts responsibility for all certifications and representations as required by the solicitation and GPO Contract Terms - Publication 310.2. When responding by fax or mail, fill out and return one copy of all pages in "SECTION 4. - SCHEDULE OF PRICES," including initialing/signing where indicated.

Failure to sign the signature block below may result in the bid being declared non-responsive.

Bidder _____
(Contractor Name) (GPO Contractor's Code)

(Street Address)

(City - State - Zip Code)

By _____
(Printed Name, Signature, and Title of Person Authorized to Sign this Bid) (Date)

(Person to be Contacted) (Telephone Number) (Email)

Contracting Officer Review _____ Date _____ Certifier _____ Date _____

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EXHIBIT 1 – IRS Form 9880

FY 2018 Envelope Order		See Document 9589 , FY 2018 Envelope Ordering Information, for instructions. Attention: This form must be typed, handwritten forms will be rejected by the contractor.		
1. IRS office contact		2. Phone number	3. Fax number	4. Date of email or fax
5. Return address to be printed on envelope Internal Revenue Service		7. Mailing address to be printed on E-25 BR and/or E-25 CR Enter the mailing address below. For E-25 BR envelopes, enter the Zip + 4 in box 7a. For E-25 CR envelopes with the same base address, enter the Zip + 4 in box 7b. For multiple addresses, complete a separate Form 9880 for each address. INTERNAL REVENUE SERVICE Enter the Zip + 4 in the appropriate box below		
6. Shipping address Attn: Internal Revenue Service		Phone number	7a. E-25 BR Zip + 4	7b. E-25 CR Zip + 4
			8. BR Mail permit no. 12686	
			9. Mail Coordinator signature (digital signature okay)	
			10. Date	
Publishing Office Use Only (Boxes 17-22)				
11. Purchase card number		12. Exp. date	17. Requisition number	
13. Name of purchase card holder		13a. Signature (digital signature okay)	18. Jacket number	
14. Phone number		15. Accounting reference	19. BAC & TAS/BETC	
16. Name of approving official		16a. Signature (digital signature okay)	20. Print order number	
			21. Accounting code	
			22. Authorized signature (digital signature okay)	
23a. Envelope no.	b. Contractor order no. (completed by contractor)	c. Quantity ordered	d. Price per 1000 envelopes	e. Total dollar amount
E-19		0	\$0.00	\$0.00
E-20		0	\$0.00	\$0.00
E-25 BR		0	\$0.00	\$0.00
E-25 CR		0	\$0.00	\$0.00
E-44		0	\$0.00	\$0.00
E-44 B		0	\$0.00	\$0.00
E-47		0	\$0.00	\$0.00
E-125 L		0	\$0.00	\$0.00
E-125 R		0	\$0.00	\$0.00
E-130		0	\$0.00	\$0.00
E-142 B		0	\$0.00	\$0.00
E-178		0	\$0.00	\$0.00
E-200 A		0	\$0.00	\$0.00
E-207		0	\$0.00	\$0.00
24. Envelopes received by		25. Date received	f. Total Cost	
			\$0.00	
Form 9880 (Rev. 10-2017) Catalog Number 22417L publish.no.irs.gov Department of the Treasury - Internal Revenue Service				

Envelope Specification Sheet		This sheet is for envelope specifications and composition, as well as manuscript for changeable print areas. Do not use as camera copy. Envelope must conform to USPS requirements.							
Envelope Number E-19	Copy change area A (return address) N/A	Copy change area B (mailing address) N/A	Indicia required N/A	Program number 2551-S	Sheet _____ of _____				
Issue/Revision Date (Rev. 10-2006)				Print order number					
<p style="text-align: center;">Margins are 1" (25mm) top, center sides</p> <div style="text-align: center;"> </div>				<h3 style="margin-top: 0;">Envelope Specifications</h3> <p>Construction</p> <p>Printed open side, high cut, diagonal or side seam, flap gummed and folded down.</p> <p>This envelope requires black opaquing design printed inside.</p> <p>Text Specifications</p> <p>Front printing is 18 pt. Helvetica Bold (or equal).</p> <p>Back printing is 6 pt. Helvetica (or equal).</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <tr> <td style="width: 50%; padding: 5px;">Size 8-7/8" x 3-7/8" (225mm x 98mm)</td> <td style="width: 50%; padding: 5px;">Stock White Writing or Wove 24#</td> </tr> <tr> <td style="padding: 5px;">Ink Black</td> <td style="padding: 5px;">Window None</td> </tr> </table> <p style="margin-top: 10px;">Additional comments</p>		Size 8-7/8" x 3-7/8" (225mm x 98mm)	Stock White Writing or Wove 24#	Ink Black	Window None
Size 8-7/8" x 3-7/8" (225mm x 98mm)	Stock White Writing or Wove 24#								
Ink Black	Window None								
<p>Back Printing</p> <p>Position bottom & right margins appropriately in lower right corner.</p> <div style="text-align: right; margin-top: 10px;"> </div>									

Envelope Specification Sheet		This sheet is for envelope specifications and composition, as well as manuscript for changeable print areas. Do not use as camera copy. Envelope must conform to USPS requirements.			
Envelope Number E-20	Copy change area A (return address) N/A	Copy change area B (mailing address) N/A	Indicia required N/A	Program number 2551-S	Sheet _____ of _____
Issue/Revision Date (Rev. 10-2006)				Print order number	

Margins are 1" (25mm) top, center sides.

To be opened by addressee only

1/2" bar (12mm) →

Prints 1/4" (6mm) along edge on both front and back.

9-1/4" (235mm)

12-1/4" (311mm)

Back Printing
Position bottom & right margins appropriately in lower right corner.

Envelope Specifications

Construction
Printed open side, high cut, diagonal or side seam, flap gummed and folded down.

This envelope requires black opaquing design printed inside.

Text Specifications
Front printing is 28 pt. Helvetica Bold (or equal).

Back printing is 6 pt. Helvetica (or equal).

Size 12-1/4" x 9-1/4" (311mm x 235mm)	Stock White Writing or Wove 24#
Ink Black	Window None

Additional comments

Envelope Specification Sheet		This sheet is for envelope specifications and composition, as well as manuscript for changeable print areas. Do not use as camera copy. Envelope must conform to USPS requirements.			
Envelope Number E-25 BR	Copy change area A (return address) Internal Revenue Service	Copy change area B (mailing address) INTERNAL REVENUE SERVICE	Indicia required N/A	Program number 2551-S	Sheet _____ of _____
Issue/Revision Date (8-1996)				Print order number	

3/8" (10mm) top and left margins.

3/8" (10mm) top and right margins.

Back Printing
Position bottom & right margins appropriately in lower right corner.

Envelope Specifications

Construction
Printed open side, high cut, diagonal or side seam, flap gummed and folded down.

This envelope requires black opaquing design printed inside.

Text Specifications
All type is 10 pt. Helvetica (or equal) except as noted otherwise.
12 point Bold for "Internal Revenue Service" line in return or mailing address.
Return Address can be upper and lower case.
Addressee lines must be all caps with no punctuation (or as stated in current USPS Domestic Mail Manual).
Official Business (two line statement) is 9 pt.
Back printing is 6 pt.

Size 8-7/8" x 3-7/8" (225mm x 98mm)	Stock White Writing or Wove 24#
Ink Black	Window None

Additional comments

EXHIBIT 5 – E-25 CR Envelope Specification Sheet

Envelope Specification Sheet		This sheet is for envelope specifications and composition, as well as manuscript for changeable print areas. Do not use as camera copy. Envelope must conform to USPS requirements.	
Envelope Number E-25 CR <small>Issue/Revision Date (Rev. 5-2001)</small>	Copy change area A (return address) N/A	Copy change area B (mailing address) INTERNAL REVENUE SERVICE	Indicia required N/A
Envelope Number E-25 CR <small>Issue/Revision Date (Rev. 5-2001)</small>		Program number 2551-S	Sheet _____ of _____
Envelope Specifications		<p>Construction Printed open side, high cut, diagonal or side seam, flap gummed and folded down. This envelope requires black opaquing design printed inside.</p> <p>Text Specifications All type is 10 pt. Helvetica (or equal) except as noted otherwise. 12 point Bold for "Internal Revenue Service" line in mailing address. Addressee lines must be all caps with no punctuation (or as stated in current USPS Domestic Mail Manual). Back printing is 6 pt.</p>	
Envelope Specifications		<p>Size 8-7/8" x 3-7/8" (225mm x 98mm)</p> <p>Stock White Writing or Wove 24#</p> <p>Ink Black</p> <p>Window None</p> <p>Additional comments</p>	
<p>3/8" (10mm) top, right & left margins.</p> <p>1/4" (6mm) black square, 1" (25mm) from upper left corner; prints 1/8" (3mm) on both front and back.</p> <p>1/4" (6mm) black square, 1 1/2" (38mm) from upper left corner; prints 1/8" (3mm) on both front and back.</p> <p>3" (76mm)</p> <p>8-7/8" (225mm)</p> <p>2" (51mm)</p> <p>1-5/8" (41mm)</p> <p>5/8" (16mm)</p> <p>4.50" (114mm)</p> <p>3-7/8" (98mm)</p> <p>Address must not appear in clear area for barcoding.</p> <p>Back Printing Position bottom & right margins appropriately in lower right corner. E-25 CR (Rev. 5-2001) Cat. No. 22354B</p>			
Form 12847-D (Rev. 10-2002) Catalog Number 30837J		publish.no.irs.gov	
		Department of the Treasury - Internal Revenue Service	

Envelope Specification Sheet		This sheet is for envelope specifications and composition, as well as manuscript for changeable print areas. Do not use as camera copy. Envelope must conform to USPS requirements.			
Envelope Number E-44	Copy change area A (<i>return address</i>) Internal Revenue Service	Copy change area B (<i>mailing address</i>)	Indicia required <input type="checkbox"/> None <input type="checkbox"/> G-48 First Class <input type="checkbox"/>	Program number 2551-S	Sheet _____ of _____
Issue/Revision Date (Rev. 8-1996)				Print order number	

3/8" (10mm) top and left margins.

12-1/2"
(318mm)

9-1/2"
(241mm)

Copy
change
area
A

Copy
change
area
B

Envelope Specifications

Construction

Printed open side, high cut, diagonal or side seam, flap gummed and folded down.

This envelope requires black opaquing design printed inside.

Text Specifications

All type is 10 pt. Helvetica (or equal) except as noted otherwise.

12 point Bold for "Internal Revenue Service" line in return or mailing address.

Return Address can be upper and lower case.

Addressee lines must be all caps with no punctuation (or as stated in current USPS Domestic Mail Manual).

Official Business (two line statement) is 9 pt.

Back printing is 6 pt.

Size 12-1/2" x 9-1/2" (318mm x 241mm)	Stock White Writing or Wove 28#
Ink Black	Window None

Additional comments

Back Printing

Position bottom & right margins appropriately in lower right corner.

E-44 (Rev. 8-1996)
Cat. No. 41029H

Envelope Specification Sheet		This sheet is for envelope specifications and composition, as well as manuscript for changeable print areas. Do not use as camera copy. Envelope must conform to USPS requirements.			
Envelope Number E-44 B	Copy change area A (return address) Internal Revenue Service	Copy change area B (mailing address) N/A	Indicia required <input type="checkbox"/> None <input type="checkbox"/> G-48 First Class <input type="checkbox"/>	Program number 2551-S	Sheet _____ of _____
Issue/Revision Date (Rev. 10-2004)		Print order number			

3/8" (10mm) top and left margins.

Back Printing
Position bottom & right margins appropriately in lower right corner.

E-44 B (Rev. 10-2004)
Cat. No. 20470U

Envelope Specifications

Construction
Printed open side, high cut, diagonal or side seam, flap gummed and folded down.

This envelope requires black opaquing design printed inside.

Text Specifications
All type is 10 pt. Helvetica (or equal) except as noted otherwise.
12 point Bold for "Internal Revenue Service" line in return or mailing address.
Return Address can be upper and lower case.
Official Business (two line statement) is 9 pt.
Back printing is 6 pt.

Size 9" x 12" (229mm x 305mm)	Stock White Writing or Wove 28#
Ink Black	Window 5" x 2" (127mm x 51mm) Clear Polystyrene

Additional comments

Form **12847-F** (Rev. 10-2004) Catalog Number 30839F

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Department of the Treasury - Internal Revenue Service

Envelope Specification Sheet		This sheet is for envelope specifications and composition, as well as manuscript for changeable print areas. Do not use as camera copy. Envelope must conform to USPS requirements.							
Envelope Number E-47	Copy change area A (<i>return address</i>) Internal Revenue Service	Copy change area B (<i>mailing address</i>)	Indicia required <input type="checkbox"/> None <input type="checkbox"/> G-48 First Class <input type="checkbox"/>	Program number 2551-S	Sheet _____ of _____				
Issue Date (Rev. 8-1996)				Print order number					
3/8" (10mm) top and left margins.			Envelope Specifications						
<div style="border: 1px solid black; padding: 10px; width: fit-content;"> <div style="border: 1px solid black; padding: 5px; display: inline-block; margin-bottom: 5px;">Copy change area A</div> → Internal Revenue Service <hr style="width: 100%;"/> Official Business Penalty for Private Use, \$300 <div style="border: 1px solid black; padding: 5px; display: inline-block; margin-left: 100px; margin-top: 20px;">Copy change area B</div> → </div>			<p>Construction</p> <p>Printed open side, high cut, diagonal or side seam, flap gummed and folded down.</p> <p>This envelope requires black opaquing design printed inside.</p> <p>Text Specifications</p> <p>All type is 10 pt. Helvetica (or equal) except as noted otherwise.</p> <p>12 point Bold for "Internal Revenue Service" line in return or mailing address.</p> <p>Return Address can be upper and lower case.</p> <p>Addressee lines must be all caps with no punctuation (or as stated in current USPS Domestic Mail Manual).</p> <p>Official Business (two line statement) is 9 pt.</p> <p>Back printing is 6 pt.</p>						
<div style="text-align: center;"> <div style="border: 1px solid black; padding: 5px; display: inline-block; margin-right: 20px;">15" (381mm)</div> <div style="border: 1px solid black; padding: 5px; display: inline-block; margin-right: 20px;">10" (254mm)</div> </div>			<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 5px;">Size 15" x 10" (381mm x 254mm)</td> <td style="width: 50%; padding: 5px;">Stock White Writing or Wove 28#</td> </tr> <tr> <td style="padding: 5px;">Ink Black</td> <td style="padding: 5px;">Window None</td> </tr> </table>			Size 15" x 10" (381mm x 254mm)	Stock White Writing or Wove 28#	Ink Black	Window None
Size 15" x 10" (381mm x 254mm)	Stock White Writing or Wove 28#								
Ink Black	Window None								
<p>Back Printing</p> <p>Position bottom & right margins appropriately in lower right corner.</p> <div style="border: 1px solid black; padding: 5px; width: fit-content; margin-left: auto; margin-right: 0;"> E-47 (Rev. 8-1996) Cat. No. 41031T </div>			Additional comments						
Form 12847-G (Rev. 10-2002) Catalog Number 30840G			publish.no.irs.gov						
			Department of the Treasury - Internal Revenue Service						

EXHIBIT 9 – E-125 L Envelope Specification Sheet

Envelope Specification Sheet		This sheet is for envelope specifications and composition, as well as manuscript for changeable print areas. Do not use as camera copy. Envelope must conform to USPS requirements.	
Envelope Number E-125 L	Copy change area A (return address) Internal Revenue Service	Copy change area B (mailing address) N/A	Indicia required <input type="checkbox"/> None <input type="checkbox"/> G-48 First Class
Issue/Revision Date (Rev. 10-1994)			Program number 2551-S
			Print order number _____ of _____ Sheet

COPY CHANGE AREA A

3/8" (10mm) top and left margins.

Back Printing
Position bottom & right margins appropriately in lower right corner.

Envelope Specifications	
<p>Construction Printed open side, high cut, diagonal seam with tapered V flap, flap gummed and folded down.</p> <p>This envelope requires black opaquing design printed inside.</p> <p>Text Specifications All type is 10 pt. Helvetica (or equal) except as noted otherwise. 12 point Bold for "Internal Revenue Service" line in return address. Return Address can be upper and lower case. Official Business (two line statement) is 9 pt. Back printing is 6 pt.</p>	<p>Size 9-1/2" x 4-1/8" (241mm x 105mm)</p> <p>Stock White Writing or Wove 24#</p> <p>Ink Black</p> <p>Window 4-1/2" x 1-1/8" (114mm x 29mm) Clear Polystyrene</p> <p>Additional comments</p>

Form **12847 K** (Rev. 10-2002) Catalog Number 30844Y

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Envelope Specification Sheet		This sheet is for envelope specifications and composition, as well as manuscript for changeable print areas. Do not use as camera copy. Envelope must conform to USPS requirements.			
Envelope Number E-125 R	Copy change area A (return address) Internal Revenue Service	Copy change area B (mailing address) N/A	Indicia required <input type="checkbox"/> None <input type="checkbox"/> G-48 First Class <input type="checkbox"/>	Program number 2551-S	Sheet _____ of _____
Issue/Revision Date (Rev. 10-1994)				Print order number	

3/8" (10mm) top and left margins.

Back Printing
Position bottom & right margins appropriately in lower right corner.

Envelope Specifications

Construction
Printed open side, high cut, diagonal seam with tapered V flap, flap gummed and folded down.
This envelope requires black opaquing design printed inside.

Text Specifications
All type is 10 pt. Helvetica (or equal) except as noted otherwise.
12 point Bold for "Internal Revenue Service" line in return address.
Return Address can be upper and lower case.
Official Business (two line statement) is 9 pt.
Back printing is 6 pt.

Size 9-1/2 x 4 -1/8" (241mm x 105mm)	Stock White Writing or Wove 24#
Ink Black	Window 4-1/2" x 1-1/8" (114mm x 29mm) Clear Polystyrene

Additional comments

EXHIBIT 11 – E-130 Envelope Specification Sheet

Envelope Specification Sheet		This sheet is for envelope specifications and composition, as well as manuscript for changeable print areas. Do not use as camera copy. Envelope must conform to USPS requirements.	
Envelope Number E-130	Copy change area A (return address) Internal Revenue Service	Indicia required <input type="checkbox"/> None <input type="checkbox"/> G-48 First Class	Program number 2551-S
Issue/Revision Date (Rev. 10-1994)			Sheet _____ of _____

Envelope Specifications

Construction
Printed open side, high cut, diagonal seam with tapered V flap, flap gummed and folded down.

Text Specifications
All type is 10 pt. Helvetica (or equal) except as noted otherwise.
12 point Bold for "Internal Revenue Service" line in return or mailing address.
Return Address can be upper and lower case.
Addressee lines must be all caps with no punctuation (or as stated in current USPS Domestic Mail Manual).
Official Business (two line statement) is 9 pt.
Back printing is 6 pt.

3/8" (10mm) top and left margins.

Size	9-1/2 x 4 -1/8" (241mm x 106mm)	Stock	White Writing or Wove 24#
Ink	Black	Window	None
Additional comments			

Form **12847-M** (Rev. 10-2002) Catalog Number 30846U

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Envelope Specification Sheet		This sheet is for envelope specifications and composition, as well as manuscript for changeable print areas. Do not use as camera copy. Envelope must meet USPS requirements.			
Envelope Number E-142 B	Copy change area A (return address)	Copy change area B (mailing address) N/A	Indicia required <input type="checkbox"/> None <input type="checkbox"/> G-48 First Class <input type="checkbox"/>	Program number 2551-S	Sheet _____ of _____
Issue/Revision Date (Rev. 4-2001)				Print order number N/A	

3/8" (10mm) top and left margins.

Print 3-3/4 x 2 1/8" (95mm x 54mm) box in PMS 347 Green ink. Set words CERTIFIED MAIL in 16 point Helvetica and reverse print, centering left and right, on top of box as shown below. Box prints 1/8" (3mm) onto flap. Window size is 3-1/2 x 1-1/2" (89mm x 38mm).

Back Printing

Position bottom & right margins appropriately in lower right corner.

E-142 B (Rev. 4-2001)
Cat. No. 27026Q

Envelope Specifications

Envelopes
Printed open side, high cut, diagonal or side seam, flap gummed and folded down.

This envelope requires black opaquing design printed inside.

Text Specifications
All type is 10 pt. Helvetica (or equal) except as noted otherwise.
12 point Bold for "Internal Revenue Service" line in return address.
Return Address can be upper and lower case.
Official Business (two line statement) is 9 pt.
Set words CERTIFIED MAIL in 16 point Helvetica and reverse print, centering left and right, and top and bottom of box as shown.
Back printing is 6 pt.

Size 9-1/2 x 6 1/8" (241mm x 156mm)	Stock White Writing or Wove 24#
Ink Black & PMS 347 Green	Window Top 3 1/2" x 1-1/2" (89mm x 38mm) Bottom 4-1/2" x 1-5/8" (114mm x 41mm) Transparent Polystyrene

Additional comments

Envelope Specification Sheet		This sheet is for envelope specifications and composition, as well as manuscript for changeable print areas. Do not use as camera copy. Envelope must conform to USPS requirements.			
Envelope Number E 178	Copy change area A (return address) N/A	Copy change area B (mailing address) N/A	Indicia required <input type="checkbox"/> None <input type="checkbox"/> G-48 First Class <input type="checkbox"/> G-48 Presorted First Class	Program number 2551-S	Sheet _____ of _____
Issue/Revision Date (Rev. 9-2003)				Print order number	

Envelope Specifications

Construction
Printed open side, high cut, diagonal or side seam, with tapered 2-3/16" V flap (not to exceed 2-1/4"), flap gummed and folded down.

This envelope requires black opaquing design printed inside.

Material covering window is 1.5 mil clear polystyrene.

Text Specifications
Font is Helvetica (or equal).
Official Business (two line statement) is 9 pt.
Back printing is 6 pt.

Size 9-3/4" x 4-3/8" (248mm x 111mm)	Stock White Writing or Wove 24#
Ink Black	Window Multi-Dimensional (see diagram) 1.5 mil thickness

Additional comments

Back Printing

Position bottom & right margins appropriately in lower right corner.

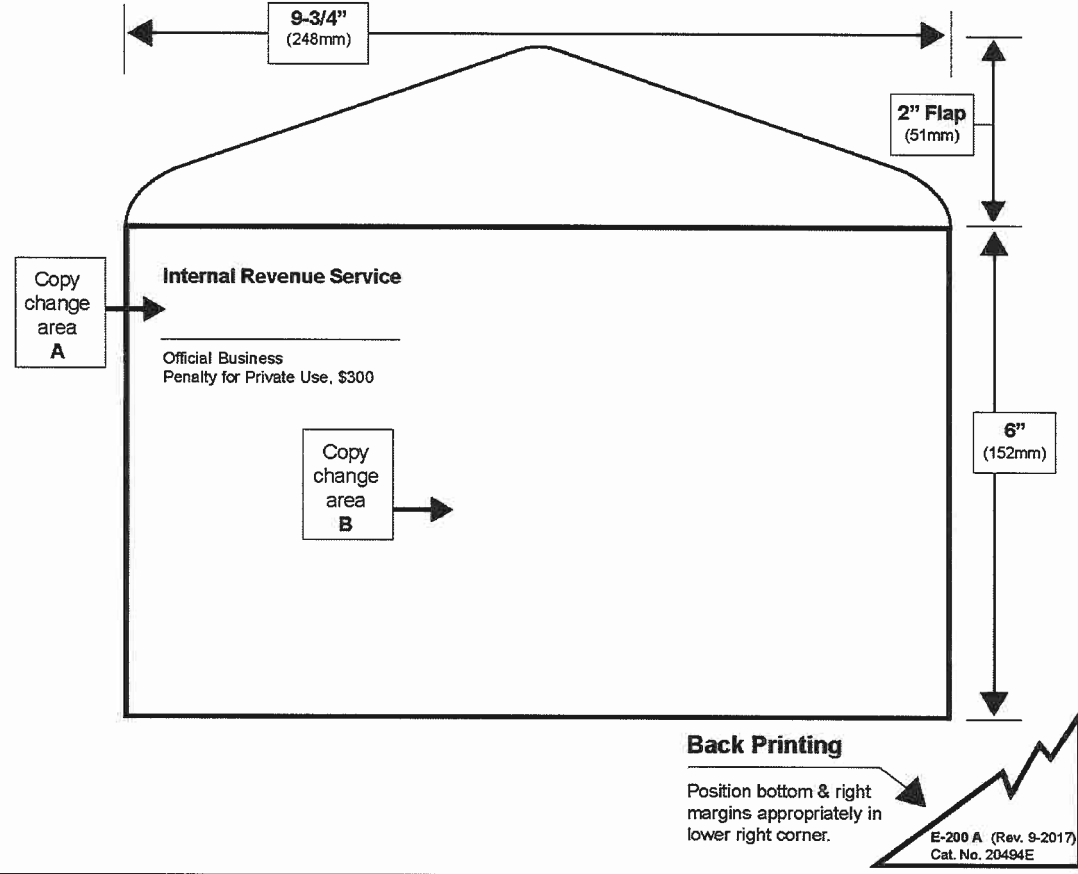
E 178 (Rev. 9-2003)
Cat. No. 62249D

Envelope Specification Sheet

This sheet is for envelope specifications and composition, as well as manuscript for changeable print areas. **Do not use as camera copy.** Envelope must conform to USPS requirements.

Envelope Number E-200 A	Copy change area A (return address) Internal Revenue Service	Copy change area B (mailing address)	Indicia required <input type="checkbox"/> None <input type="checkbox"/> G-48 First Class <input type="checkbox"/>	Program number 2551-S	Sheet _____ of _____
Issue/Revision Date (Rev. 9-2017)				Print order number	

3/8" (10mm) top and left margins.



Envelope Specifications

Construction
Printed open side, high cut, diagonal or side seam, flap gummed and folded down.
This envelope requires black opaquing design printed inside.

Text Specifications
All type is 10 pt. Helvetica (or equal) except as noted otherwise.
12 point Bold for "Internal Revenue Service" line in return or mailing address.
Return Address can be upper and lower case.
Mailing Address lines must be all caps with no punctuation (or as stated in current USPS Domestic Mail Manual).
Official Business (two line statement) is 9 pt.
Back printing is 6 pt (envelope number is bold)

Size 9 3/4" x 6" (248mm x 152mm)	Stock White Writing or Wove 24#
Ink Black	Window None

Additional comments

Envelope Specification Sheet		This sheet is for envelope specifications and composition, as well as manuscript for changeable print areas. Do not use as camera copy. Envelope must conform to USPS requirements.			
Envelope Number E-207	Copy change area A (return address) N/A	Copy change area B (mailing address) N/A	Indicia required <input type="checkbox"/> None <input type="checkbox"/> G-48 First Class <input type="checkbox"/> G-48 Presorted First Class	Program number 2551-S	Sheet _____ of _____
Issue/Revision Date (Rev. 9-2003)				Print order number	

The diagram illustrates the envelope's dimensions and internal window layout. The overall width is 9-3/4" (248mm) and the height is 6" (152mm). A 2" (51mm) flap is shown on the right side. The window is a blue-shaded area with a top width of 4-1/4" (108mm) and a bottom width of 5-1/8" (130mm). The window height is 2-7/8" (73mm). Margins within the window are specified as 1/2" (13mm) on the left, 7/8" (22mm) on the top, 1-1/4" (32mm) on the right, and 1-5/8" (41mm) on the bottom. A 'Back Printing' area is indicated in the lower right corner with a jagged line, containing the text 'E-207 (Rev. 9-2003) Cat. No. 35678A'. A box labeled 'Indicia if Requested' is positioned to the right of the window.

Envelope Specifications

Construction
Printed open side, high cut, diagonal or side seam, flap gummed and folded down.
This envelope requires black opaquing design printed inside.
Material covering window is 1.5 mil clear polystyrene.

Text Specifications
Font is Helvetica (or equal).
Official Business (two line statement) is 9 pt.
Back printing is 6 pt.

Size 9-3/4" x 6" (248mm x 152mm)	Stock White Writing or Wove 24#
Ink Black	Window Multi-Dimensional (see diagram) 1.5 mil thickness

Additional comments

EXHIBIT 16 – IRS Form 6153

Read Prior to Producing or Labeling Cartons

Labels **MUST** be generated from the PDF file provided. Handwritten updates are not allowed on any label. If these instructions are not followed, the Contractor will be held responsible for all re-labeling charges.

Section I – Prior to Producing Label

- 1) Contact the IRS for a new carton label if any of the following fields are blank when the label is received:
(a) Catalog number, (b) Revision, (c) Requisition number, (d) Product number, or (e) Product title.
- 2) Fields for Contractor to Update Electronically: (a) Carton # of # (see number Section I, 3 below); (b) From address; (c) To address (see exception under Section II, 2, Cartons via Small Package Carrier (SPC) below); and (d) Carton quantity (if carton quantity is blank, it must be updated with the correct packing quantity).
- 3) 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.
- 4) Printing: Labels must be produced same-size in black ink on white paper.
- 5) Proof: An electronic proof of the label may be required if indicated on the contract or print order.

Section II – Labeling for Shipment

- 1) Cartons: All cartons must have IRS shipping label affixed to one end of the carton only (never on top, long-side, or bottom).
- 2) Cartons via Small Package Carrier (SPC): Affix SPC label to top of carton on edge nearest to IRS label. If shipping via SPC to the IRS National Distribution Center, leave the "To (Consignee)" address field blank.
- 3) Small SPC packages/boxes/envelopes via SPC: Affix IRS label to front of package and SPC label to the back. This includes advance distributions and IRS samples.

cut here cut here

Phaser 7300DX - Room 6231 **Print Labels** **SAVE AS** **RESET**

Carton Shipping Label

Department of the Treasury Internal Revenue Service		Publishing analyst	Phone number	Carton #	of # 1
GPO Jacket number		Print order number	Program number		
From (Contractor name and address)			To (Consignee)		
Catalog number	Revision (YYYY-MM-DD)				
Product number (Form, Document, Publication, etc)			Product title		
Carton quantity	Requisition number (YY-mnnn)				

Form **6153** (Rev. 3-2006) Catalog Number 62724N Department of Treasury - Internal Revenue Service
Phaser 7300DX - Room 6231 **Print Labels** **SAVE AS** **RESET**

MIXED SHIPMENT PALLET

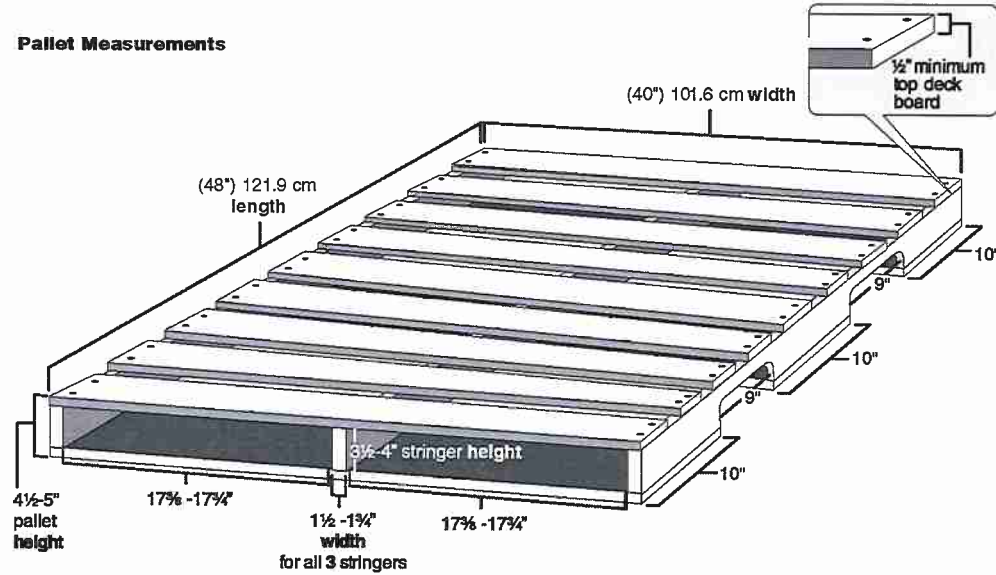
Contractor order #'s:



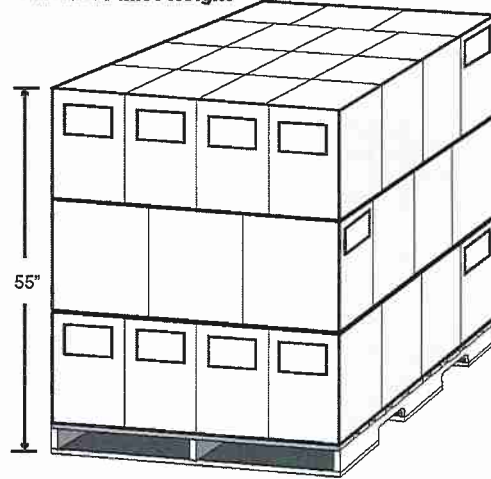
IRS Pallet Specifications

All shipments delivered to the National Distribution Center (NDC), must conform to the specifications outlined in this document. To ensure shipments are 100% compliant and received by the NDC, please reference Publication 4803 and any relating information outlined in the work contract specifications. Non-conformance to the specifications of this document, the standards described in Publication 4803 and or specific instructions outlined in the work contract specifications, may result in corrections at the vendor's expense.

Pallet Measurements

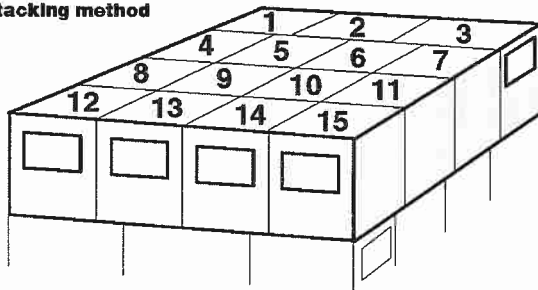


Stacked Pallet Height



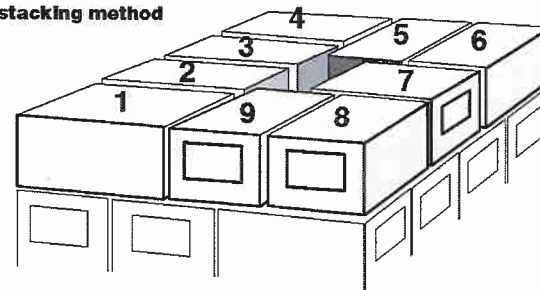
For IRS products the maximum full pallet height (pallet + cartons) **must not** exceed 55".

15 tier stacking method



Shipments requiring palletization of cartons for non-Standard (i.e. products that are not and can not be folded down to an 8.5' x 11' size without destroying the functionality or integrity of the product) IRS products should be stacked using this 15 tier method.

9 tier stacking method



Products that are 8.5' x 11' or can be folded to those dimensions are considered standard IRS products and should be stacked using this 9 tier method.