



U.S. GOVERNMENT PUBLISHING OFFICE

Washington, DC

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

***SSA No. 9 Envelopes***

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

Social Security Administration (SSA)

Single Award

**TERM OF CONTRACT:** The term of this contract is for the period beginning April 1, 2025 and ending March 31, 2026, plus up to four (4) optional 12-month extension periods that may be added in accordance with the “OPTION TO EXTEND THE TERM OF THE CONTRACT” clause in SECTION 1 of this contract.

**The period from April 1, 2025 and ending September 30, 2025, will be used by the contractor for programming and work performance testing; actual, live production begins October 1, 2025.**

**BID OPENING:** Bids shall be opened virtually at 11:00 a.m., Eastern Time (ET), on January 31, 2025 at the U.S. Government Publishing Office. All parties interested in attending the bid opening shall email [bids@gpo.gov](mailto:bids@gpo.gov) one (1) hour prior to the bid opening date and time to request a Microsoft Teams live stream link. This must be a separate email from the bid submission. The link will be emailed prior to the bid opening.

**BID SUBMISSION:** Bidders must email bids to [bids@gpo.gov](mailto:bids@gpo.gov) for this solicitation. No other method of bid submission will be accepted at this time. The program number and bid opening date must be specified in the subject line of the emailed bid submission. ***Bids received after the bid opening date and time specified above will not be considered for award.***

**THIS IS A NEW PROGRAM. THERE IS NO ABSTRACT AVAILABLE.**

For information of a technical nature, contact Jennifer Yarbrough at [jyarbrough@gpo.gov](mailto:jyarbrough@gpo.gov) or (202) 512-0220.

## SECTION 1. – 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 Publication 310.2, effective December 1, 1987 (Rev. 01-18)) and GPO Contract Terms, Quality Assurance through Attributes Program for Printing and Binding (GPO Publication 310.1, effective May 1979 (Rev. 09-19)).

GPO Contract Terms (GPO Publication 310.2) – <https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/contractterms2018.pdf>.

GPO QATAP (GPO Publication 310.1) – <https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/qatap-rev-09-19.pdf>.

**SUBCONTRACTING:** The predominant production functions are the printing, distribution, disposal/destruction of printed waste materials, and daily reports. Any bidder who cannot perform the predominant production functions will be declared non-responsible.

The contractor is responsible for enforcing all contract requirements outsourced to a subcontractor.

**GPO IMPRINT REQUIREMENT:** The GPO imprint requirement, GPO Contract Terms, Supplemental Specifications, No. 9, is waived.

**QUALITY ASSURANCE LEVELS AND STANDARDS:** The following levels and standards shall apply to these specifications –

Product Quality Levels:

- (a) Printing Attributes (page related) – Quality Level IV.
- (b) Finishing Attributes (item related) – Quality Level IV.

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

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

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

<u>Attribute</u>	<u>Specified Standard</u>
P-7. Type Quality and Uniformity	O.K. Test/O.K. Proof/Average Type Dimension/ Electronic Media/Furnished Sample

**OPTION TO EXTEND THE TERM OF THE 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 five (5) years as a result of, and including, any extension(s) added under this clause. Further extension may be negotiated under the “EXTENSION OF CONTRACT TERM” clause. See also “ECONOMIC PRICE ADJUSTMENT” for authorized pricing adjustment(s).

**EXTENSION OF CONTRACT TERM:** 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.

**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 April 1, 2025 to March 31, 2026, 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 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 December 31, 2024, 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 contractor shall apply the percentage increase or decrease against the total price of the invoice less reimbursable postage or transportation costs and separately adjusted paper prices. Payment discounts shall be applied after the invoice price is adjusted.

**PAPER PRICE ADJUSTMENT:** 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), as follows:

***NOTE: For the purpose of this contract, the Paper Price Adjustment will be based on the date of actual production. Actual, live production begins October 1, 2025.***

1. BLS code 0913-01 for “Offset and Text” will apply to all paper required under this contract.
2. The applicable index figures for the month of September 2025 will establish the Base Index.
3. There shall be no price adjustment for the first three production months of the contract.
4. Price adjustments may be monthly thereafter, but only if the index varies by an amount (plus or minus) exceeding 5% by comparing the Base Index to the index for that month, which is two months prior to the month being considered for adjustment.
5. Beginning with order placement in the fourth month, index variances will be calculated in accordance with the following formula:

X - Base Index

$$\frac{\text{X} - \text{Base Index}}{\text{Base Index}} \times 100 = \text{___ \%}$$

Base Index

Where X = the index for that month which is two months prior to the month being considered for adjustment.

6. The contract adjustment amount, if any, will be the percentage calculated in 5 above less 5%.
7. Adjustments under this clause will be applied to the contractor's bid price(s) for Item II., "PAPER" in the "SCHEDULE OF PRICES" and will be effective on the first day of any month for which prices are to be adjusted.

The Contracting Officer will give written notice to the contractor of any adjustments to be applied to invoices for orders placed during months affected by this clause.

In no event, however, will any price adjustment be made which would exceed the maximum permissible under any law in effect at the time of the adjustment. The adjustment, if any, shall not be based upon the actual change in cost to the contractor, but shall be computed as provided above.

The contractor warrants that the paper prices set forth in this contract do not include any allowance for any contingency to cover anticipated increased costs of paper to the extent such increases are covered by this 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.

As part of the financial determination, the contractor in line for award may be required to provide one or more of the following financial documents:

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

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

If the Government, during the preaward survey, concludes that the contractor does not or cannot meet all of the requirements as described in this contract, the contractor will be declared non-responsible.

Additionally, the preaward survey will include a review of all subcontractors involved, along with their specific functions; and the contractor's/subcontractor's backup facility, quality control, quality control sample, material handling/inventory control, production, task order production, and disposal of printed waste materials plans, as required by this specification.

**PREAWARD PRODUCTION PLANS:** As part of the preaward survey, the contractor shall present, in writing, to the Contracting Officer within five (5) workdays of being notified to do so by the Contracting Officer or his/her representative, detailed plans for each of the following activities. The workday after notification to submit will be the first day of the schedule. If the Government requests additional information after review of plans, the contractor must submit updated plans within two (2) workdays of request.

**Option Years** - For each option year that may be exercised, the contractor will be required to review their production plans and re-submit in writing the above plans detailing any changes and/or revisions that may have occurred. The revised plans are subject to Government approval. The revised plans must be submitted to the Contracting Officer or his/her representative within five (5) workdays of notification of the option year being exercised. NOTE: If there are no changes/revisions, the contractor will be required to submit to the Contracting Officer or his/her representative a statement confirming that the current plans are still in effect.

***These proposed plans are subject to review and approval by the Government, and award will not be made prior to approval of same. The Government reserves the right to waive some or all of these plans.***

**Information Sheet** – If the contractor is currently producing on other GPO contracts, they must submit an information sheet specifying how the workload(s) on this contract will fit into the pre-existing Government production without hampering the production/delivery schedules for all the contracts. (NOTE: This is a requirement of this program due to the legislated nature of certain GPO contracts.)

At a minimum, the information sheet must include a list of the contracts currently held and the production/delivery schedules for each of those contracts. The sheet must also specify which of those contracts would run concurrently with the projected schedule for this contract.

**Backup Facility** – The failure to produce and distribute the products produced on this program in a timely manner would have an impact on the daily operations of SSA. Therefore, if for any reason(s) (act of God, labor disagreements, national emergency, pandemic, etc.) the contractor is unable to perform at said location(s) for a period longer than five (5) workdays, contractor must have a backup facility with the capability for producing and distributing the products specified in this program. The backup facility must be operated by the contractor.

These plans must include the location of the facility to be used, equipment available at the facility, and a timetable for the start of production at that facility.

Part of the plan must also include the transportation of Government materials from one facility to another.

NOTE: All terms and conditions of this contract will apply to the backup facility.

**Quality Control Plan** – Contractor shall provide and maintain within their own organization an independent quality assurance organization of sufficient size and expertise to monitor the operations performed and inspect the products of each operation to a degree and extent that will ensure the Government's quality assurance inspection and acceptance provision herein are met.

Contractor will perform, or have performed, the process controls, inspections, and tests required to substantiate that the products provided under this contract conform to the specifications and contract requirements. The contractor will describe in detail their quality control/quality assurance and recovery plans describing how, when, and by whom the plans will be performed.

The quality control plan must also include examples and a detailed description of all quality control samples and their corresponding inspection reports or logs the contractor will keep to document the quality control inspections performed on each run.

**Quality Control Sample Plan (Task Orders Only)** – This plan must provide a description of how the contractor will create quality control samples for periodic samplings to be taken during the production run, provide for backup and rerunning in the event of an unsatisfactory sample, and contain control systems that will detect defective or mutilated pieces.

The contractor will be required to create two (2) quality control samples per each envelope request for each task order.

Samples for all requests reported as “completed” via the status update file for the week prior will be shipped together to SSA the following Monday (the same Monday the print order will be issued). If Monday is a Federal Holiday, then the samples are to ship the following workday.

All related costs for producing and submitting all quality control samples must be included in the contractor’s submitted bid pricing. Contractor will not be allowed to charge separately for these samples.

The plans must detail the actions to be taken by the contractor when defective or mutilated items are discovered. These actions must be consistent with the requirements found in GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987, (Rev 01-18)).

**Material Handling and Inventory Control** – This plan shall explain in detail how the following materials will be handled throughout all phases of production: incoming raw materials; receiving SSA materials; work-in-progress materials; quality control inspection materials; temperature and humidity-controlled storage of envelopes (if applicable); and all outgoing materials cleared for pickup.

**Production Plan** – The contractor is to provide a detailed plan of the following:

- (a) List of all production equipment and equipment capacities to be utilized on this contract;
- (b) The production capacity currently being utilized on this equipment;
- (c) Capacity that is available for these workloads; and,
- (d) If new equipment is to be utilized, documentation of the purchase order, source, delivery schedule, and installation dates are required.

The contractor must disclose in their production plan their intentions for the use of any subcontractors for any materials necessary under this contract. If a subcontractor will be used, the plan must include the same information required from the contractor for all items contained under “PREAWARD SURVEY.” If a subcontractor for any operation is added at any time after award, the contractor must submit the subcontractor’s proposed plans which are subject to review and approval by the Government.

NOTE: The subcontractor must be approved by the Government prior to production starting in that facility. If the subcontractor is not approved by the Government, then the contractor has 15 calendar days prior to production to submit to the Government the new subcontractor’s information.

**Task Order Production Plan:** This plan shall include how envelope requests placed via task orders are received and processed at the contractor facility. The plan must also explain how the contractor will process task orders, track envelope requests through an internal workflow, and ensure all envelope requests are proofed, shipped, and reported as completed or reported as canceled in accordance with the schedule. This plan must also detail how the contractor will determine the shipping method for each envelope request.

NOTE: See “FREQUENCY OF ORDERS” and “DISTRIBUTION” for more information regarding the envelope requests.

**Disposal of Printed Waste Materials** – The contractor is required to demonstrate how all *printed* waste materials used in the production of these products will be definitively destroyed – i.e., burning, pulping, shredding, macerating, or other suitable similar means. Electronic records must be definitively destroyed in a manner that prevents reconstruction. Definitively destroying means the material cannot be reassembled and used in an inappropriate manner in violation of law and regulations. NOTE: Disposal of waste materials, as specified here, is a predominant production function of the contract and cannot be subcontracted.

**POSTAWARD CONFERENCE:** Unless waived by the Contracting Officer, the total requirements of the job as indicated in these specifications will be reviewed by Government representatives with the contractor's representatives, immediately after award. The postaward conference will be held via teleconference. Person(s) that the contractor deems necessary for the successful implementation of the contract must be in attendance.

**ASSIGNMENT OF JACKETS, PURCHASE, TASK, AND PRINT ORDERS:** A GPO jacket number will be assigned and a purchase order issued to the contractor to cover the work performed. The purchase order will be supplemented by an individual daily electronic task order or a print order for each job placed with the contractor. A print order will be issued weekly and will indicate the quantity completed (task orders) or to be produced (stand-alone orders) and any other information pertinent to the order.

**ORDERING:** Items to be furnished under the contract must be ordered by the issuance of weekly print orders (supplemented by daily electronic task orders) and stand-alone print orders. Orders may be issued under the contract from April 1, 2025 through March 31, 2026, plus for such additional periods as the contract is extended. All print orders and task 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 or task order.

Task orders will be “issued” daily for purposes of the contract and will detail the daily volume of envelope requests required. A print order (GPO Form 2511) will be used for billing purposes, will be issued weekly for task orders, and as needed for stand-alone orders, and will cover all envelope requests that have been reported as completed during the previous week (task orders) or to be produced (stand-alone orders).

A print order or task 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.

**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 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 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 within the time specified in the order, and the rights and obligations of the contractor 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 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.

**ADDITIONAL EMAILED BID SUBMISSION PROVISIONS:** The Government will not be responsible for any failure attributable to the transmission or receipt of the emailed bid including, but not limited to, the following:

1. Illegibility of bid.
2. Emails over 75 MB may not be received by GPO due to size limitations for receiving emails.
3. The bidder’s email provider may have different size limitations for sending email; however, bidders are advised not to exceed GPO’s stated limit.
4. When the emailed bid is received by GPO, it will remain unopened until the specified bid opening time. Government personnel will not validate receipt of the emailed bid prior to bid opening. GPO will use the prevailing time (specified as the local time zone) and the exact time that the email is received by GPO’s email server as the official time stamp for bid receipt at the specified location.

**PAYMENT:** Submitting invoices for payment via the GPO fax gateway (if no samples are required) utilizing the GPO barcode coversheet program application is the most efficient method of receiving payment. Instruction for using this method can be found at the following web address:

<http://winapps.access.gpo.gov/fms/vouchers/barcode/instructions.html>

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

For more information about the billing process, refer to the General Information of the Office of Finance web page located: <https://www.gpo.gov/how-to-work-with-us/agency/billing-and-payment>.

Contractor’s billing invoice must be itemized in accordance with the items in the “SCHEDULE OF PRICES.”

## **SECTION 2. – SPECIFICATIONS**

**SCOPE:** These specifications cover the production of No. 9 envelopes requiring such operations as electronic prepress, composition, printing, construction, packing, and distribution.

**TITLE:** SSA No. 9 Envelopes.

### **FREQUENCY OF ORDERS:**

An electronic task order will be issued daily (Monday through Friday). NOTE: There may be an occasional workday when there is no task order issued.

For the purpose of this contract, “envelope requests” are different versions of the No. 9 envelope as required by SSA’s various field offices (approximately 1,400). The daily task orders will consist of multiple envelope requests (i.e., multiple versions being ordered) by SSA’s field offices (see “QUANTITY” below for more information). Each envelope request will have its own identifying number (REQ-FY-#####).

A print order will be issued weekly and will indicate the total number of *completed* envelope requests per status updates provided by the contractor (i.e., the envelope requests were reported as complete by the contractor’s status update files from the previous week) and total number of copies produced on those completed task orders (see “DAILY COMPLETION STATUS REPORT” for more information).

Approximately 2 to 4 separate print orders may be issued for stand-alone shipments (i.e., no task orders).

### **QUANTITY:**

It is impossible to determine the number of envelope requests which will be ordered on a task order. It is estimated that the daily task orders issued will be for approximately 2 to 10 envelope requests of various quantities ranging from 500 to 300,000 envelopes per individual request.

When issued, the stand-alone print orders may be for approximately 20,000 to 300,000 copies per order. (NOTE: The stand-alone print orders will be for only one envelope version/request).

The Government reserves the right to increase or decrease by up to and including 25% of the total number of envelopes ordered annually.

**NUMBER OF PAGES:** Face only (after construction) or face and back (after construction).

**TRIM SIZE:** No. 9 (3-7/8 x 8-7/8”), plus flap.

### **GOVERNMENT TO FURNISH:**

Daily task orders and weekly print orders (GPO Form 2511). Each weekly print order will contain an attached compiled completion sheet for all completed envelope requests reported by the contractor via the daily status update report. This attached sheet is to be considered part of the print order. (See “ASSIGNMENT OF JACKETS, PURCHASE, TASK, AND PRINT ORDERS” and “ORDERING” specified herein.)

Stand-alone print orders.

**Contract Startup:**

An Adobe Acrobat (current or near current version) PDF file containing a mockup sample will be furnished via email – to be used as copy. At Government’s option, hard copy sample(s) may be furnished (to be used as copy) once at the beginning of the contract to be held for reuse throughout the term of the contract.

Agency logo to be furnished in a PDF file via email (to be used as copy) once at the beginning of the contract to be held for reuse throughout the term of the contract.

SSA’s small package common carrier instructions and account number.

**Daily Transmission:** Daily task orders will be provided in Microsoft Excel format (.xls) via email. These daily task orders contain envelope request information placed by SSA’s field offices. Each row of the task order will contain the necessary information the contractor will need to proof, print, and ship each respective envelope request. NOTE: The task order file naming convention will be <Program Number>\_Task Order\_<Date>.xls.

Identification markings such as register marks, commercial identification marks of any kind, etc., carried in the furnished electronic files or furnished copy, must not print on finished product.

**EXHIBITS:**

The facsimile of sample page shown as Exhibit A is representative of the requirements which will be ordered under this contract. However, it cannot be guaranteed that future orders will correspond exactly to this exhibit.

Exhibit A - Mockup of layout of the envelopes

Exhibit B - Sample Task Order\*

Exhibit C – Status Update File Template\*

Exhibit D - Yellow Label for Customer Random Copies

\*These exhibits were originally in MS Excel and are available in that format upon request.

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

**ELECTRONIC PREPRESS:** Prior to image processing, the contractor shall perform a basic check (preflight) of the furnished media and publishing files to assure correct output of the required reproduction image. Any errors, media damage, or data corruption that might interfere with proper file image processing must be reported to the agency contact as specified on the print order.

The contractor shall create or alter any necessary trapping, set proper screen angles and screen frequency, and define file output selection for the imaging device being utilized. Furnished files must be imaged as necessary to meet the assigned quality level.

When required by the Government, the contractor shall make minor revisions to the electronic files. It is anticipated that the Government will make all major revisions.

Prior to making revisions, the contractor shall copy the furnished files and make all changes to the copy.

**PREPRODUCTION WORK PERFORMANCE TEST:** The purpose of this test is to determine if the end-to-end operations of the contractor’s workflow for completing task order requested envelopes will meet the needs of SSA. This test will cover the receiving and processing of a test task order; processing of data; proofing; printing; shipping; and response to SSA with Status Update file.

The contractor will be required to receive a test task order (consisting of 10 envelope requests) and furnish PDF proofs (as specified under "PROOFS") for each envelope request within the task order back to SSA. The contractor will not begin printing test envelopes until SSA has responded with an "O.K. to Print" on the proofs.

Upon receipt of the "O.K. to Print" from SSA, the contractor will print and ship the test envelope requests to the address as specified in the task order file. All envelopes shall be printed and constructed as specified herein and must be produced on the stock/paper required, as specified herein.

The test will consist of 10 envelope requests for a total of 75,000 envelopes, as follows:

<u>Request</u>	<u>Quantity</u>
1	500
2	1,000
3	1,000
4	1,500
5	1,500
6	2,000
7	2,500
8	5,000
9	10,000
10	50,000

*Work Performance Test Schedule:* The testing period will cover a total of five (5) workdays.

SSA will email the test task order to the contractor at the beginning of day one, and the contractor must provide confirmation of receipt of the task order within one (1) hour of receipt of the task order and must submit PDF proofs back to SSA within one (1) workday of receipt of the task order.

SSA will respond to each PDF proof (in a separate email) within two (2) workdays from their receipt at SSA.

The contractor will print and ship each envelope request before the end of the fifth workday from the start of the test.

As envelope requests are completed and shipped, the contractor must provide the daily status update files to SSA.

NOTE: Quality Control samples will be required for each envelope request. At the end of the five (5) workdays, the contractor must ship the Quality Control samples to SSA. (See "QUALITY CONTROL SAMPLES" for more information.)

This test schedule is a condensed version of the actual schedule but will act as a true representation of the workflow.

The Government will approve, conditionally approve, or disapprove the test upon receipt and review of deliverables (proofs, status update files, samples) required for this test. Approval or conditional approval shall not relieve the contractor from complying with the specifications and all other terms and conditions of the contract. A conditional approval shall state any further action required by the contractor. A notice of disapproval shall state the reasons therefore.

If the test is disapproved by the Government, the Government, at its option, may require the contractor to perform an additional test, or just the failed portion of the test, in the time and under the terms and conditions specified in the notice of rejection. This additional test shall be at no additional cost to the Government. The Government will require the time specified above to inspect and test any additional samples required.

In the event that the second test is disapproved by the Government, the contractor shall be deemed to have failed to make delivery within the meaning of the default clause in which event this contract shall be subject to termination for default, provided however, that the failure of the Government to terminate the contract for default in such event shall not relieve the contractor of the responsibility to deliver the contract quantities in accordance with the shipping schedule.

In the event the Government fails to approve, conditionally approve, or disapprove the test within the time specified, the Contracting Officer shall automatically extend the shipping schedule in accordance with article 12 "Notice of Compliance with Schedules" of contract clauses in GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 01-18)).

Upon successful completion of all test requirements, SSA will issue a print order. The contractor will be reimbursed for all applicable production costs in accordance with the contractor's submitted bid prices in the "SCHEDULE OF PRICES" and for all mailing/shipping costs (as applicable) in accordance with the requirements under "DISTRIBUTION." If the contractor fails to meet all test requirements, they will not be reimbursed for any associated costs. NOTE: All related costs for producing and submitting all quality control samples must be included in the contractor's submitted bid pricing. Contractor will not be allowed to charge separately for these samples.

The test shall be performed at the facilities in which the contract functions will be performed as stated in the production plans.

**COMPOSITION:** See Exhibit A.

The contractor will be required to set type for all envelope requests consisting of text and line matter on the face and/or back of the envelope, as ordered. Contractor will be required to set up to approximately five (5) lines of type (text and line matter) each for the return address and for the mailing address; text and line matter for the "BUSINESS REPLY FORMAT" box and for the postage indicia; and, when required, approximately seven (7) lines of type (text and line matter) with agency logo on the back of envelope and/or envelope flap, as required. Helvetica or similar typeface will be utilized.

Contractor is to create the Intelligent Mail Barcode (IMb) and the Facing Identification Mark (FIM) (in accordance with the Domestic Mail Manual specifications). Fonts for both will be required. The contractor will be required to obtain the necessary font; SSA will not provide it with resources supplied.

**PROOFS: Proofs will be required for all envelope requests ordered on a task order and all stand-alone envelope orders.**

One (1) press quality PDF soft proof (for content only) using the same Raster Image Processor (RIP) that will be used to produce the final printed product. PDF proof will be evaluated for text flow, image position, and color breaks. Proof will not be used for color match.

Proofs must show all margins and dimensions, show flap, and indicate trim marks.

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

The contractor must not distribute prior to receipt of an "O.K. to Print."

**STOCK/PAPER:** The specifications of all paper furnished must be in accordance with those listed herein or listed for the corresponding JCP Code numbers in the "Government Paper Specification Standards No. 13" dated September 2019.

Government Paper Specification Standards No. 13 – [https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/vol\\_13.pdf](https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/vol_13.pdf).

Color of paper furnished will be of a uniform shade and a close match by visual inspection of the JCP and/or attached color sample(s). The Contracting Officer reserves the right to reject shipments of any order printed on paper the color of which, in their opinion, materially differs from that of the color sample(s) specified.

All paper used in each envelope request must be of a uniform shade.

White, Green, Yellow, Orange, Pink, Blue, and Goldenrod Writing Envelope, basis weight: 20 lbs. per 500 sheets, 17 x 22", equal to JCP Code V20.

NOTE: Goldenrod is only required for the stand-alone print orders.

#### **PRINTING:**

NOTE: Stockpiling is at the contractor's own risk.

GPO imprint requirement is waived and must not print on the final product.

Print face only (after construction) or face and back (after construction) in black ink only. Printing may consist of text and line matter, agency logo, and barcodes. Printing must be in accordance with the requirements for the style envelope ordered. All printing must comply with all applicable U.S. Postal Service regulations. The envelope must accept printing without feathering or penetrating to the reverse side.

Face of envelopes is to be in either "Business Reply Format" (BRM) or "Courtesy Reply Format" (CRM). NOTE: The majority of the envelopes will be in BRM format.

Envelope printing (e.g., IMb barcodes, FIM, print/color contrast ratio, etc.), must meet USPS automation standards/requirements dictated in the current USPS Domestic Mail Manual. The barcode and FIM must be placed on the envelopes according to regulations in the USPS Domestic mail manual.

*Security Tint:* All envelopes will require a security tint (lining is acceptable) printed on the inside (back – before manufacture) in black ink. Unless otherwise specified, contractor may use their own design but must guarantee that the product will ensure complete opacity and prevent show through of any material contained therein.

**MARGINS:** Margins will be as indicated on the print order or furnished file/copy.

**CONSTRUCTION:** Envelope must be open side, with gummed, fold-over flap for sealing and contain high-cut diagonal seams or side seams, at contractor's option. Flap depth is at contractor's option but must meet all USPS requirements. Flap must be coated with a suitable remoistenable glue that will securely seal the envelope for mailing without adhering to the contents of the envelope.

**PACKING (All Shipments):** Box envelopes in quantities of 500 per box.

Pack boxes in shipping containers not to exceed 20 pounds when fully packed.

All shipments which fill less than a shipping container must be packaged with materials of sufficient strength and durability and in such a manner which will guarantee that the product will not be damaged, and the package will not open nor split during mailing/shipping.

Pallets may be required.

## LABELING AND MARKING:

*Shipping:* Contractor to download GPO Form 905 (Rev. 7-15), Labeling and Marking Specifications, which can be located at [gpo.gov](http://gpo.gov), fill in appropriate blanks, and attach to shipping containers.

*Mailing:* Contractor to create and affix an address label to each shipping container. At contractor's option, addresses may be imaged directly onto each shipping container.

When more than one container is necessary for a single destination, containers must be marked as to the number of containers in the shipment (1 of 3; 2 of 3; 3 of 3, etc.).

Each container should be marked with arrows and the word "UP" indicating the top of the container. The month and year of production along with the requisition number, envelope number (ENV-), purchase order number, inventory control number (ICN) (when applicable), and/or product descriptions should also be noted on container.

NOTE: The destination address in the "TO" box does not have to be filled in on the individual shipping container labels when packed on pallets. In lieu thereof, complete, filled-in labels, including the destination address, must be attached to all four sides of each pallet. In addition to regular markings, contractor to fill in the ICN, when applicable, on all labeling.

**DEPARTMENTAL RANDOM COPIES (BLUE LABEL): For Stand-Alone Orders only**, the orders must be divided into equal sublots in accordance with the chart below. A random copy must be selected from each sublot. Do not choose copies from the same general area in each sublot. The contractor will be required to certify that the copies were selected as directed using GPO Form 917 - Certificate of Selection of Random Copies (located on [gpo.gov](http://gpo.gov)). The random copies constitute a part of the total quantity ordered, and no additional charge will be allowed.

<u>Quantity Ordered</u>		<u>Number of Sublots</u>
500	-	3,200
3,201	-	10,000
10,001	-	35,000
35,001	and over	200

These randomly selected copies must be packed separately and identified by a special label (GPO Form 2678 – Departmental Random Copies (Blue Label)) that must be printed on blue paper and affixed to each affected container. This form can be downloaded from [gpo.gov](http://gpo.gov). The container and its contents shall be recorded separately on all shipping documents and sent to: SSA, Attn: SSA analyst specified on the print order, DMIM, 1300 Annex Building, 6401 Security Boulevard, Baltimore, MD 21235-6401.

A copy of the print order/specification and a signed Certificate of Selection of Random Copies must be included.

A copy of the signed Certificate of Selection of Random Copies must accompany the invoice sent to U.S. Government Publishing Office, Financial Management Services, for payment. Failure to furnish the certificate may result in delay in processing the invoice.

**QUALITY ASSURANCE RANDOM COPIES: For Stand-Alone Orders only**, in addition to the Departmental Random Copies (Blue Label), the contractor may be required to submit quality assurance random copies to test for compliance against the specifications. The print order will indicate the number required, if any. When ordered, the contractor must divide the entire order into equal sublots and select a copy from a different general area of each sublot. The contractor will be required to certify that copies were selected as directed using GPO Form 917 - Certificate of Selection of Random Copies (located on [gpo.gov](http://gpo.gov)). Copies will be paid for at the running rate offered in the contractor's bid, and their cost will not be a consideration for award. A copy of the print order must be included with the samples.

Business Reply Mail labels will be furnished for mailing the quality assurance random copies. The copies are to be mailed at the same time as the first scheduled shipment. A U.S. Postal Service approved Certificate of Mailing, identified by program, jacket, and print order numbers must be furnished with billing as evidence of mailing.

**DEPARTMENTAL RANDOM COPIES (YELLOW LABEL): For Stand-Alone Orders only**, the orders must be divided into equal sublots in accordance with the chart below. A random copy must be selected from each sublot. Do not choose copies from the same general area in each sublot. The contractor will be required to certify that copies were selected as directed using the Certificate of Selection of Yellow Label Random Copies (see Exhibit D). The random copies constitute a part of the total quantity ordered, and no additional charge will be allowed.

<u>Quantity Ordered</u>		<u>Number of Sublots</u>	
500	-	3,200	5
3,201	-	10,000	10
10,001	-	35,000	15
35,001	and over		20

These randomly selected copies must be packed separately and identified by a special Government-furnished YELLOW LABEL, affixed to each affected container. The container and its contents shall be recorded separately on all shipping documents and sent to: SSA, Attn: SSA specified on the print order, DMIM, 1300 Annex Building, 6401 Security Boulevard, Baltimore, MD 21235-6401.

A copy of the print order/specification and a signed Certificate of Selection of Random Copies must be included.

A copy of the signed Certificate of Selection of Random Copies must accompany the invoice sent to U.S. Government Publishing Office, Financial Management Service, for payment. Failure to furnish the certificate may result in delay in processing the invoice.

**QUALITY CONTROL SAMPLES: For Task Orders only**, the contractor is required to print two (2) quality control samples for each envelope request ordered on a task order.

Samples for all requests reported as "completed" via the status update file for the week prior will be shipped together to SSA the following Monday (the same Monday the print order will be issued). If Monday is a Federal Holiday, then the samples are to ship the following workday.

Contractor to ship all quality control samples to: SSA, Attn: Program Lead for Program 109-S, DMIM, 1300 Annex Building, 6401 Security Boulevard, Baltimore, MD 21235-6401.

NOTE: All related costs for producing and submitting all quality control samples must be included in the contractor's submitted bid pricing. Contractor will not be allowed to charge separately for these samples.

**DISTRIBUTION:** Mail/ship f.o.b. contractor's city to multiple addresses nationwide, including Alaska, Hawaii, APO/FPO, and the American Territories and Possessions.

The contractor will be required to mail/ship via USPS Priority Mail, Small Package Common Carrier (SPCC) via 3<sup>rd</sup> Party or Prepaid Billing, or reimbursable freight to as many as 1,400 destinations. SSA will determine the SPCC billing option (3<sup>rd</sup> Party or Prepaid) and provide instructions after award.

Shipments to the 48 Contiguous States, Alaska, Hawaii, and Puerto Rico are to be shipped using SSA provided Small Package Common Carrier (SPCC) or reimbursable freight, as applicable.

Shipments to U.S. Territories and Possessions of American Samoa, Federated States of Micronesia, Guam, Marshall Islands, Northern Mariana Islands, Palau, U.S. Virgin Islands, Wake Island, and USPS P.O. Boxes must be made by reimbursable U.S. Postal Service Priority Mail.

*USPS Priority Mail:*

The contractor is responsible for all costs incurred in transporting this product to the post office.

Reimbursable USPS Priority Mail will be used when shipping to the aforementioned U.S. Territories and Possessions. The contractor is required to prepare mail in accordance with appropriate USPS rules and regulations, including the USPS domestic Mail Manual (DMM), Postal bulletins, and other USPS rules and regulations in effect at the time of mailing.

The contractor may use “free of charge” USPS “Priority” flat rate mail containers (as allowed for Priority Mail). Contractor is responsible for ensuring adequate supplies of these containers are available at all times. Contractor must use these flat rate containers appropriately (fill to capacity).

Contractor will be reimbursed for all Priority Mailing costs upon receipt of all mailing receipts with their billing invoice.

*Small Package Common Carrier (SPCC):*

Packages weighing over 13 ounces and up to and including 499 pounds are to be made by SPCC (NO mailing via USPS) except those destined for Post Office Boxes, APO/FPO addresses, and U.S. Territories and Possessions as specified above.

The Social Security Administration will provide the name of the small package common carrier. When the service of a small package common carrier is used, the contractor will be responsible for providing the carrier with the following:

1. All packages are addressed and sorted to meet the requirements of the small package common carrier. NOTE: Contractor may be required to apply special SPCC barcode labels.
2. Separate common carrier pickup record(s) for each requisition number (REQ-FY-#####). The contractor must annotate the pickup record(s) with the requisition number and the task order or print order number, as applicable.
3. A shipping manifest which includes:
  - a) Name of contractor, the requisition number, the task order or print order number, as applicable, and the common carrier account/shipper number.
  - b) A listing which includes each addressee’s account number or office code (when provided on SSA supplied address labels), address, city state, zip code, common carrier deliver zone, weight, and package identification number (if applicable) of each package shipped to each address.
  - c) Listing grouped by pickup. Each group will be identified with the pickup record number. This number should correspond to the number on the form(s), which the contractor is required to obtain from the carrier for compliance purposes. The listing should be either account number or zip code order within each group.
  - d) Summary information for each group, including total number of packages, total weight, and total shipping cost.

The contractor will be required to ship via SPCC via 3<sup>rd</sup> Party or Prepaid Billing. SSA will determine the SPCC billing option (3<sup>rd</sup> Party or Prepaid) and provide instructions after award. The contractor is cautioned that SSA's SPCC account is for "Ground Services" only.

*Reimbursable Freight:*

Truck shipments for a single shipment or several shipments totaling 500 pounds or more are to be shipped by reimbursable freight (excluding bulk and internal bulk shipments)

Shipments must be made direct to the destination(s) stated on the task order or print order, as applicable.

The contractor will be responsible for selection of carrier and must ship reimbursable by the most reasonable method to ensure prompt delivery and safe arrival at all destinations for shipments requiring Commercial Bills of Lading.

The contractor will be reimbursed for all shipping costs (actual costs) upon receipt of all shipping documents with their billing invoice.

Upon completion of the contract, all furnished hard copy samples are to be destroyed.

All expenses incidental to picking up and returning materials (when applicable), submitting proofs, and furnishing sample copies must be borne by the contractor.

**SCHEDEULE:** Adherence to this schedule must be maintained. Contractor must not start production of any job prior to receipt of the individual task order or print order (GPO Form 2511), as applicable.

Print orders, task orders, and furnished material to be furnished via email. (NOTE: Contractor to notify SSA if a task order was not received the previous evening.)

If applicable, furnished samples will be provided at the postaward conference or shortly thereafter via small package common carrier.

Contractor to email PDF soft proof(s) to the email address specified on the task order or print order, as applicable. All proofs must be emailed to [@ssa.gov](mailto:@ssa.gov) using the standard file naming convention "REQ-FY-#####\_PROOF.PDF."

For the stand-alone orders, no definite schedule for placement of orders can be predetermined.

The following schedule begins the workday after notification of availability of task order or print order (as applicable) and furnished material; the workday after notification will be the first workday of the schedule. *NOTE: The following schedule is per envelope request/per task order (not the aggregate total of a task order) and for stand-alone print orders.*

- For quantities up to and including 10,000 copies, contractor must complete production and distribution within 15 workdays of notification of availability of task order and furnished materials.
- For quantities over 10,000 up to and including 99,999 copies, contractor must complete production and distribution within 17 workdays of notification of availability of task order/print order (as applicable) and furnished materials.
- For quantities over 99,999, contractor must complete production and distribution within 20 workdays of notification of availability of task order/print order (as applicable) and furnished materials.
- No specific date is set for submission of proofs. Proofs must be submitted as soon as possible to allow for revised proofs if contractor's errors are judged serious enough to require them.

- Proofs will be withheld no more than five (5) workdays from their receipt at the ordering agency until corrections/changes/“O.K. to Print” are provided via email. (The first workday after receipt of proofs at the ordering agency is day one (1) of the hold time.)
- All proof and transit times are included in the above schedule, as applicable.

*Quality Control Samples (Task Orders Only):* Samples for all requests reported as “completed” via the status update file for the week prior will be shipped together to SSA the following Monday. If Monday is a Federal Holiday, then the samples are to ship the following workday.

*Task Order Billing Invoice:* Within three (3) workdays of issuance of a print order, contractor must email a PDF copy of their billing invoice to the SSA program lead. The program lead information will be provided after award.

*Stand-Alone Order Billing Invoice and Shipping Documentation:* Within three (3) workdays of completion of each order, contractor must email all supporting mailing and shipping documentation and one (1) copy of the contractor’s billing invoice. Contractor to email as a PDF file to the SSA analyst that submitted the print order to the contractor. NOTE: Contractor must identify the print order number in the subject line of all emails.

The ship/deliver date indicated on the task order or print order, as applicable, is the date products ordered for mailing/shipping f.o.b. contractor’s city must be delivered to the postal service or picked up by small package carrier.

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.

For compliance reporting purposes, the contractor must notify the U.S. Government Publishing Office of the date of shipment or delivery, as applicable. Upon completion of each order, contractor must contact the Shared Support Services Compliance Section via email at: [compliance@gpo.gov](mailto:compliance@gpo.gov) or via telephone at: (202) 512-0520. Personnel receiving the email or call will be unable to respond to questions of a technical nature or to transfer any inquiries.

**DAILY COMPLETION STATUS REPORT (Task Orders Only):** A completion status report for each daily task order will be created by the contractor at the end of each workday summarizing what was completed and shipped.

The purpose of the Daily Status Update file is to provide information back to SSA on the previous day’s completed task order requested envelope requests.

The update file must be provided daily (Monday through Friday) to SSA by 7:00 a.m., EST, and must adhere to the following which includes, but is not limited to:

- The file format for Daily Status Updates must be Excel “.xls.”
- The file will contain information on requested envelope requests that were shipped or cancelled the previous workday.
- The Daily Status Update files will follow a standard format (see Exhibit C).
- The contractor will be notified 20 workdays in advance of any file format changes.
- Example of Excel Format Name: “StatusUpdate\_Envelopes\_##PROGRAM NUMBER##\_YYYY-MM-DD.xls” (YYYY-MM-DD will be replaced with the actual date the file is being provided on.)
- These files will be transmitted to SSA via email.

If the contractor elects to produce orders on Saturday and Sunday, then those updates will be included on the following Monday’s status update report.

### **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 (1) 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 for a like period of time.

The following item designations correspond to those listed in the “SCHEDULE OF PRICES.”

		(1)	(2)
I.	1. (a)	1,085	3,734
	(b)	50	50
	2. (a)	50	1,439
	(b)	4	250
	3. (a)	7	1,650
	(b)	2	300
II.	(a)	6,888	
	(b)	535	
III.	(a)	8,000	
	(b)	30	

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#### SECTION 4. – SCHEDULE OF PRICES

Bids offered are f.o.b. contractor's city.

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 non-responsive.

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 non-responsive.

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

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

Cost of all required paper must be charged under Item II. "PAPER."

Contractor's billing invoices must be itemized in accordance with the line items in the "SCHEDULE OF PRICES."

**I. PRINTING AND CONSTRUCTION:** Prices offered shall include the cost of all required materials and operations (including composition and proofs) necessary for the printing and construction of the products listed in accordance with these specifications.

The unit designation ("per envelope/per request") is for both envelope requests ordered on a task order and for envelope requests ordered on a stand-alone print order.

	<u>Makeready and/or Setup</u>	<u>Running Per 1,000 Copies</u>
	(1)	(2)
1. <i>Up to and including 10,000 Copies Per Request –</i>		
(a) Printing face only in black ink only, including construction..... per envelope/per request.....	\$ _____	\$ _____
(b) Printing face and back in black ink only, including construction..... per envelope/per request.....	\$ _____	\$ _____

\_\_\_\_\_  
(Initials)

	<u>Makeready and/or Setup</u> (1)	<u>Running Per 1,000 Copies</u> (2)
2. <i>Over 10,000 Copies up to and including 99,999 Copies Per Request or Per Stand-alone Order –</i>		
(a) Printing face only in black ink only, including construction..... per envelope/per request.....	\$ _____	\$ _____
(b) Printing face and back in black ink only, including construction..... per envelope/per request.....	\$ _____	\$ _____
3. <i>Over 99,999 Copies Per Request or Per Stand-alone Order –</i>		
(a) Printing face only in black ink only, including construction..... per envelope/per request.....	\$ _____	\$ _____
(b) Printing face and back in black ink only, including construction..... per envelope/per request.....	\$ _____	\$ _____

**II. PAPER:** Payment for all paper supplied by the contractor under the terms of these specifications, as ordered on the individual print order/task order, will be based on the net number of leaves furnished for the product(s) ordered. The cost of any paper required for makeready or running spoilage must be included in the prices offered.

Computation of the net number of leaves will be based on the following: One leaf will be allowed for each envelope.

Per 1,000 Leaves

- (a) White Writing Envelope (20-lb.).....\$ \_\_\_\_\_
- (b) Colored Writing Envelope (20-lb.).....\$ \_\_\_\_\_

**III. PACKING AND DISTRIBUTION:** Prices offered must be all-inclusive, as applicable, and must include the cost of boxes; shipping containers; packing; pallets; palletizing; labeling and marking; and, complete distribution, in accordance with these specifications.

- (a) Packing and sealing shipping containers..... per container.....\$ \_\_\_\_\_
- (b) Palletizing..... per pallet.....\$ \_\_\_\_\_

\_\_\_\_\_  
(Initials)

**SHIPMENTS:** Shipments will be made from: City \_\_\_\_\_ State \_\_\_\_\_.

The city(ies) indicated above will be used for evaluation of transportation charges when shipment f.o.b. contractor's city is specified. 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. *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 email, fill out and return one copy of all pages in "SECTION 4. – SCHEDULE OF PRICES," including initialing/signing where indicated. Valid electronic signatures will be accepted in accordance with the Uniform Electronic Transactions Act, §2. Electronic signatures must be verifiable of the person authorized by the company to sign bids. *Failure to sign the signature block below may result in the bid being declared non-responsive.*

Bidder \_\_\_\_\_  
(Contractor's 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 Address) \_\_\_\_\_ (Fax Number)

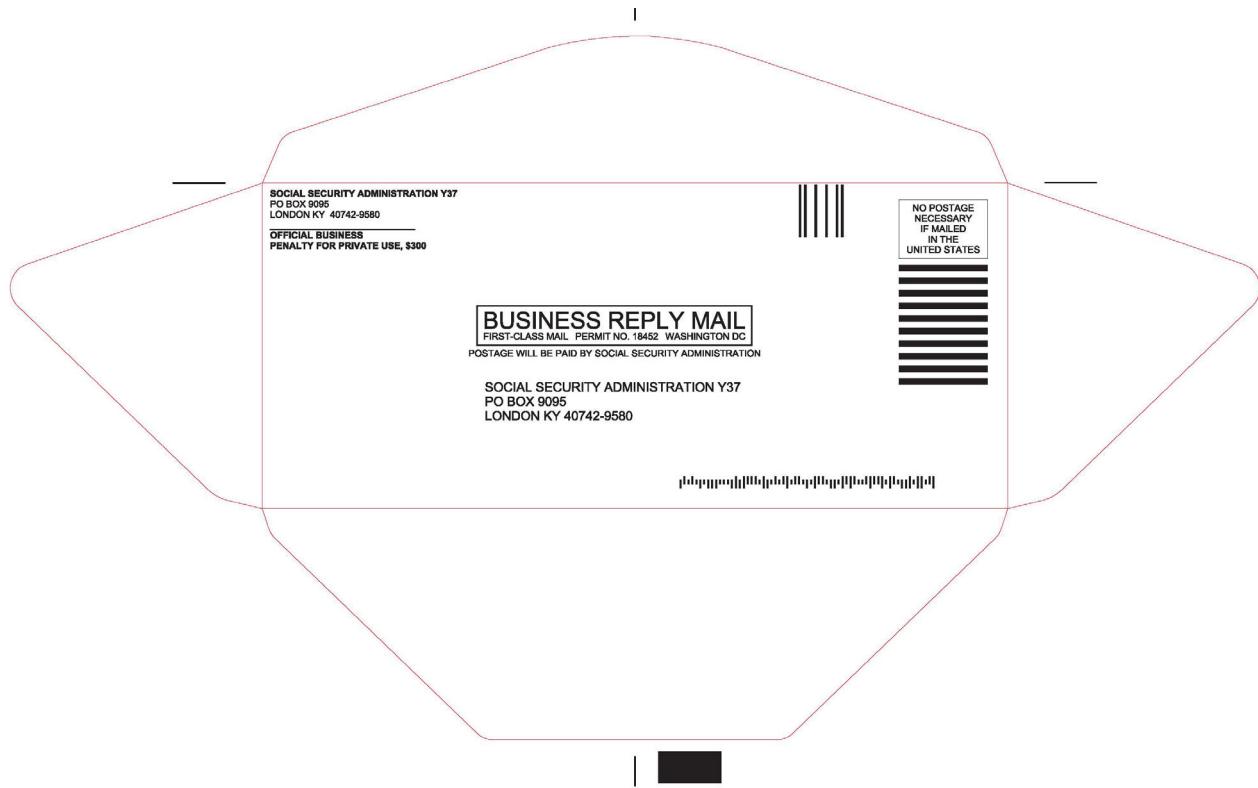
**THIS SECTION FOR GPO USE ONLY**

Certified by: \_\_\_\_\_ Date: \_\_\_\_\_ Contracting Officer: \_\_\_\_\_ Date: \_\_\_\_\_  
(Initials) \_\_\_\_\_ (Initials) \_\_\_\_\_

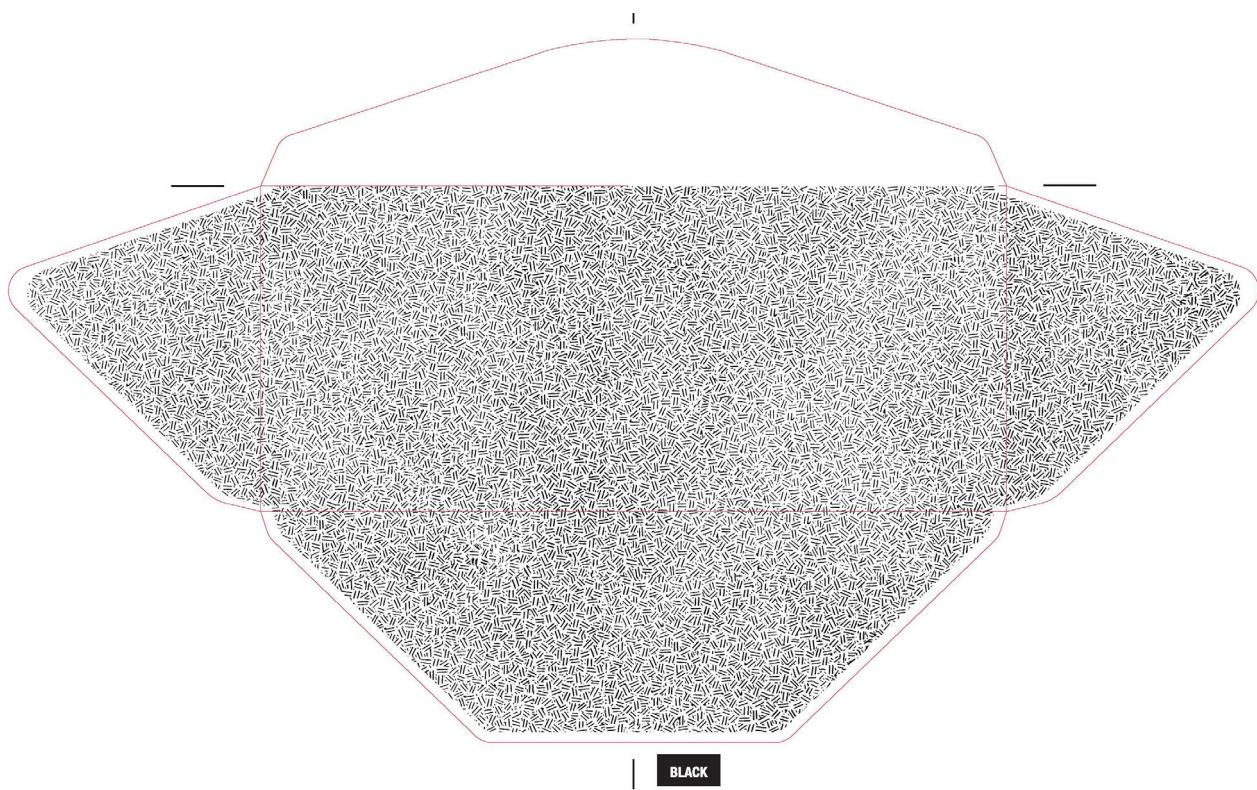
## EXHIBIT A

### BRM Envelope

#### Outside of Envelope (Before Construction)



#### Inside of Envelope (Before Construction)



## **EXHIBIT B**

### **Sample Task Order**

**EXHIBIT C**  
**Sample of Status Update File Template**

**EXHIBIT D**  
**SSA Yellow Label for Customer Random Copies**

SOCIAL SECURITY ADMINISTRATION	
<b>CERTIFICATE OF SELECTION</b>	
<b>OF</b>	
<b><u>"YELLOW LABEL"</u> RANDOM COPIES</b>	
I hereby certify that the random copies produced under Jacket _____ (Program _____ P.O. _____) by _____ <i>(Name of Company)</i> have been selected in accordance with the selection plan specified.	
I understand that these random copies will be inspected against the attributes specified in the contract.	
<div style="border: 1px solid black; padding: 5px;"><b>The penalty for making false statements to the U.S. Government is prescribed in 18 U.S.C. 1001.</b></div>	<i>(Signature of Certifying Official)</i> _____ <i>(Date)</i> _____
<i>(Printed Name and Title of Certifying Official)</i> _____	

**Instructions:**

- The contractor must select random copies in accordance with the specified selection plan.
- A dated copy of this form, signed by an authorized company official and a copy of the specifications must be included with the shipment.
- Random copies, certificate and specifications must be forwarded in accordance with the attached mailing label.