

Program	234-5												
Term	May 1, 2014 To April 30, 2015												
Title:	ENVELOPES												
			THE PRINT HOUSE			PRINTING RESOURCES		WBC INC, d/b/a		CENVEO		CURRENT CONTRACTOR	
		BASIS OF	Brooklyn, NY		Cleveland, OH		Albuquerque, NM		Scottsdale, PA		National Envelope/Cenveo		
ITEM NO.	DESCRIPTION	AWARD	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	
I.	COMPLETE PRODUCT:												
1. (a)	Envelopes, 20-lb White Wove:												
	#9 - 3-7/8 x 8-7/8"												
(1)	Makeready and/or Setup	2	\$100.00	\$200.00	No Charge	0.00	40.00	80.00	No Charge	0.00	No Charge	0.00	
(2)	Running Per 1,000 Copies	2505	\$14.95	\$37,449.75	14.95	37,449.75	29.00	72,645.00	13.20	33,066.00	11.57	28,982.85	
(b)	Regular, 20-lb White Wove Security Tint:												
	#9 - 3-7/8 x 8-7/8"												
(1)	Makeready and/or Setup	6	\$100.00	\$600.00	No Charge	0.00	40.00	240.00	No Charge	0.00	No Charge	0.00	
(2)	Running Per 1,000 Copies	2,130	\$15.57	\$33,164.10	16.95	36,103.50	31.00	66,030.00	15.62	33,270.60	10.94	23,302.20	
2. (a)	Envelopes, Colored Writing 20-lb:												
	#9 - 3-7/8 x 8-7/8"												
(1)	Makeready and/or Setup	2	\$100.00	\$200.00	No Charge	0.00	40.00	80.00	No Charge	0.00	No Charge	0.00	
(2)	Running Per 1,000 Copies	505	\$16.95	\$8,559.75	19.95	10,074.75	49.00	24,745.00	22.17	11,195.85	13.50	6,817.50	
(b)	Colored Writing 20-lb Security Tint:												
	#9 - 3-7/8 x 8-7/8"												
(1)	Makeready and/or Setup	6	\$100.00	\$600.00	No Charge	\$0.00	\$40.00	\$240.00	No Charge	\$0.00	No Charge	\$0.00	
(2)	Running Per 1,000 Copies	1055	\$17.57	\$18,536.35	\$21.95	\$23,157.25	\$53.00	\$55,915.00	\$25.22	\$26,607.10	\$11.40	\$12,027.00	
3. (a)	Envelopes, White Wove/Poly Type, 24-lb.												
	#10 - 4-1/8 x 9-1/2"												
(1)	Makeready and/or Setup	2	\$100.00	\$200.00	No Charge	\$0.00	\$40.00	\$80.00	No Charge	\$0.00	No Charge	\$0.00	
(2)	Running Per 1,000 Copies	2505	\$14.95	\$37,449.75	\$14.95	\$37,449.75	\$30.00	\$75,150.00	\$14.29	\$35,796.45	\$12.17	\$30,485.85	
(b)	Envelopes, White Wove/Poly Type, Security Tint, 24-lb												
	#10 - 4-1/8 x 9-1/2"												
(1)	Makeready and/or Setup	6	\$100.00	\$600.00	No Charge	\$0.00	\$40.00	\$240.00	No Charge	\$0.00	No Charge	\$0.00	
(2)	Running Per 1,000 Copies	5505	\$15.57	\$85,712.85	\$16.95	\$93,309.75	\$32.00	\$176,160.00	\$15.00	\$82,575.00	\$12.85	\$70,739.25	
(c)	Window envelopes, White Wove/Poly Type, 24-lb												
	#10 - 4-1/8 x 9-1/2"												
(1)	Makeready and/or Setup	2	\$100.00	\$200.00	No Charge	\$0.00	\$40.00	\$80.00	No Charge	\$0.00	No Charge	\$0.00	
(2)	Running Per 1,000 Copies	2,505	\$17.45	\$43,712.25	\$16.95	\$42,459.75	\$37.00	\$92,685.00	\$16.29	\$40,806.45	\$13.22	\$33,116.10	
(d)	Window envelopes, White Wove/Poly Type, Security Tint, 24-lb.												
	#10 - 4-1/8 x 9-1/2"												
(1)	Makeready and/or Setup	4	\$100.00	\$400.00	No Charge	\$0.00	\$40.00	\$160.00	No Charge	\$0.00	No Charge	\$0.00	
(2)	Running Per 1,000 Copies	4255	\$18.07	\$76,887.85	\$18.95	\$80,632.25	\$39.00	\$165,945.00	\$17.07	\$72,632.85	\$82.60	\$351,463.00	
4.	Envelopes JCP G10, 20-lb Bond												
	#10 - 4-1/8 x 9-1/2"												
(1)	Makeready and/or Setup	1	\$100.00	\$100.00	No Charge	\$0.00	\$40.00	\$40.00	No Charge	\$0.00	No Charge	\$0.00	
(2)	Running Per 1,000 Copies	15	\$50.00	\$750.00	\$95.00	\$1,425.00	\$33.00	\$495.00	\$99.01	\$1,485.15	\$16.47	\$247.05	
5.	Colored Wove envelopes, 20-lb, w/security tint												
	4-3/8 x 8-7/8"												
(1)	Makeready and/or Setup	1	\$100.00	\$100.00	No Charge	\$0.00	\$40.00	\$40.00	No Charge	\$0.00	No Charge	\$0.00	
(2)	Running Per 1,000 Copies	20	\$65.00	\$1,300.00	\$54.39	\$1,087.80	\$56.00	\$1,120.00	\$158.40	\$3,168.00	\$16.51	\$330.20	
6. (a)	White Special window envelopes, poly type, 20-lb												
	White Wove, 4-1/2 x 9-1/2"												
(1)	Makeready and/or Setup	1	\$100.00	\$100.00	No Charge	\$0.00	\$40.00	\$40.00	No Charge	\$0.00	No Charge	\$0.00	
(2)	Running Per 1,000 Copies	2000	\$18.39	\$36,780.00	\$38.62	\$77,240.00	\$33.00	\$66,000.00	\$22.01	\$44,020.00	\$19.15	\$38,300.00	
(b)	White Special window envelopes, poly type, 20-lb												
	White Wove, w/security tint, 4-7/8 x 9-3/4"												
(1)	Makeready and/or Setup	1	\$100.00	\$100.00	No Charge	\$0.00	\$40.00	\$40.00	No Charge	\$0.00	No Charge	\$0.00	
(2)	Running Per 1,000 Copies	20	\$95.00	\$1,900.00	\$39.62	\$792.40	\$38.00	\$760.00	\$166.08	\$3,321.60	\$16.21	\$324.20	

Program	234-S												
Term	May 1, 2014 To April 30, 2015												
Title:	ENVELOPES												
			THE PRINT HOUSE		PRINTING RESOURCES		WBC INC, d/b/a		CENVEO		CURRENT CONTRACTOR		
		BASIS OF	Brooklyn, NY		Cleveland, OH		LITHEXCEL		Albuquerque, NM		Scottsdale, PA		National Envelope/Cenveo
ITEM NO.	DESCRIPTION	AWARD	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	
I.	COMPLETE PRODUCT:												
7. (a)	White Special window envelopes, poly type, 24-lb White Wove, 4-1/2 x 9-1/2"												
(1)	Makeready and/or Setup	1	\$100.00	\$100.00	No Charge	\$0.00	\$40.00	\$40.00	No Charge	\$0.00	No Charge	\$0.00	
(2)	Running Per 1,000 Copies	20	\$95.00	\$1,900.00	\$38.87	\$777.40	\$44.00	\$880.00	\$91.06	\$1,821.20	\$16.21	\$324.20	
(b)	White Special window envelopes, poly type, 24-lb White Wove, w/security tint, 4-7/8 x 9-3/4"												
(1)	Makeready and/or Setup	1	\$100.00	\$100.00	No Charge	\$0.00	\$40.00	\$40.00	No Charge	\$0.00	No Charge	\$0.00	
(2)	Running Per 1,000 Copies	100	\$41.00	\$4,100.00	\$39.87	\$3,987.00	\$49.00	\$4,900.00	\$54.58	\$5,458.00	\$18.86	\$1,886.00	
8.	Colored Wove envelopes, 20-lb, window/security tint 5-3/4 x 8-3/4"												
(1)	Makeready and/or Setup	1	\$100.00	\$100.00	No Charge	\$0.00	\$40.00	\$40.00	No Charge	\$0.00	No Charge	\$0.00	
(2)	Running Per 1,000 Copies	100	\$44.79	\$4,479.00	\$44.39	\$4,439.00	\$56.00	\$5,600.00	\$48.76	\$4,876.00	\$0.00	\$0.00	
9.	Colored Wove envelopes, 24-lb, window/security tint 5-3/4 x 8-3/4"												
(1)	Makeready and/or Setup	1	\$100.00	\$100.00	No Charge	\$0.00	\$40.00	\$40.00	No Charge	\$0.00	No Charge	\$0.00	
(2)	Running Per 1,000 Copies	100	\$47.67	\$4,767.00	\$44.61	\$4,461.00	\$59.00	\$5,900.00	\$40.34	\$4,034.00	\$0.00	\$0.00	
10. (a)	Colored Writing, Wove, 9-1/2 x 6-1/16", 24 lb.												
(1)	Makeready and/or Setup	3	\$100.00	\$300.00	No Charge	\$0.00	\$40.00	\$120.00	No Charge	\$0.00	No Charge	\$0.00	
(2)	Running Per 1,000 Copies	350	\$48.43	\$16,950.50	\$42.00	\$14,700.00	\$69.00	\$24,150.00	\$48.05	\$16,817.50	\$37.80	\$13,230.00	
11.(a)	Kraft shade. 5-3/4 x 9-1/2", 24 lb.												
(1)	Makeready and/or Setup	3	\$100.00	\$300.00	No Charge	\$0.00	\$40.00	\$120.00	No Charge	\$0.00	No Charge	\$0.00	
(2)	Running Per 1,000 Copies	300	\$41.83	\$12,549.00	\$49.50	\$14,850.00	\$89.00	\$26,700.00	\$57.06	\$17,118.00	\$57.08	\$17,124.00	
(b)	Kraft shade. 5-3/4 x 9-1/2", 24 lb., w/window, security tint												
(1)	Makeready and/or Setup	3	\$100.00	\$300.00	No Charge	\$0.00	\$40.00	\$120.00	No Charge	\$0.00	No Charge	\$0.00	
(2)	Running Per 1,000 Copies	155	\$46.79	\$7,252.45	\$53.50	\$8,292.50	\$109.00	\$16,895.00	\$116.50	\$18,057.50	\$0.00	\$0.00	
12.(a)	White Kraft envelopes 24-lb Security Tint, 6 x 9"												
(1)	Makeready and/or Setup	1	\$100.00	\$100.00	No Charge	\$0.00	\$40.00	\$40.00	No Charge	\$0.00	No Charge	\$0.00	
(2)	Running Per 1,000 Copies	10	\$92.00	\$920.00	\$59.00	\$590.00	\$89.00	\$890.00	\$138.71	\$1,387.10	\$56.35	\$563.50	
(b)	White Kraft window envelopes, poly-type 24-lb Security Tint, 6 x 9"												
(1)	Makeready and/or Setup	1	\$100.00	\$100.00	No Charge	\$0.00	\$40.00	\$40.00	No Charge	\$0.00	No Charge	\$0.00	
(2)	Running Per 1,000 Copies	20	\$92.00	\$1,840.00	\$63.00	\$1,260.00	\$109.00	\$2,180.00	\$117.40	\$2,348.00	\$68.85	\$1,377.00	
13.(a)	White Kraft envelopes 24-lb Security Tint, 6-1/16 x 9-1/2"												
(1)	Makeready and/or Setup	2	\$100.00	\$200.00	No Charge	\$0.00	\$40.00	\$80.00	No Charge	\$0.00	No Charge	\$0.00	
(2)	Running Per 1,000 Copies	2505	\$27.73	\$69,463.65	\$35.00	\$87,675.00	\$89.00	\$222,945.00	\$24.52	\$61,422.60	\$21.95	\$54,984.75	
(b)	White Kraft window envelopes, poly-type 24-lb Security Tint, 6-1/16 x 9-1/2"												
(1)	Makeready and/or Setup	2	\$100.00	\$200.00	No Charge	\$0.00	\$40.00	\$80.00	No Charge	\$0.00	No Charge	\$0.00	
(2)	Running Per 1,000 Copies	3505	\$30.67	\$107,498.35	\$37.00	\$129,685.00	\$109.00	\$382,045.00	\$26.55	\$93,057.75	\$23.77	\$83,313.85	
14.(a)	White Kraft, security tint, 24 lb., 6-1/8 x 9-1/2"												
(1)	Makeready and/or Setup	2	\$100.00	\$200.00	No Charge	\$0.00	\$40.00	\$80.00	No Charge	\$0.00	No Charge	\$0.00	
(2)	Running Per 1,000 Copies	405	\$32.19	\$13,036.95	\$35.00	\$14,175.00	\$89.00	\$36,045.00	\$34.56	\$13,996.80	\$22.77	\$9,221.85	
(b)	White Kraft, window/security tint, 24 lb., 6-1/8 x 9-1/2"												
(1)	Makeready and/or Setup	6	\$100.00	\$600.00	No Charge	\$0.00	\$40.00	\$240.00	No Charge	\$0.00	No Charge	\$0.00	
(2)	Running Per 1,000 Copies	3755	\$31.98	\$120,084.90	\$37.00	\$138,935.00	\$109.00	\$409,295.00	\$33.26	\$124,891.30	\$23.18	\$87,040.90	

U.S. GOVERNMENT PRINTING OFFICE

Washington, DC

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

ENVELOPES

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

Social Security Administration

Single Award

TERM OF CONTRACT: The term of this contract is for the period beginning May 1, 2014, and ending April 30, 2015, plus 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.

BID OPENING: Bids shall be publicly opened at 11 a.m., prevailing Washington, DC time, on **APRIL 15, 2014**.

BID SUBMISSION: Submit bid in pre-addressed envelope furnished with solicitation or send to: U.S. Government Printing Office, Bid Section, Room C-161, Stop: PPSB, 732 North Capitol Street, NW, Washington, DC 20401. Facsimile bids in response to this solicitation are permitted. Facsimile bids may be submitted directly to the GPO Bid Section, Fax No. (202) 512-1782. The program number and bid opening date must be specified with the bid. Refer to Facsimile Bids in Solicitation Provisions of GPO Contract Terms, GPO Publication 310.2, as revised June 2001.

Abstracts of contract prices are available at <http://www.gpo.gov/gpo/abstracts/abstract.action?region=Central>

For information of a technical nature call William (Bill) White, 202-512-0310 (no collect calls).

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. 6-01)) and GPO Contract Terms, Quality Assurance through Attributes Program for Printing and Binding (GPO Publication 310.1, effective May 1979 (Rev. 8-02)).

GPO Contract Terms (GPO Publication 310.2) – <http://www.gpo.gov/pdfs/vendors/sfas/terms.pdf>.

GPO QATAP (GPO Publication 310.1) – <http://www.gpo.gov/pdfs/vendors/sfas/qatap.pdf>.

DISPUTES: GPO Publication 310.2, GPO Contract Terms, Contract Clause 5. Disputes, is hereby replaced with the June 2008 clause found at www.gpo.gov/pdfs/vendors/contractdisputes.pdf. This June 2008 clause also cancels and supersedes any other disputes language currently included in existing contractual actions.

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

SUBCONTRACTING: The predominant production function shall be either the construction of the envelopes or the printing of the envelopes. The predominant production function for envelope contractors shall be the construction of the envelopes and the predominant function for printing contractors shall be printing the envelopes. Bidders who must subcontract both the printing and the construction operations will be declared nonresponsible.

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

Product Quality Levels:

- (a) Printing (page related) Attributes -- Level IV.
- (b) Finishing (item related) Attributes -- 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	Electronic Media/Samples (when supplied)
P-9. Solid Screen Tint Color Match	Pantone Matching System

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.

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 added under this clause. Further extension may be negotiated under the "Extension of Contract Term" clause. See also "Economic Price Adjustment" for authorized pricing adjustments(s).

ECONOMIC PRICE ADJUSTMENT: The pricing under this contract shall be periodically 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. 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. There will be no price adjustment for orders placed during the first period specified below.

For the purpose of this clause, performance under this contract will be divided into successive periods. The first period will extend from **May 1, 2014** to **April 30, 2015**, 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 is the percentage variation between Index averages as specified in this paragraph. An index called the variable mean index will be calculated by averaging the monthly Indexes from the 12-month interval ending 3 months prior to the adjustment period. This average is then compared to the average of the monthly Indexes for the 12-month interval ending **January 31, 2014**, called the base mean index. The percentage change (plus or minus) of the variable mean index from the base mean index will be the economic 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.

ASSIGNMENT OF JACKETS, PURCHASE AND PRINT ORDERS: A GPO jacket number will be assigned and a purchase order issued to the contractor to cover work performed. The purchase order will be supplemented by an individual "Print Order" for each job placed with the contractor. The Print Order, when issued, will indicate the quantity to be produced and any other information pertinent to the particular order.

PREAWARD SURVEY: In order to determine the responsibility of the prime contractor or any subcontractor the Government reserves the right to conduct a pre-award survey or to require other evidence of technical production managerial, financial, and similar abilities to perform, prior to the award of a contract.

POSTAWARD CONFERENCE: The total requirements of the job as indicated in these specifications will be reviewed by Government representatives with the contractor's representatives at the Social Security Administration (Baltimore, MD) immediately after award. At agency's option teleconferencing may be utilized to accomplish postaward conference.

ORDERING: Items to be furnished under the contract shall be ordered by the issuance of print orders by the Government. Orders may be issued under the contract from **May 1, 2014** to **April 30, 2015**, plus for such additional periods 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" for purposes of the contract, when it is either deposited in the U.S. Postal Service mail or otherwise 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.

SECTION 2 - SPECIFICATIONS

SCOPE: These specifications cover the production of envelopes requiring such operations as typesetting, binding (construction), printing, packing, and distribution.

TITLE: Envelopes.

FREQUENCY OF ORDERS and QUANTITY: It is anticipated that there will be approximately 40 to 75 orders per year. Based on departmental estimates the breakdown for approximate quantities and orders per year for each product, are as follows:

Finished Size: 3-7/8 x 8-7/8"

Description	Orders Per Year	Quantity per Order
White Writing, Wove finish #9	1 to 4	5,000 to 2500,000
White Writing, Wove finish #9, Security Tint	4 to 10	5,000 to 1,200,000
Colored Writing, Wove finish #9	1 to 4	5,000 to 500,000
Colored Writing, Wove finish #9, Security Tint	4 to 10	5,000 to 500,000

Finished Size: 4-1/8 x 9-1/2"

Description	Orders Per Year	Quantity per Order
White Writing, Wove finish #10	1 to 4	5,000 to 2,500,000
White Writing, Wove finish #10, (Security Tint)	1 to 10	5,000 to 2,500,000
White Writing, Wove finish #10 Window	1 to 4	5,000 to 2,500,000
White Writing, Wove finish #10 Window (Security Tint)	3 to 5	5,000 to 2,500,000

Finished Size: 4-1/8 x 9-1/2"

Description	Orders Per Year	Quantity per Order
JCP G10 #10 Security Tint	1 to 2	5,000 to 15,000

Finished Size: 4-3/8 x 8-7/8"

Description	Orders Per Year	Quantity per Order
Colored Writing, Wove finish, Government Security Tint	0 to 2	20,000 to 5,000,000

Finished Size: 4-1/2 x 9-1/2"

Description	Orders Per Year	Quantity per Order
White Writing, Wove finish, Special Window Security Tint	0 to 2	20,000 to 4,000,000

Finished Size: 4-7/8 x 9-3/4"

Description	Orders Per Year	Quantity per Order
White Writing, Wove finish, Special Window Security Tint	0 to 2	20,000 to 4,000,000

Finished Size: 5-3/4 x 8-3/4"

Description	Orders Per Year	Quantity per Order
Colored Writing w/Window, Wove finish, Special Window Security Tint	0 to 2	20,000 to 500,000

Finished Size: 5-3/4 x 9-1/2"

Description	Orders Per Year	Quantity per Order
Light Brown (Kraft Shade)	3 to 4	10,000 to 100,000
Light Brown (Kraft Shade) w/Window and Security Tint (black confetti)	3 to 4	10,000 to 100,000

Finished Size: 6 x 9"

Description	Orders Per Year	Quantity per Order
White Kraft Window	0 to 2	5,000 to 20,000
White Kraft Window W/Security Tint	0 to 2	5,000 to 20,000

Finished Size: 6-1/16 x 9-1/2"

Description	Orders Per Year	Quantity per Order
White Kraft Security Tint	2 to 3	5,000 to 2,500,000
White Kraft Window Security Tint	2 to 35	5,000 to 3,500,000

Finished Size: 6-1/8 x 9-1/2"

Description	Orders Per Year	Quantity per Order
White Kraft Security Tint	2 to 8	5,000 to 400,000
White Kraft Window Security Tint	2 to 16	5,000 to 2,500,000

Finished Size: 6-1/8 x 9-1/2"

Description	Orders Per Year	Quantity per Order
Colored Kraft Security Tint	2 to 8	5,000 to 400,000
Colored Kraft Window Security Tint	2 to 8	5,000 to 2,000,000

Finished Size: 9" x 12"

Description	Per Year	Quantity per Order
Light Brown (Kraft Shade)	2 to 3	5,000 to 15,000

Finished Size: 9-1/2 x 6-1/16"

Description	Per Year	Quantity per Order
Colored Writing, Wove Finish	2 to 4	5,000 to 400,000

Finished Size: 9-1/2 x 12-1/4"

Description	Orders Per Year	Quantity per Order
Light Brown (Kraft Shade)	2 to 10	5,000 to 500,000

Finished Size: 9-1/2 x 12-1/2"

Description	Per Year	Quantity per Order
Light Brown (Kraft Shade)	2 to 4	5,000 to 250,000

Finished Size: 10 x 13"

Description	Orders Per Year	Quantity per Order
Kraft, Green, String & Button	1 to 4	2,000 to 25,000

NOTE: Preprinting or stockpiling of any of the envelopes is at the contractor's own risk. The Government shall not purchase nor reimburse the contractor for costs incurred for any excess or surplus envelopes left over at the end of the contract term.

GOVERNMENT TO FURNISH:

- Specification Sheet with every print order; electronic media.
- Occasionally, electronic files may be supplied in the form of a PDF.
- Distribution file
- A supply of blue labels and selection certificates for shipping Departmental Random copies
- One reproduction proof, Form 905 (R. 6/03) with labeling and marking specifications
- Exhibit A: Automated Distribution Management System

- Exhibit B: Direct Delivery Record Layout
- Exhibit C: Bar Code Marking Requirements
- Exhibit D: Certificate of Selection for Yellow Labels
- Exhibit E: Yellow Label Template
- Exhibit F: PDF Proof Sample

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

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.

PROOFS:

The majority of orders will require an electronic soft-proof, in the form of a PDF file (show margins). On occasion, digital color content proofs may be requested. All proofs must be created using the same Raster Image Processor (RIP) that will be used to produce the product. **See Exhibit F: PDF Proof Sample**

Proofs shall be collated with all elements in proper position (not pasted up), imaged face and back, trimmed and folded to the finished size of the product showing type, trim, and window position (if applicable). PDF proofs must include all specified information within the margin, or in an accompanying document. When proofs are required, it will be indicated on the Print Order.

If any contractor's errors are serious enough in the opinion of SSA and 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 reproofing; such operations must be accomplished within the original production schedule allotted in the specifications.

THE CONTRACTOR MUST NOT PRINT PRIOR TO RECEIPT OF AN "OK TO PRINT" FROM THE SOCIAL SECURITY ADMINISTRATION.

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. 12" dated February 2008.

White Writing, Wove finish # 9 (3-7/8 x 8-7/8") Envelopes - with or without security tint
JCP Code* V20, Writing Envelopes, White, Basis Size 17 X 22", Basis Weight 20 lbs.

Colored Writing, Wove finish # 9 (3-7/8 x 8-7/8") Envelopes - with or without security tint
JCP Code* V20, Writing Envelopes, Colored (green, blue, pink, yellow, buff, goldenrod), Basis Size 17 X 22", Basis Weight 20#

White Writing, Wove finish # 10 (4-1/8 x 9-1/2") Envelopes - with or without security tint
JCP Code* V20, Writing Envelopes, White, Basis Size 17 X 22", Basis Weight 24 lbs.

White Writing, Wove finish # 10 (4-1/8 x 9-1/2") Envelopes with window - with or without security tint
JCP Code* V20, Writing Envelopes, White, Basis Size 17 X 22", Basis Weight 24 lbs.

JCP G10 #10 (4-1/8 x 9-1/2") Envelopes with security tint
JCP Code* G10, Bond, White, Basis Size 17 X 22", Basis Weight 20#

Colored Writing, Wove finish, Government Security Tint

JCP Code* V20, Writing Envelopes, Colored (green, blue, pink, yellow, buff, goldenrod), Basis Size 17 X 22", Basis Weight 20# and 24#

White Special Window Security Tint Envelopes, 4-1/2 x 9-1/2" or 4-7/8" x 9-3/4"

JCP Code* V20, Writing Envelopes, White, Basis Size 17 X 22", Basis Weight 20 lbs.

JCP Code* V20, Writing Envelopes, White, Basis Size 17 X 22", Basis Weight 24 lbs.

White Kraft Envelopes with window, 6 x 9" with or without security tint

JCP Code* V10, Envelopes, Bleached White, Basis Size 17 X 22", Basis Weight 24#

Note: Bleached White is an exception to JCP Code* V10

White Kraft security tint Envelopes, 6-1/16 x 9-1/2" or 6-1/8 x 9-1/2"

JCP Code* V10, Envelopes, Bleached White, Basis Size 17 X 22", Basis Weight 24#

Note: Bleached White is an exception to JCP Code* V10

White Kraft security tint Envelopes, 6-1/16 x 9-1/2" or 6-1/8 x 9-1/2" with window

JCP Code* V10, Envelopes, Bleached White, Basis Size 17 X 22", Basis Weight 24#

Note: Bleached White is an exception to JCP Code* V10

Colored Kraft, Open side Security Tint Envelopes, 6-1/8" x 9-1/2" with or without window

JCP Code* V10, Envelopes, Colored (green, blue, pink, yellow, buff, goldenrod),

Basis Size 17 X 22", Basis Weight 24#

Note: Colors are an exception to JCP Code* V10

Light Brown (Kraft Shade) Open side envelopes with or without window, 9-1/2 x 12-1/4", and 9-1/2 x 12-1/2"

JCP Code* V10, Light-Colored Brown (Kraft, Shade) Envelopes,

Basis Size 17 X 22", Basis Weight 24#

Basis Size 17 X 22", Basis Weight 28#

Light Brown (Kraft Shade) envelopes, 9 x 12"

JCP Code* V10, Light-Colored Brown (Kraft, Shade) Envelopes, Basis Size 17 X 22"

String and Button, Kraft Envelopes, 10 x 13"

JCP Code* V10, Envelopes, Tinted Light Green Sage matching PMS 5665,

Basis Size 17 X 22", Basis Weight 28#

Note: Tint is an exception to JCP Code* V10

PRINTING:

Print in black or one Pantone ink color.

Match Pantone number as indicated on the Print Order.

Orders for #10 envelopes will print approximately, 60% - *Face and Back* and 40% - *Face Only*.

Orders for #9 envelopes will print approximately, 50% - *Face and Back* and 50% - *Face Only*.

Orders for White Kraft envelopes will print approximately, 60% - *Face and Back* and 40% - *Face Only*.

Orders for Light Brown/ Colored (Kraft Shade) envelopes will print approximately, 10% - *Face and Back* and 90% - *Face Only*.

Inside security tints may be specified for White #9, Color #9, White #10, White #10 Window envelopes, and White Kraft.

Envelope printing (e.g., IMB barcodes, facing identification marks (FIM), print/color contrast ratio, etc.), must meet U.S. automation standards/requirements dictated in the current USPS Domestic Mail Manual. The barcode and FIM for Business and Courtesy Reply envelopes must be placed on the mailing pieces according to regulations in the USPS Domestic mail manual "

MARGINS: Maintain margins as indicated on copy or Print Order.

String and button envelopes: *Left margin:* 7/8-inches to first vertical ruled line; *Right margin:* 7/8-inches to first vertical ruled line; *Top margin:* 2-1/2-inches to first horizontal ruled line.

CONSTRUCTION:

String and button envelopes: 2-inch ungummed flap along the 10-inch top dimension. Bottom seal must overlap 1-inch and seal with water-resistant adhesive. Envelope must contain a hard fiber black button on the outside of the flap and the back of the envelope. The button on the outside of the flap must have a suitable hard fiber reinforcement patch inside of the metal eyelet and a black string of not less than 10 inches. The black button on the back of the envelope must have a metal eyelet that penetrates two ply of paper at the seam overlap.

Punch eight (8), 9/32" diameter holes. Punch *horizontally:* 3-3/4 inches, center-to-center. Punch *vertically:* 1-7/8 inches, center-to-center. Follow furnished sample. Holes must not be punched through lined area. Eliminate breakage along folds.

White and Kraft envelopes, open, gummed, high-cut, diagonal seam; high shoulder, slightly pointed flap as illustrated in Exhibit F "PDF Proof Sample" (except side seam or as specified on the Print Order).

Envelopes shall be sufficiently high cut so as to prevent the flap adhesive from contacting the envelope contents. The sealed seam 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.

Size and location of the window will be indicated on the Print Order and must meet the criteria specified in the current USPS Domestic Mail Manual. The Print Order with attached instructions will show the type of window, size of window, and indicate whether window corners are to be rounded or slightly rounded.

Window Sizes:

4-1/8 x 9-1/2"	Window: 1-1/4 x 4-3/4" Location: 3/4" left, 1/2" bottom	
	Window: 1-1/8 x 4-1/2" Location: 3/4" left, 1/2" bottom	
	Window: 1-1/2 x 3-3/4" Location: 3/4" left, 1/2" bottom	
	Window: 1-3/8 x 4-3/4" Location: 3/4" left, 1/2" bottom	
	Window: 1-1/4 x 4" Location: 3/4" left, 1/2" bottom	
4-1/2 x 9-1/2"	Window: 1-1/4 x 4-3/4" Location: 3/4 " left, 1/2 " bottom	<i>(approximately, sizes may vary dependant on address size)</i>
4-7/8 x 9-3/4"	Window: 1-1/8 x 4" Location: 5/8" left, 5/8" bottom	

5-3/4 x 8-3/4"	Window: 1-5/8 x 3-5/8" Location: 3-3/4" left, 3/4" bottom
5-3/4 x 9-1/2"	Window: 1-1/4 x 4-3/4" Location: 3/4" left, 2" bottom
5-3/4 x 9-1/2"	Window: 1-1/4 x 4-3/4" Location: 4-3/4" left, 4-3/4" bottom
6 x 9"	Window: 1-3/4 x 7-1/4" Location: 3/4" left, 2-1/2" bottom
6-1/16 x 9-1/2"	Window: 1-1/2 x 4-1/4" Location: 3/4" left, 2-1/2" bottom
6-1/8 x 9-1/2"	Window: 1-1/2 x 4-1/4" Location: 3/4" left, 2" bottom

Window envelopes: The window shall have a semi-transparent, poly-type, low-gloss, window material that will not deteriorate from normal heat exposure during thermograph or engraving. The poly-type low-gloss, material must be securely glued on all sides so as not to interfere with insertion of contents. The transparent poly-type low-gloss, window material must be free of smudges, lines or any distortion that would interfere with USPS automated readability.

For envelopes equal to or larger than 6-1/8 x 11-1/2": The sealing flap must exceed the throat by at least 1-1/2". The exception to this is if the automated inserting and sealing machine requires a smaller flap.

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

The adhesive on the sealing flaps of the envelopes shall have a minimum thickness of 0.0006 inch uniformly applied. The flaps shall not stick to the body of the envelope, but 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. The flap adhesive must cover at least 60% of the area of the flap beyond the throat.

Size of flap: - Unless specified on the print order, the minimum flap size shall be as follows:

For envelopes less than 6-1/8 x 11-1/2": The sealing flap must exceed the throat by at least 1-1/2".

For envelopes equal to or larger than 6-1/8 x 11-1/2": The sealing flap must exceed the throat by at least 1-3/4". The exception to this is if the automated inserting and sealing machine requires a smaller flap.

The Government will specify type of seam required (i.e., high-cut diagonal seam or any seam) for all envelopes. The term "any seam" (e.g., side, high-cut diagonal, center, etc.) may be determined by the contractor.

PACKING:

Pack suitably in shipping containers. Each shipping container must not exceed 40 pounds when fully packed.

Shipping containers shall have a minimum bursting strength of 275 pounds per square inch or a minimum edge crush test (ECT) of 44 pounds per inch width

String and button envelopes: Pack 250 envelopes per carton.

Envelopes shall be packed as described below except when otherwise noted in the print order specifications.

All envelopes, except Kraft envelopes, shall be packed in quantities of 500 per box - 5 boxes per carton.

Kraft Envelopes: Envelopes shall be packed suitably in cartons; they must not be packed in oversized cartons.

Envelopes shall be securely packed in containers so as to prevent curling or warping due to excessive space. Print Orders may specify envelopes be separated into lots of 50 or 100 with separation slips, fillers, or by turning up the flap.

Chipboard or equal must be placed on top and bottom to prevent bowing.

CAUTION: 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 or split when processed through the U.S. Mail system.

Pallets are required.

LABELING AND MARKING:

Reproduce shipping container label from furnished repro; fill in appropriate blanks and attach to shipping containers.

Affix a postage and fees paid label (created by contractor from furnished camera copy) and an address label to each unit of mail packaged in containers.

Contractor will be required to reproduce address labels when only one label is furnished for destinations that receive multiple containers. Labels must have total quantity of order as well as the quantity in container indicated thereon. Labels must be completely covered with transparent tape.

When more than one container is necessary for a single destination, containers must be marked 1 of 3; 2 of 3; and 3 of 3. The exact quantity in the container must also be noted on container.

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 requisition numbers, stock numbers, purchase order numbers, inventory control numbers (ICN), and/or product descriptions should also be noted on each package/container.

BARCODING -- Shipping containers must be bar coded using 3/8" high standard 3 of 9 (Code 39) bar code system, for non-contact reading, in accordance with Mil. Std 1189. The bar code must have a human-readable interpretation (HRI) printed above and below the 3 of 9 bar code. (See Exhibit C.) Bar Code Markings shall include the following information:

- | | |
|-----------------------------------|---------------------------------------|
| * Inventory Control Number (ICN), | * Revision Date, |
| * National Stock Number (NSN), | * Department Requisition Number, |
| * Quantity Per Container, | * Print Order Number (if applicable). |
| * Unit of Issue, | |

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, include the "ICN" (fill in number) on all labeling.

DEPARTMENTAL RANDOM COPIES (BLUE LABEL): All orders must be divided into equal sublots in accordance with the chart below. A random copy must be selected from each subplot. Do not choose copies from the same general area in each subplot. The contractor will be required to execute a statement furnished by GPO

certifying that copies were selected as directed. 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	50
3,201 - 10,000	80
10,001 - 35,000	125
35,001 and over	200

These randomly selected copies must be packed separately and identified by a special government-furnished blue label, affixed to each affected container. The container and its contents shall be recorded separately on all shipping documents and sent in accordance with the distribution list to SSA, Attn: Matthew Thomas, Department of Printing Management , 1368 Annex Building, 6401 Security Boulevard, Baltimore, MD 21235-6401.

A copy of the PRINT ORDER/SPECIFICATION and a signed Government-furnished certificate of selection must be included.

CUSTOMER RANDOM COPIES (YELLOW LABEL):

All orders must be divided into equal sub-lots in accordance with the chart below. A random copy must be selected from each sub-lot. Do not choose copies from the same general area in each sub-lot. The contractor will be required to execute a statement furnished by the agency certifying that copies were selected as directed. 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 Sub-lots</u>
500 - 3,200	5
3,200 - 10,000	10
10,000 - 35,000	15
35,000 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 in accordance with the distribution list to the address indicated.

A copy of the PRINT ORDER/SPECIFICATION and a signed Government-furnished certificate of selection must be included.

A U.S.P.S. approved Certificate of Mailing, identified by Program, Jacket and Print Order numbers, and must be furnished with billing as evidence of mailing.

DISTRIBUTION: Specific shipping instructions will be provided with each Print Order or transmitted electronically. The contractor cannot deviate from these instructions without first consulting and obtaining permission from SSA.

f.o.b. Destination

Bulk Shipments and Internal Bulk shipments -

Deliver f.o.b. destination to approximately six addresses located within a 75-miles radius of the Social Security Administration headquarters, 6401 Security Blvd. Baltimore, MD area.

Entrance to the receiving platform for each of the five (5) addresses at the Social Security Administration has maximum height clearances. It is the responsibility of the contractor to provide shipment to the platforms as follows:

1500 Woodlawn Drive, Baltimore, MD 21241	Clearance is 13'3"
6301 Security Boulevard, Baltimore, MD 21235	Clearance is 13'6"
6401 Security Boulevard, Baltimore, MD 21235	Clearance is 13'3"
300 North Greene Street, Baltimore, MD 21290	Clearance is 13'6"
2700 Lord Baltimore Drive, Woodlawn, MD 21244	Clearance is 14'0"

Hours of Operation for above locations: 8:30 AM to 2:30 PM. local prevailing time, on normal Government workdays.

Shipments to the Social Security Administration, Receiving Clerk, Preston Gateway, 1415 Magellan Drive, Building B, Hanover, MD 21076, must be driver assisted/tailgate deliveries at destination. No clearance required.

Hours of Operation for Preston Gateway location: In the morning 6:30 AM to 12:00 PM. In the afternoon, 1:00 PM to 2:30 PM (Based on local prevailing times, on normal Government workdays)

NOTE: Historically, approximately 90% of any order will deliver to Social Security Administration (SSA) and therefore must be included in Contractor's bid prices.

f.o.b. Contractor's City

The contractor may be required to mail/ship packages via USPS Priority Mail or Small Package Common Carrier (SPCC) with 3rd Party Billing to as many as 2,500 destinations.

Complete addresses and quantities will be furnished with the print order or transmitted electronically.

A single shipment or several shipments totaling 499 pounds or less scheduled for shipment on the same day to a single destination are to be sent by USPS Priority Mail, International Mail (Par Avion), SPCC or as instructed. However, shipments to APO, FPO, and Post Office Box addresses, regardless of total weight of shipment, must be made by Priority Mail.

The contractor is responsible for all costs incurred in transporting this product to the post office. The contractor is required to prepare domestic Priority Mail in accordance with appropriate USPS rules and regulations including the USPS Domestic Mail Manual (DMM), and Postal Bulletins, in effect at the time of mailing.

Shipments over 499 pounds must ship reimbursable motor freight (excluding bulk and internal bulk shipments as described above).

USPS Priority Mail -

Reimbursable USPS Priority Mail will only be used when shipping packages to a Post Office Box, APO/FPO or US Possession/Territory. The majority of packages will be shipped by SPCC.

Priority Mail and International Mail (Par Avion) will be clearly identified.

Contractor will be reimbursed for all USPS Priority Mail shipping costs by submitting all shipping receipts with billing invoice for payment.

International Mail (Par Avion) -

All items mailed must conform to the appropriate USPS International Mail Manual (IMM), Postal Bulletins, and other USPS rules and regulations in effect at the time of mailing.

All international mail must be endorsed PAR AVION or AIR MAIL as described in the USPS IMM. The contractor may use a rubber stamp to meet these requirements.

International Mail return addresses must show in the last line of the address UNITED STATES OF AMERICA or USA, all in upper case letters.

NOTE: The contractor is cautioned that files listed may contain mail addressed to United States territories and possessions (American Samoa, Federated States of Micronesia, Guam, Marshall Islands, Northern Mariana Islands, Palua, Puerto Rico, U.S. Virgin Islands and Wake Island). This mail is considered Domestic Mail by the USPS, NOT International Mail.

All copies mailed must conform to the appropriate regulations in the USPS manuals for "Domestic Mail" or "International Mail" as applicable.

Contractor will be reimbursed for postage by submitting a properly completed Postal Service form (or equivalent) with the voucher for billing.

Undeliverable Mail - Contractor is to use the following RETURN ADDRESS on all mailing packages:

SOCIAL SECURITY ADMINISTRATION
ATTENTION: WAREHOUSE SUPERVISOR/SMT TEAM LEADER
SUPPLY BUILDING WAREHOUSE
6301 SECURITY BLVD
BALTIMORE MD 21235-6301

Small Package Common Carrier (3rd Party Billing) -

Packages up to 499 lbs are to be made by SPCC except those destined for Post Office Boxes, APO/FPO and United States Possessions and Territories.

The contractor will be responsible for providing the carrier the following:

1. All packages addressed and sorted to meet the requirements of the small package common carrier.

NOTE: Contractor may be required to apply special SPCC Bar Code labels.

2. Separate common carrier pickup records for each print order. The contractor must annotate the pickup records with the requisition number and the print order number.

3. A shipping manifest which includes:

a. The name of the contractor, the requisition number, the print order number, 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 delivery zone, weight, and package identification number (if applicable) of each package shipped to each addressee.

c. The listing must be grouped by pickup, and each group must be identified with the pickup record number. This number must correspond to the number on the form(s) which the contractor is required to obtain from the carrier for compliance purposes. The listing must be in either account number or ZIP code order within each group.

d. The summary information for each group must include the total number of packages, the total weight, and the total shipping cost.

The contractor will be required to ship via SPCC charging the cost to SSA's 3rd Party account number which will be provided.

NOTE: Information regarding the Small Package Common Carrier will be provided at the Postaward Conference

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)

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

All costs are to be billed on the contractor's vouchers at the actual cost which the contractor paid for these services. Shipments must be made direct to the destination(s) stated on the Print Order.

NOTE: Unless otherwise indicated, truck deliveries must be made at the point of destination between the hours of 8:30 a.m. and 2:30 p.m. local prevailing time, on normal Government workdays. Shipments must be delivered as specified.

MAILING / SHIPPING DOCUMENTATION: As soon as the mailing/shipping operation is STARTED, the contractor must send 10 file copies of each order along with all Government furnished materials, by next day delivery service (at contractor's expense) to:

Social Security Administration Forms Management Team
Room 1300 Annex Building
6401 Security Boulevard
Baltimore, MD 21235

f These copies will be considered as "sample copies" and cannot be deducted from the total quantity ordered. The package or envelope containing the samples must be identified by the GPO jacket number, program number, print order, title, and include a facsimile of the print order on which they were ordered. The contractor will comply with the shipping schedule regardless of this requirement.

f Within 72 hours of completion of the order, all supporting delivery documentation (i.e. shipping receipts and / mailing documentation) for each print order is required to be scanned and e-mailed as a PDF to: Matthew.Thomas@ssa.gov and Jamey.Cunningham@ssa.gov. NOTE: Contractor must identify the Print Order number in the subject line of all emails.

f Within 10 working days of the completion of the order, one copy of the GPO billing invoice is to be scanned and e-mailed as a PDF to: Matthew.Thomas@ssa.gov and Charvonne.Hamilton@ssa.gov

All expenses incidental to picking up and/ or returning Government Furnished Materials, submitting proofs, and furnishing sample copies must be borne by the contractor.

DISTRIBUTION DATA:

The distribution data will be transmitted electronically via the Internet and/or furnished in the form of Pre-printed address labels. Tally/summaries of addressees and quantities will be furnished with the print orders or when transmitted electronically.

Distribution data transmitted electronically - One of two standard file formats will be applied to the data:

- Automated Distribution Management System - Fixed length flat ASCII
See Exhibit A: Automated Distribution Management System
- Direct Delivery – Comma Quote Delimited
See Exhibit B: Direct Delivery Record Layout

Distribution files consist of address data and quantity requirements for addressees receiving individual distribution.

NOTE: The Government requires samples of distribution mailing labels before release of first job. Details will be provided after award.

PAYMENTS ON PURCHASE ORDER:

Processing vouchers for payment, FAX the completed invoice to us by utilizing the GPO barcode coversheet program application. Access the following hyperlink and follow the instructions as indicated:

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

Facsimile transmission should only be used when no samples are required with your invoice, otherwise payment will be held up while the invoice is returned to you for the required sample(s).

If mailed, all voucher packages and envelopes MUST be mailed to: COMPTROLLER-FMCE, Office of Financial Management, U.S. Government Printing Office, Washington, DC 20401

Note: Do not mail your invoice to any other GPO Procurement Office as this will delay payment.

SCHEDULE:

Adherence to this schedule must be maintained. Contractor must not start production of any job prior to receipt of the individual Print Order (GPO Form 2511).

Furnished material and proofs must be picked up from and delivered to: SSA, Attn: Matthew Thomas, Department of Printing Management , 1368 Annex Building, 6401 Security Boulevard, Baltimore, MD 21235-6401. Inside pickup and delivery required.

No definite schedule for pickup of material can be predetermined.

The following schedule begins the workday after notification of the availability of print order and furnished material; the workday after notification will be the first workday of the schedule.

The numbers under the column headed "WD After" represent the number of workdays allowed to complete that certain part of the schedule after completion of the preceding part.

	<u>WD After</u>
Contractor submit proofs	2
Government to hold proofs for review	2
Contractor to pick up proofs	1
**Quantities of 5,000 up to and including 99,999.....	10
Quantities of 100,000 up to and including 999,999.....	12
Quantities of 1,000,000 to 1,500,000.....	17

One additional workday allowed for each 500,000 in excess of 1,500,000.

****Schedule begins here when proofs are not required**

On Inter-office Envelopes, 10x 13” green kraft with string and button, the following schedule applies to all orders:

	<u>WD After</u>
Contractor submit proofs	2
Government to hold proofs for review	1
Quantities of 2,000 up to and including 40,000	20

NOTE: Occasionally, a partial shipment of approximately 25 percent of the total order may be required with the following time requirements:

Quantities up to and including 4,999	3
Quantities of 5,000 up to and including 99,999	5
Quantities of 100,000 up to and including 999,000	7
Quantities over 1,000,000	12

Maximum time for each print order must not exceed 25 workdays.

The mail/ship date indicated on the print order is the date products ordered must be delivered to the post office or picked up by the carrier.

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

For compliance reporting purposes, contractor is to report information regarding each order with date of shipment or delivery, as applicable, in accordance with the contract requirements by contacting the Shared Support Services Compliance Section via email at compliance@gpo.gov, via telephone at (202) 512-0520, or via facsimile at (202) 512-1364. Personnel receiving the email or call will be unable to respond to questions of a technical nature or to transfer any inquiries.

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 for a like period of time.

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

	<u>(1)</u>	<u>(2)</u>		<u>(1)</u>	<u>(2)</u>
1. (a)	2	2505	10.	3	350
(b)	6	2130			
2. (a)	2	505	11. (a)	3	300
(b)	6	1055	(b)	3	155
3. (a)	2	2505	12. (a)	1	10
(b)	6	5505	(b)	1	20
(c)	2	2505	13. (a)	2	2505
(d)	4	4255	(b)	2	3505
4.	1	15	14. (a)	2	405
5.	1	20	(b)	6	3755
6. (a)	1	2000	15. (a)	3	505
(b)	1	20	(b)	3	2505
7. (a)	1	20	16.	2	20
(b)	1	100	17. (a)	6	855
8.	1	100	(b)	3	305
9.	1	100	18.	2	2

SECTION 4 - SCHEDULE OF PRICES

Bids offered are f.o.b. destination and 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 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) 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 per 1,000 rate.

I. COMPLETE PRODUCT: Prices offered shall include the cost of all required materials (including original files and Digital content proofs) and operations necessary for the complete production and distribution of product.

	<u>Makeready and/or Setup</u> (1)	<u>Running Per 1,000 Copies</u> (2)
1. (a) Envelopes, 20 lb. White Wove: #9 - 3-7/8 x 8-7/8"	\$ _____	\$ _____
(b) Regular 20 lb. White Wove Security Tint: #9 - 3-7/8 x 8-7/8"	\$ _____	\$ _____
2. (a) Envelopes, Colored Writing 20 lb.: #9 - 3-7/8 x 8-7/8"	\$ _____	\$ _____
(b) Colored Writing 20 lb. Security Tint: #9 - 3-7/8 x 8-7/8"	\$ _____	\$ _____
3. (a) Envelopes 24 lb. White Wove #10 - 4-1/8 x 9-1/2"	\$ _____	\$ _____
(b) Envelopes 24 lb. White Wove, Security Tint: #10 - 4-1/8 x 9-1/2"	\$ _____	\$ _____
(c) Window envelopes, poly-type, 24 lb. White Wove #10 - 4-1/8 x 9-1/2"	\$ _____	\$ _____
(d) Window envelopes, poly-type, 24 lb, White Wove, Security tint, #10 - 4-1/8 x 9-1/2"	\$ _____	\$ _____
4. Envelopes #10, 20 lb. Bond, w/security tint 4-1/8 x 9-1/2"	\$ _____	\$ _____
5. Colored, Wove, w/security tint, 20.lb. 4-3/8 x 8-7/8"	\$ _____	\$ _____

(Initials)

	<u>Makeready and/or Setup</u> (1)	<u>Running Per 1,000 Copies</u> (2)
6. (a) White Wove, Special window-envelopes, poly-type, 20 lb. 4-1/2 x 9-1/2"	\$ _____	\$ _____
(b) White Wove, Special window/security tint-envelopes, poly-type, 20 lb. 4-7/8 x 9-3/4"	\$ _____	\$ _____
7. (a) White Wove, Special window-envelopes, poly-type, 24 lb. 4-1/2 x 9-1/2"	\$ _____	\$ _____
(b) White Wove, Special window/security tint-envelopes, poly-type, 24 lb. 4-7/8 x 9-3/4"	\$ _____	\$ _____
8. Colored Wove envelopes, window/security tint, poly-type, 5-3/4 x 8-3/4", 20 lb.	\$ _____	\$ _____
9. Colored Wove envelopes, window/security tint, poly-type, 5-3/4 x 8-3/4", 24 lb.	\$ _____	\$ _____
10. Colored Writing, Wove Finish, 9-1/2 x 6-1/16", 24 lb.	\$ _____	\$ _____
11. (a) Kraft shade, 5-3/4 x 9-1/2", 24 lb.	\$ _____	\$ _____
(b) Kraft shade, 5-3/4 x 9-1/2", 24 lb., w/window-security tint	\$ _____	\$ _____
12. (a) White Kraft, envelopes, 24 lb, Security tint 6 x 9"	\$ _____	\$ _____
(b) White Kraft, window envelopes, poly-type, 24 lb, Security tint 6 x 9"	\$ _____	\$ _____
13. (a) White Kraft, envelopes, 24 lb, Security tint 6-1/16 x 9-1/2"	\$ _____	\$ _____
(b) White Kraft, window envelopes, poly-type, 24 lb, Security tint 6-1/16 x 9-1/2"	\$ _____	\$ _____
14. (a) White Kraft, envelopes, 24 lb, Security tint: 6-1/8 x 9-1/2"	\$ _____	\$ _____
(b) White Kraft, window envelopes, poly-type, 24 lb, Security tint 6-1/8 x 9-1/2"	\$ _____	\$ _____
15. (a) Colored Kraft, envelopes, 24 lb, Security tint: 6-1/8 x 9-1/2"	\$ _____	\$ _____
(b) Colored Kraft, window envelopes, poly-type, 24 lb, Security tint 6-1/8 x 9-1/2"	\$ _____	\$ _____
16. Envelopes, Light Brown (Kraft Shade), 28 lb., Open Side: 9 x 12"	\$ _____	\$ _____
17. Envelopes, Light Brown (Kraft Shade), 24 lb. or 28 lb , Open Side: (a) 9-1/2 x 12-1/4"	\$ _____	\$ _____
(b) 9-1/2 x 12-1/2"	\$ _____	\$ _____
18. String and Button, Kraft Envelopes, 10 x 13" Tinted Light Green Sage	\$ _____	\$ _____

(Initials)

LOCATION OF POST OFFICE: All mailing will be made from the Post Office located at Street Address

City _____ State _____ Zip Code _____

INSTRUCTIONS FOR BID SUBMISSION: Fill out "Section 4 - Schedule of Prices" initialing or signing each page in the space(s) provided. Submit two copies (original and one exact duplicate) of the "Schedule of Prices" with two copies of the GPO Form 910 "BID" form. Do not enter bid prices on GPO Form 910; prices entered in the "Schedule of Prices" will prevail.

Bidder _____

(City and State)

By _____

(Signature and title of person authorized to sign this bid)

(Person to be contacted)

•••••A

March 2011

Social Security Administration
Office of Publications Management

Publications and Distribution Management Team

AUTOMATED DISTRIBUTION MANAGEMENT SYSTEM (ADMS)

This FIXED LENGTH RECORD LAYOUT will be used to create mailing labels from the ADMS for SSA print jobs. The distribution data (on disk or transmitted electronically) must be imported, using the layout below, into any label making program and/or software. *For example, the data can be imported into Microsoft Word, Excel, and Access.*

<u>FIELD</u>	<u>POSITIONS</u>	<u>LENGTH</u>	<u>FORMAT</u>
Label-Line-1	1 - 30	30	
Acct Number	1 - 5	5	character
Not Used	6 - 7	2	spaces
First Class Ind	8 - 12	5	character
Not used	13 - 14	2	spaces
Dist. List Number	15 - 18	4	character
Not used	19 - 20	2	spaces
Slash	21 -	1	character
Quantity	22 - 26	5	character
Not Used	27 -	1	spaces
Location	28 - 30	3	character
Label-line-2 (1st address line)	31 - 60	30	character
Label-line-3 (2nd address line)	61 - 90	30	character
Label-line-4 (opt address line)	91 - 120	30	character
Label-line-5 (opt address line)	121 - 150	30	character
Label-line-6 (opt address line)	151 - 180	30	character
City	151 - 168	18	character
State	169 - 170	2	character
ZIPcode	171 - 180	10	character
Label-line-7 (opt *****)	181 - 210	30	
Postal-Net-Code	181 - 194	14	character
Not used	195 - 210	16	spaces
<u>Summary Record</u>	1 - 210	210	
Summary Data	1 - 132	132	character
Not Used	133 - 210	78	spaces
<u>Last record</u>	1 - 210	210	
EOF Indicator	1 - 3	3	character
Not Used	4 - 210	207	spaces

.....
Record-Length = 210 characters
Block-Size = 8400 characters
.....

For further information contact:

Justin Sirois 410-965-4155 (Justin.Sirois@ssa.gov)

EXHIBIT B

MARCH, 2011

RECORD LAYOUT FOR ELECTRONIC TRANSMISSION RECORDS FOR DIRECT DELIVERY (OSWM)

1). Record Layout for Header

Field Name	Type	Description	Size	Mandatory
ICN	A/N	Item Control Number	6	Yes
UI	A/N	Unit of Issue	2	Yes
Description	A/N	Fubs/Form/Item	16	Yes
REC Number	A/N	Requisition Number	8	Yes
PJR Number	A/N	Purchase Number	8	Yes
ISM	A/N	Inventory Specialist	1	Yes
Date (YYMMDD)	A/N	Date File Created	6	Yes
Time (HHMMSS)	A/N	Time File Created	6	Yes

2). Record Layout for Detail Record

Field Name	Type	Description	Size	Mandatory
Zone	A/N	Postal zone * Optional (fill with 2 space)	2	No
Office	A/N	Office Code	6	Yes
Ship Method	A/N	Mode of Shipping *BL* is Bill of Lading 1CLS is FIRST CLASS	4	Yes
Qty	A/N	Quantity	6	Yes
Address 1	A/N	Office Name	35	Yes
Address 2	A/N	Bldg./Room number	35	Yes
Address 3	A/N	Address	35	Yes
City	A/N	City	22	Yes
State	A/N	State	2	Yes
Filler	A/N	Not Used (Space)	1	Yes
Zip	A/N	Zip Code	5	Yes
Filler	A/N	Not Used (Space)	5	Yes

DISPLAY SAMPLE ONLY
(DO NOT PRINT!)

TO:	DEPT. SSA
	DEPT. REQUISITION NO. 2-00316 
	GPO JACKET NO.
STOCK NO. HA501-U5-SP 	QUANTITY PER CONTAINER UNIT OF ISSUE 00012 HD 
CONTROL NO. 383460 	PACKAGES PER CONTAINER PKGS. OF _____
SUB. ID NO. TITLE	FORM OR PUBLICATION NO./DATE 03/2012 
FROM	GPO ORDER NO. PROGRAM/PRINT ORDER NO. 00838 

CERTIFICATE OF SELECTION OF "YELLOW LABEL" RANDOM COPIES

I hereby certify that the random copies produced under Jacket _____ (Program _____ P.O. _____)
by _____ (Name of Company) _____ 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.

**The penalty for making false statements
to the U.S. Government is prescribed in
18 U.S.C. 1001.**

(Signature of Certifying Official) (Date)

(Printed Name and Title of Certifying Official)

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.



FROM:		FOR USPS DELIVERY APPLY POSTAGE
AGENCY	INTERNAL CONTROL NUMBER (ICN)	
REQUESTOR AID	HOUSE RESOLUTION NO.	
RPO JACKET NO.	TITLE	
RPO ORDER NO.	PRODUCT DESCRIPTION	
PROGRAM (or) PRINT ORDER NO.	TO:	
FORM or PUBLICATION NO. and DATE		
QUANTITY PER CONTAINER		
POLYMER PER CONTAINER		

YELLOW LABEL SAMPLES-Social Security Administration

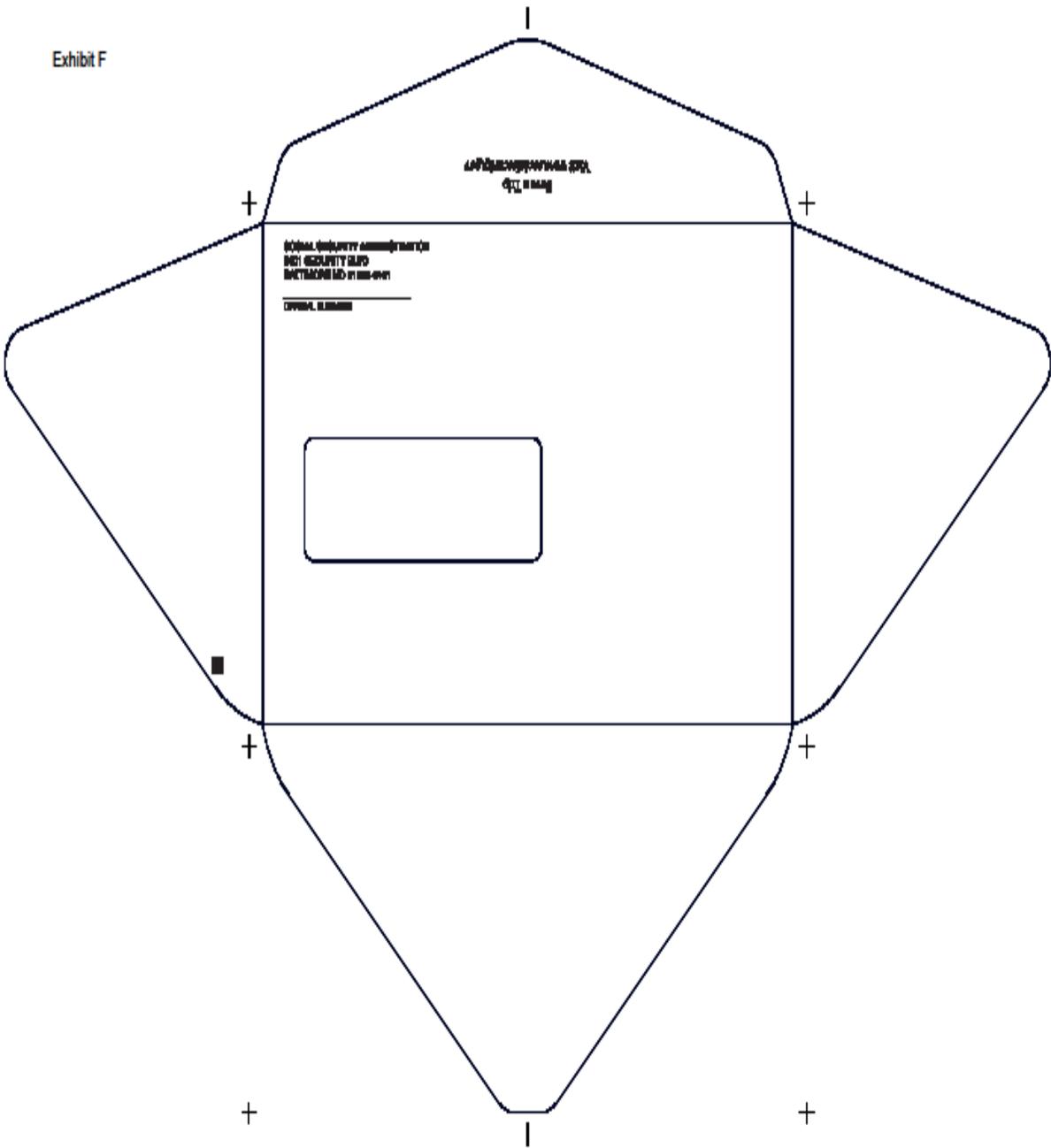
099902251

Print this label on a laser printer. Do not reproduce this label.

~~WARNING TO CONTRACTORS:~~ PLEASE DO NOT USE THIS YELLOW LABEL WHEN MAILING OR SHIPPING BLUE LABEL SAMPLES TO THE SOCIAL SECURITY ADMINISTRATION. USE THE ORIGINAL BLUE LABELS YOU NORMALLY ATTACH TO BLUE LABEL SAMPLES SHIPPING CONTAINERS. THANK YOU!



Exhibit F



PROGRAM	SECRET	CLASSIFICATION	SECRET
CYR	SECRET	CLASSIFICATION	SECRET
SECURITY INFO	SECRET	CLASSIFICATION	SECRET
SECRET	SECRET	CLASSIFICATION	SECRET
SECRET	SECRET	CLASSIFICATION	SECRET
SECRET	SECRET	CLASSIFICATION	SECRET
SECRET	SECRET	CLASSIFICATION	SECRET
SECRET	SECRET	CLASSIFICATION	SECRET
SECRET	SECRET	CLASSIFICATION	SECRET
SECRET	SECRET	CLASSIFICATION	SECRET

SECRET

Exhibit F Continued

