

Program	0552-S									
Term	May 1, 2019 To April 30, 2020									
Title:	ENVELOPES									
					WBC INC, d/b/a				CURRENT CONTRACTOR	
					LITHEXCEL				THE PRINT HOUSE	
					Albuquerque, NM				Brooklyn, NY	
ITEM NO.	DESCRIPTION	AWARD	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST
I.	ELECTRONIC PREPRESS:									
(a)	PDF Proofper file.....	67	N/C	\$0.00	\$5.00	\$335.00	N/C	\$0.00	N/C	\$0.00
(b)	Digital color content proofsper trim/page size unit.....	3	\$50.00	\$150.00	\$20.00	\$60.00	\$25.00	\$75.00	\$25.00	\$75.00
II.	PRINTING, CONSTRUCTION, PACKING, AND DISTRIBUTION:									
1. (a)	#9 (3-7/8 x 8-7/8") Envelopes: Without Window: Printing one side only in a single ink color, including construction..... per envelope									
(1)	Makeready and/or Setup	6	N/C	\$0.00	\$20.00	\$120.00	\$100.00	\$600.00	\$100.00	\$600.00
(2)	Running Per 1,000 Copies	1300	\$14.95	\$19,435.00	\$15.00	\$19,500.00	\$10.00	\$13,000.00	\$14.95	\$19,435.00
(b)	#9 (3-7/8 x 8-7/8") Envelopes: Without Window and With Security Tint: Printing one side only in a single ink color, including construction..... per envelope									
(1)	Makeready and/or Setup	4	N/C	\$0.00	\$20.00	\$80.00	\$100.00	\$400.00	\$100.00	\$400.00
(2)	Running Per 1,000 Copies	90	\$17.45	\$1,570.50	\$16.50	\$1,485.00	\$15.00	\$1,350.00	\$15.57	\$1,401.30
(c)	#9 (3-7/8 x 8-7/8") Envelopes: With Window and Security Tint: Printing one side only in a single ink color, including construction.....per envelope									
(1)	Makeready and/or Setup	3	N/C	\$0.00	\$20.00	\$60.00	\$125.00	\$375.00	\$125.00	\$375.00
(2)	Running Per 1,000 Copies	200	\$34.68	\$6,936.00	\$20.00	\$4,000.00	\$15.00	\$3,000.00	\$15.00	\$3,000.00
(d)	#9 (3-7/8 x 8-7/8") Envelopes: Printing second side in a single ink colorper envelope.....									
(1)	Makeready and/or Setup	13	N/C	\$0.00	\$20.00	\$260.00	N/C	\$0.00	N/C	\$0.00
(2)	Running Per 1,000 Copies	1590	\$1.50	\$2,385.00	\$5.00	\$7,950.00	N/C	\$0.00	N/C	\$0.00
2. (a)	#10 (4-1/8 x 9-1/2") and 4-1/4 x 9-1/2" Envelopes: Without Window: Printing one side only in a single ink color, including construction..... Per envelope									
(1)	Makeready and/or Setup	1	N/C	\$0.00	\$20.00	\$20.00	\$100.00	\$100.00	\$100.00	\$100.00
(2)	Running Per 1,000 Copies	10	\$26.95	\$269.50	\$10.00	\$100.00	\$25.00	\$250.00	\$14.95	\$149.50
(b)	#10 (4-1/8 x 9-1/2") and 4-1/4 x 9-1/2" Envelopes: Without Window and with Security Tint: Printing one side only in a single ink color, including construction....per envelope									
(1)	Makeready and/or Setup	5	N/C	\$0.00	\$20.00	\$100.00	\$100.00	\$500.00	\$100.00	\$500.00
(2)	Running Per 1,000 Copies	825	\$19.45	\$16,046.25	\$13.50	\$11,137.50	\$10.00	\$8,250.00	\$15.75	\$12,993.75
(c)	#10 (4-1/8 x 9-1/2") and 4-1/4 x 9-1/2" Envelopes: With Window: Printing one side only in a single ink color, including construction.....per envelope									
(1)	Makeready and/or Setup	2	N/C	\$0.00	\$20.00	\$40.00	\$125.00	\$250.00	\$100.00	\$200.00
(2)	Running Per 1,000 Copies	125	\$23.75	\$2,968.75	\$15.10	\$1,887.50	\$12.50	\$1,562.50	\$17.45	\$2,181.25
(d)	#10 (4-1/8 x 9-1/2") and 4-1/4 x 9-1/2" Envelopes: With Window and Security Tint: Printing one side only in a single ink color, including construction.....per envelope									
(1)	Makeready and/or Setup	14	N/C	\$0.00	\$20.00	\$280.00	\$125.00	\$1,750.00	\$100.00	\$1,400.00
(2)	Running Per 1,000 Copies	10680	\$25.75	\$275,010.00	\$16.90	\$180,492.00	\$10.00	\$106,800.00	\$18.07	\$192,987.60
(e)	#10 (4-1/8 x 9-1/2") and 4-1/4 x 9-1/2" Envelopes: Printing second side in a single ink colorper envelope									
(1)	Makeready and/or Setup	22	N/C	\$0.00	\$20.00	\$440.00	N/C	\$0.00	N/C	\$0.00
(2)	Running Per 1,000 Copies	11,640	\$1.50	\$17,460.00	\$5.00	\$58,200.00	N/C	\$0.00	N/C	\$0.00

Program	0552-S										
Term	May 1, 2019 To April 30, 2020										
Title:	ENVELOPES										
			PRINTING RESOURCES			WBC INC, d/b/a		THE PRINT HOUSE		CURRENT CONTRACTOR	
		BASIS OF	Cleveland, OH		LITHEXCEL		THE PRINT HOUSE		THE PRINT HOUSE		
		AWARD	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	
ITEM NO.	DESCRIPTION										
3. (a)	5-3/4 x 8-3/4" Envelopes: With Window and Security Tint: Printing one side only in a single ink color, including construction.....per envelope										
(1)	Makeready and/or Setup	3	N/C	\$0.00	\$30.00	\$90.00	\$150.00	\$450.00	\$100.00	\$300.00	
(2)	Running Per 1,000 Copies	325	\$70.00	\$22,750.00	\$15.00	\$4,875.00	\$15.00	\$4,875.00	\$44.79	\$14,556.75	
(b)	5-3/4 x 8-3/4" Envelopes: Printing second side in a single ink color.....per envelope										
(1)	Makeready and/or Setup	3	N/C	\$0.00	\$30.00	\$90.00	N/C	\$0.00	N/C	\$0.00	
(2)	Running Per 1,000 Copies	325	\$1.50	\$487.50	\$5.00	\$1,625.00	N/C	\$0.00	N/C	\$0.00	
4. (a)	5-3/4 x 9-1/2" Envelopes: Without Window: Printing one side only in a single ink color, including construction.....per envelope										
(1)	Makeready and/or Setup	1	N/C	\$0.00	\$30.00	\$30.00	\$150.00	\$150.00	\$100.00	\$100.00	
(2)	Running Per 1,000 Copies	10	\$69.50	\$695.00	\$15.00	\$150.00	\$30.00	\$300.00	\$41.83	\$418.30	
(b)	5-3/4 x 9-1/2" Envelopes: With Window and Security Tint: Printing one side only in a single ink color, including constructionper envelope										
(1)	Makeready and/or Setup	3	N/C	\$0.00	\$30.00	\$90.00	\$150.00	\$450.00	\$100.00	\$300.00	
(2)	Running Per 1,000 Copies	100	\$65.50	\$6,550.00	\$20.00	\$2,000.00	\$25.00	\$2,500.00	\$46.79	\$4,679.00	
(c)	5-3/4 x 9-1/2" Envelopes: Printing second side in a single ink colorper envelope										
(1)	Makeready and/or Setup	4	N/C	\$0.00	\$30.00	\$120.00	N/C	\$0.00	N/C	\$0.00	
(2)	Running Per 1,000 Copies	110	\$1.50	\$165.00	\$5.00	\$550.00	N/C	\$0.00	N/C	\$0.00	
5. (a)	6-1/16 x 9-1/2" and 6-1/8 x 9-1/2" Envelopes: Without Window and With Security Tint: Printing one side only in a single ink color, including construction.....per envelope										
(1)	Makeready and/or Setup	4	N/C	\$0.00	\$30.00	\$120.00	\$100.00	\$400.00	\$100.00	\$400.00	
(2)	Running Per 1,000 Copies	1520	\$59.50	\$90,440.00	\$20.00	\$30,400.00	\$10.00	\$15,200.00	\$10.00	\$15,200.00	
(b)	6-1/16 x 9-1/2" and 6-1/8 x 9-1/2" Envelopes: With Window and Security Tint: Printing one side only in a single ink color, including constructionper envelope										
(1)	Makeready and/or Setup	14	N/C	\$0.00	\$30.00	\$420.00	\$100.00	\$1,400.00	\$100.00	\$1,400.00	
(2)	Running Per 1,000 Copies	6,210	\$50.00	\$310,500.00	\$26.00	\$161,460.00	\$12.50	\$77,625.00	\$12.50	\$77,625.00	
(c)	6-1/16 x 9-1/2" and 6-1/8 x 9-1/2" Envelopes: Printing second side in a single ink colorper envelope										
(1)	Makeready and/or Setup	18	N/C	\$0.00	\$30.00	\$540.00	N/C	\$0.00	N/C	\$0.00	
(2)	Running Per 1,000 Copies	7730	\$1.00	\$7,730.00	\$5.00	\$38,650.00	N/C	\$0.00	N/C	\$0.00	
6. (a)	9 x 11-1/2" Envelopes: Without Window: Printing one side only in a single ink color, including construction.....per envelope										
(1)	Makeready and/or Setup	1	N/C	\$0.00	\$20.00	\$20.00	\$200.00	\$200.00	\$200.00	\$200.00	
(2)	Running Per 1,000 Copies	45	\$109.00	\$4,905.00	\$15.00	\$675.00	\$75.00	\$3,375.00	\$75.00	\$3,375.00	
(b)	9 x 11-1/2" Envelopes: Printing second side in a single ink colorper envelope										
(1)	Makeready and/or Setup	1	N/C	\$0.00	\$20.00	\$20.00	N/C	\$0.00	N/C	\$0.00	
(2)	Running Per 1,000 Copies	45	\$10.00	\$450.00	\$5.00	\$225.00	N/C	\$0.00	N/C	\$0.00	
7. (a)	9-1/2 x 6-1/16" Envelopes: Without Window: Printing one side only in a single ink color, including constructionper envelope										
(1)	Makeready and/or Setup	1	N/C	\$0.00	\$20.00	\$20.00	\$200.00	\$200.00	\$100.00	\$100.00	
(2)	Running Per 1,000 Copies	100	\$57.00	\$5,700.00	\$15.00	\$1,500.00	\$30.00	\$3,000.00	\$27.73	\$2,773.00	
(b)	9-1/2 x 6-1/16" Envelopes: Printing second side in a single ink colorper envelope										
(1)	Makeready and/or Setup	1	N/C	\$0.00	\$20.00	\$20.00	N/C	\$0.00	N/C	\$0.00	
(2)	Running Per 1,000 Copies	100	\$1.50	\$150.00	\$5.00	\$500.00	N/C	\$0.00	N/C	\$0.00	

Program	0552-S										
Term	May 1, 2019 To April 30, 2020										
Title:	ENVELOPES										
			PRINTING RESOURCES			WBC INC, d/b/a		THE PRINT HOUSE		CURRENT CONTRACTOR	
		BASIS OF				LITHEXCEL					THE PRINT HOUSE
		Cleveland, OH				Albuquerque, NM					Brooklyn, NY
		AWARD									Brooklyn, NY
ITEM NO.	DESCRIPTION		UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	
8. (a)	9-1/2 x 12-1/4" and 9-1/2 x 12-1/2" Envelopes: Without Window: Printing one side only in a single ink color, including construction.....per envelope										
(1)	Makeready and/or Setup		7	N/C	\$0.00	\$48.00	\$336.00	\$150.00	\$1,050.00	\$150.00	\$1,050.00
(2)	Running Per 1,000 Copies		825	\$109.00	\$89,925.00	\$15.00	\$12,375.00	\$30.00	\$24,750.00	\$30.00	\$24,750.00
(b)	9-1/2 x 12-1/4" and 9-1/2 x 12-1/2" Envelopes: Printing second side in a single ink colorper envelope										
(1)	Makeready and/or Setup		7	N/C	\$0.00	\$20.00	\$140.00	N/C	\$0.00	N/C	\$0.00
(2)	Running Per 1,000 Copies		825	\$12.50	\$10,312.50	\$5.00	\$4,125.00	N/C	\$0.00	N/C	\$0.00
9. (a)	10 x 13" Envelopes: Without Window: Printing one side only in a single ink color, including construction.....per envelope										
(1)	Makeready and/or Setup		1	N/C	\$0.00	\$48.00	\$48.00	\$750.00	\$750.00	\$750.00	\$750.00
(2)	Running Per 1,000 Copies		2	\$1,013.00	\$2,026.00	\$20.00	\$40.00	\$750.00	\$1,500.00	\$900.00	\$1,800.00
(b)	10 x 13" Envelopes: Printing second side in a single ink color.....per envelope										
(1)	Makeready and/or Setup		1	N/C	\$0.00	\$20.00	\$20.00	\$750.00	\$750.00	N/C	\$0.00
(2)	Running Per 1,000 Copies		2	\$30.00	\$60.00	\$5.00	\$10.00	\$250.00	\$500.00	N/C	\$0.00
III.	PAPER:Per 1,000 Envelopes										
(a)	#9 (3-7/8 x 8-7/8") Envelopes: White Writing (20lb)		1300	\$8.10	\$10,530.00	\$16.00	\$20,800.00	\$12.50	\$16,250.00	\$12.50	\$16,250.00
(b)	#9 (3-7/8 x 8-7/8") Envelopes: Colored Writing (20lb)		290	\$15.65	\$4,538.50	\$29.00	\$8,410.00	\$22.50	\$6,525.00	\$22.50	\$6,525.00
(c)	#10 (4-1/8 x 9-1/2") and 4-1/4 x 9-1/2" Envelopes: White Writing (24lb)		11640	\$9.50	\$110,580.00	\$17.00	\$197,880.00	\$14.00	\$162,960.00	\$14.00	\$162,960.00
(d)	5-3/4 x 8-3/4" Envelopes: Colored Writing (24lb)		325	\$32.25	\$10,481.25	\$30.00	\$9,750.00	\$40.00	\$13,000.00	\$40.00	\$13,000.00
(e)	5-3/4 x 9-1/2" Envelopes: Light Brown (Kraft Shade) (24lb)		110	\$26.30	\$2,893.00	\$35.00	\$3,850.00	\$50.00	\$5,500.00	\$50.00	\$5,500.00
(f)	6-1/16 x 9-1/2" and 6-1/8 x 9-1/2" Envelopes: White Kraft (24lb)		7710	\$29.50	\$227,445.00	\$49.00	\$377,790.00	\$30.00	\$231,300.00	\$30.00	\$231,300.00
(g)	6-1/8 x 9-1/2" Envelopes: Colored Kraft (24lb)		20	\$44.50	\$890.00	\$59.00	\$1,180.00	\$50.00	\$1,000.00	\$50.00	\$1,000.00
(h)	9 x 11-1/2" Envelopes: White Kraft (24-28lb)		45	\$41.30	\$1,858.50	\$78.00	\$3,510.00	\$65.00	\$2,925.00	\$65.00	\$2,925.00
(i)	9-1/2 x 6-1/16" Envelopes: Colored Writing		100	\$32.25	\$3,225.00	\$109.00	\$10,900.00	\$50.00	\$5,000.00	\$50.00	\$5,000.00
(j)	9-1/2 x 12-1/4" and 9-1/2 x 12-1/2" Envelopes: Light Brown (Kraft Shade) (24lb)		275	\$41.50	\$11,412.50	\$129.00	\$35,475.00	\$50.00	\$13,750.00	\$50.00	\$13,750.00
(k)	9-1/2 x 12-1/4" and 9-1/2 x 12-1/2" Envelopes: Light Brown (Kraft Shade) (28lb)		550	\$43.50	\$23,925.00	\$129.00	\$70,950.00	\$55.00	\$30,250.00	\$55.00	\$30,250.00
(l)	10 x 13" Envelopes: Green Kraft (28lb)		2	\$101.45	\$202.90	\$169.00	\$338.00	\$250.00	\$500.00	\$250.00	\$500.00
	CONTRACTOR TOTALS				\$1,303,058.65		\$1,288,664.00		\$766,647.50		\$874,535.45
	DISCOUNT			0.00%	\$0.00	1.00%	\$12,886.64	0.25%	\$1,916.62	0.25%	\$2,186.34
	DISCOUNTED TOTALS				\$1,303,058.65		\$1,275,777.36		\$764,730.88		\$872,349.11
	AWARDED										

U.S. GOVERNMENT PUBLISHING OFFICE
Washington, DC

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

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 **May 1, 2019** and ending **April 30, 2020**, plus up to four (4) optional 12-month extension period(s) 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 11:00 a.m., prevailing Washington, DC time, on **March 29, 2019**

BID SUBMISSION: Submit bid in pre-addressed envelope furnished with solicitation or send to: U.S. Government Publishing Office, Bid Section, Room C-848, Stop: CSPS, 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 January 2018. Hand delivered bids are to be taken to: GPO Bookstore, 710 North Capitol Street, NW, Washington, DC, between the hours of 8:00 a.m. and 4:00 p.m., prevailing Washington, DC time, Monday through Friday. The contractor is to follow the instructions in the Bid Submission/Opening area. If further instruction or assistance is required, call (202) 512-0526.

BIDDERS, PLEASE NOTE: This program was formerly Program 234-S. The specifications have been extensively revised. Special attention is directed to the following:

- GPO has issued a new GPO Publication 310.2, GPO Contract Terms - Solicitation Provisions, Supplemental Specifications, and Contract Clauses (Rev 1-18). Prospective bidders should carefully read this publication as the applicable terms within become an integral part of this contract. The document is posted at: <https://www.gpo.gov/how-to-work-with-us/vendors/forms-and-standards> along with a list of major revisions.
- The GPO 910 “BID” Form is no longer required. Bidders are to fill out, sign/initial, as applicable, all pages of “SECTION 4. – SCHEDULE OF PRICES.”

Abstracts of contract prices are available at <https://www.gpo.gov/how-to-work-with-us/vendors/contract-pricing>.

For information of a technical nature, contact **Jim Ballou** at jballou@gpo.gov or (202) 512-0310.

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. 1-18)) and GPO Contract Terms, Quality Assurance through Attributes Program for Printing and Binding (GPO Publication 310.1, effective May 1979 (Rev. August 2002)).

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

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

SUBCONTRACTING: Contract Clause 6, “Subcontracts,” of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 1-18)), is modified to permit subcontracting of the presswork for envelope manufacturers and construction of envelopes for printing firms. 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
P-9. Solid Screen Tint Color Match	Pantone Matching System

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).

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 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. 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 **May 1, 2019** to **April 30, 2020**, 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 index will be calculated by averaging the monthly Indexes from the 12-month interval ending three (3) months prior to the beginning of the period being considered for adjustment. This average is then compared to the average of the monthly Indexes for the 12-month interval ending **January 31, 2019**, called the base index. The percentage change (plus or minus) of the variable index from the base 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.

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:

1. BLS code 0913 for All Paper will apply to all paper required under this contract.
2. The applicable index figures for the month of **April 2019** will establish the base index.
3. There shall be no price adjustment for the first three (3) 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 is being considered for adjustment.
5. Beginning with order placement in the fourth month, index variances will be calculated in accordance with the following formula:

$$\frac{X - \text{base index}}{\text{base index}} \times 100 = \underline{\hspace{2cm}} \%$$

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 line items III. (a) through (m) 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.

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.

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.

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, 2019** to **April 30, 2020**, plus for such additional period(s) as the contract is extended. All print orders issued hereunder are subject to the terms and conditions of the contract. The contract shall control in the event of conflict with any print order. A print order shall be "issued" upon notification by the Government for purposes of the contract when it is electronically transmitted or otherwise physically furnished to the contractor in conformance with the schedule.

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.

PAYMENT: Submitting invoices for payment via the GPO fax gateway (if no samples are required) utilizing the GPO barcode coversheet program application is the most efficient method of invoicing. Instruction for using this method can be found at the following web address:
<http://winapps.access.gpo.gov/fms/vouchers/barcode/instructions.html>.

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

For more information about the billing process, refer to the General Information of the Office of Finance web page located at: <http://www.gpo.gov/finance/index.htm>.

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

SECTION 2 - SPECIFICATIONS

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

TITLE: Envelopes.

FREQUENCY OF ORDERS AND QUANTITY: It is anticipated that there will be approximately 20 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: #9 (3-7/8 x 8-7/8")

Description	Orders Per Year	Quantity per Order
White Writing, with Security Tint	4 to 10	10,000 to 1,000,000
Colored Writing	1 to 4	5,000 to 100,000
Colored Writing with Security Tint and Window	2 to 4	5,000 to 250,000

Finished Size: #10 (4-1/8 x 9-1/2")

Description	Orders Per Year	Quantity per Order
White Writing finish	1 to 4	5,000 to 20,000
White Writing finish with Security Tint	1 to 10	5,000 to 1,000,000
White Writing finish with Window	1 to 4	5,000 to 150,000
White Writing finish with Security Tint and Window	5 to 13	5,000 to 2,500,000

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

Description	Orders Per Year	Quantity per Order
White Writing with Special Window and Security Tint	up to 2	5,000 to 25,000

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

Description	Orders Per Year	Quantity per Order
Colored Writing with Security Tint, Window	up to 3	20,000 to 250,000

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

Description	Orders Per Year	Quantity per Order
Light Brown (Kraft Shade)	up to 2	5,000 to 25,000
Light Brown (Kraft Shade) with Security Tint (black confetti) and Window	2 to 4	10,000 to 200,000

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

Description	Orders Per Year	Quantity per Order
White Kraft with Security Tint	up to 2	5,000 to 2,500,000

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

Description	Per Year	Quantity per Order
Colored Writing	up to 2	50,000 to 400,000

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

Description	Orders Per Year	Quantity per Order
White Kraft with Security Tint	up to 2	5,000 to 100,000
White Kraft with Security Tint and Window	5 to 15	2,500 to 3,500,000
Colored Kraft with Security Tint	up to 3	5,000 to 125,000
Colored Kraft with Security Tint and Window	up to 3	5,000 to 25,000

Finished Size: 9" x 11-1/2"

Description	Per Year	Quantity per Order
White Kraft	up to 2	5,000 to 50,000

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

Description	Orders Per Year	Quantity per Order
Light Brown (Kraft Shade)	2 to 4	100,000 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 100,000

Finished Size: 10 x 13"

Description	Orders Per Year	Quantity per Order
Kraft, Green, String and Button	up to 2	1,000 to 5,000

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: A PDF file containing agency seals/logos will be furnished via email with each print order. Furnished sample to be used as copy for composition. Specification Sheet with every print order.

Distribution files will be provided in Microsoft Excel, Microsoft Word, .txt, or ascii files.

EXHIBITS:

- 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: Proof Sample

Identification markings such as register marks, commercial identification marks of any kind, etc., except GPO imprint, form number, and revision date, carried in the electronic files, 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.

COMPOSITION: 100% of the orders will require the contractor to set up to four (8) lines of type with agency seal. Contractor to match type of furnished sample.

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 ordering agency.

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.

Upon completion of each order, the contractor must furnish final production native application files (digital deliverables) with the furnished material. The digital deliverables must be an exact representation of the final printed product and shall be returned on the same type of storage media as was originally furnished. The Government will not accept, as digital deliverables, PostScript files, Adobe Acrobat Portable Document Format (PDF) files, or any proprietary file formats other than those supplied, unless specified by the Government. (The Government will accept PDF files as digital deliverables when furnished by the Government.)

PROOFS: When ordered, 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 envelope flap and window position, if applicable. Proofs will be transferred to the agency via email to SSA analyst that submitted the print requisition to the contractor.

If any contractor's errors are serious enough in the opinion of the Government 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 "O.K. to Print."

NOTE: When Providing Proofs, Envelopes must be shown before construction. See Exhibit F.

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 March 2011.

Government Paper Specification Standards No. 12 – https://www.gpo.gov/docs/default-source/forms-standards-pdf-files/vol_12.pdf.

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

#9 (3-7/8 x 8-7/8") Envelopes: White, Green, Blue, Pink, Yellow, Buff, and Goldenrod Writing Envelopes, basis weight: 20 lbs. per 500 sheets, 17 x 22", equal to JCP Code V20.

#10 (4-1/8 x 9-1/2") Envelopes:

White Writing Envelope, basis weight: 24 lbs. per 500 sheets, 17 x 22", equal to JCP Code V20.

4-1/4 x 9-1/2": White Writing Envelope, basis weight: 24 lbs. per 500 sheets, 17 x 22", equal to JCP Code V20.

5-3/4 x 8-3/4": Colored Writing Envelope, basis weight: 24 lbs. per 500 sheets, 17 x 22", equal to JCP Code V20.

5-3/4 x 9-1/2": Light Brown (Kraft Shade) Envelope, basis weight: 24 lbs. per 500 sheets, 17 x 22", equal to JCP Code V10.

6-1/16 x 9-1/2" and 6-1/8 x 9-1/2": Kraft Envelope, basis weight: 24 lbs. per 500 sheets, 17 x 22", equal to JCP Code V10. EXCEPTION: Color required is Bleach White.

6-1/8 x 9-1/2": Kraft Envelope, basis weight: 24 lbs. per 500 sheets, 17 x 22", equal to JCP Code V10. EXCEPTION: Colors required are Bleach White, Green, Blue, Pink, Yellow, Buff, and Goldenrod.

9-1/2 x 12-1/4" and 9-1/2 x 12-1/2": Light Brown (Kraft Shade) Envelope, basis weights: 24 and 28 lbs. per 500 sheets, 17 x 22", equal to JCP Code V10.

9 x 11-1/2": Kraft Envelope, basis weight: 24 and 28 lbs. per 500 sheets, 17 x 22", equal to JCP Code V10. EXCEPTION: Color required is Bleach White.

10 x 13" (String and Button): Kraft Envelopes, basis weight: 28 lbs. per 500 sheets, 17 x 22", equal to JCP Code V10. EXCEPTION: Envelope to be tinted Light Green Sage matching Pantone 5665.

PRINTING: Print in black or one Pantone ink color. Match Pantone number as indicated on the print order.

#9 Envelopes: Approximately 50% of orders will print face and back and approximately 50% will print face only.

#10 Envelopes: Approximately 60% of orders will print face and back and approximately 40% will print face only.

White Kraft Envelopes: Approximately 60% of orders will print face and back and approximately 40% will print face only.

Light Brown and Colored (Kraft Shade) Envelopes: Approximately 10% of orders will print face and back and approximately 90% will print face only.

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

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 the print order or furnished electronic file.

String and Button Envelopes: *Left margin:* 7/8" to first vertical ruled line; *Right margin:* 7/8" to first vertical ruled line; *Top margin:* 2-1/2" to first horizontal ruled line.

CONSTRUCTION:

String and Button Envelopes: Envelopes are open end with a 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) round 9/32" diameter holes. Punch *horizontally:* 3-3/4 inches, center-to-center. Punch *vertically:* 1-7/8 inches, center-to-center. Sample to be furnished with first print order. Holes must not be punched through lined area. Eliminate breakage along folds.

Holes Envelopes: Two (2) round 9/32" diameter holes at top of envelope through flap and envelope centered, 2-3/4" from center to center of holes, 3/8" from top of envelope to center of holes.

White Kraft and Kraft Envelopes: Open side, gummed flap, high-cut, diagonal seams; high shoulder, slightly pointed flap as illustrated in Exhibit F (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.

Envelope:

Window Specifications:

#9 (3-7/8 x 8-7/8"):	Window:	1 x 3-1/2"
	Location:	4-3/8" left, 7/8" bottom
	Window:	1 x 3-3/4"
	Location:	1-1/16" right, 7/8" bottom
#10 (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:	1-1/8 x 4-5/8"
	Location:	3/4" left, 1/2" bottom
	Window:	1-1/8 x 4-3/4"
	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
	Window:	1-1/4 x 4-3/4"
	Location:	3/4" left, 1/2" bottom
4-1/4 x 9-1/2":	Window:	1-1/4 x 4-3/4"
	Location:	3/4" left, 1/2" bottom
5-3/4 x 8-3/4":	Window:	1-1/2 x 3-1/2"
	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
	Window:	1-1/4 x 4-3/4”
	Location:	4-3/4” left, 4-3/4” 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:	1-1/8 x 4-3/4”
	Location:	3/4” left, 1/2” 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. Envelopes shall be packed as described below except when otherwise noted in the print order specifications.

All Envelopes (Except Kraft Envelopes): Pack in quantities of 500 per box (5 boxes per carton).

Kraft Envelopes: Pack suitably in cartons. Envelopes must not be packed in oversized cartons.

String and Button Envelopes: Pack 250 envelopes per carton.

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.

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:

Bulk Shipments -

Contractor to download the "Labeling and Marking Specifications" form (GPO Form 905, Rev. 7-15) from GPO.gov, fill in appropriate blanks, and attach to shipping containers.

Mailed Shipments -

Create and affix a postage and fees paid label (created 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, 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 requisition numbers, stock numbers, purchase order numbers, inventory control numbers (ICN), and/or product descriptions should also be noted on each package/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, include the "ICN" (fill in number) on all labeling

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

- Inventory Control Number (ICN)
- National Stock Number (NSN)
- Quantity Per Container
- Unit of Issue
- Revision Date
- Department Requisition Number
- Print Order Number

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 certify that copies were selected as directed using GPO Form 917-Certificate of Selection of Random Copies (located on GPO.gov). The random copies constitute a part of the total quantity ordered, and no additional charge will be allowed.

Quantity Ordered	Number of Sublots
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 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. The container and its contents shall be recorded separately on all shipping documents and sent in accordance with the distribution list to: SSA, Attn: SSA analyst submitting the order to the contractor, Department of Printing Management, 1368 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 ASSURANCE RANDOM COPIES: 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 subplot. The contractor will be required to certify that the copies were selected as directed using GPO Form 917 – Certificate of Selection of Random Copies which can be located on 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 GPO program, jacket, and print order numbers must be furnished with billing as evidence of mailing.

DEPARTMENTAL RANDOM COPIES (YELLOW 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 certify that copies were selected as directed using GPO Form 917-Certificate of Selection of Random Copies (located on 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	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 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 USPS 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 (5) addresses located within a 75-miles radius of the Social Security Administration Headquarters, 6401 Security Boulevard, Baltimore, MD 21235.

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 a.m. to 2:30 p.m., prevailing local time on normal Government workdays.

NOTE: Historically, approximately 90% of all orders will deliver to these Social Security Administration facilities and therefore must be included in the 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, Attn: Warehousing Supervisor/Team Leader, Supply Building Warehouse, 6301 Security Boulevard, Baltimore, MD 21235-6301.

Small Package Common Carrier (3rd Party Billing): Packages up to and including 499 pounds 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 ensure 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 billing 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., prevailing local time, on normal Government workdays. Shipments must be delivered as specified.

Mailing and Shipping Documentation: Within 72 hours of completion of each order, contractor must email all supporting delivery documentation (i.e., shipping receipts and mailing 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.

All expenses incidental to picking up and returning furnished materials (as applicable), 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 preprinted 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, as follows:

- Automated Distribution Management System - Fixed length flat ASCII. (See Exhibit A.)
- Direct Delivery – Comma Quote Delimited. (See Exhibit B.)

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

SCHEDULE: 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.

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).

When applicable, furnished material and proofs must be picked up from and delivered to: SSA, Attn: SSA analyst that submitted the print order to the contractor, 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/placement of orders 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 up to and including 1,500,000.....	17

One (1) additional workday will be allowed for each 500,000 in excess of 1,500,000.

*Schedule begins here when proofs are not required

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

WD After

Contractor submit proofs.....	2
Government to hold proofs for review	1
Quantities of 1,000 up to and including 5,000	20

NOTE: Occasionally, a partial shipment of approximately 15% of the total order may be required with the following time requirements:

WD After

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 any print order must not exceed 25 workdays.

The ship/deliver date indicated on the print order is the date products ordered for delivery f.o.b. destination must be delivered to the destination(s) specified and products ordered for f.o.b. contractor's city 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, 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; via telephone at (202) 512-0520; or via facsimile at (202) 512-1364. Personnel receiving email, call, or facsimile 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."

D)			5)		
	a)	67		a)	4
	b)	3		b)	14
				c)	18
					1,520
					6,210
					7,730
			6)		
II)	(1)	(2)		a)	1
	1)			b)	1
	a)	6			45
	b)	4			45
	c)	3	7)		
	d)	13		a)	1
		1,300		b)	1
		90			100
		200			100
		1,590	8)		
	2)			a)	7
	a)	1		b)	7
	b)	5			825
	c)	2			825
	d)	14	9)		
	e)	22		a)	1
		10		b)	1
		825			2
		125			2
		10,680	III)		
		11,640		a)	1,300
	3)			b)	290
	a)	3		c)	11,640
	b)	3		d)	325
		325		e)	110
	4)			f)	7,710
	a)	1		g)	20
	b)	3		h)	45
	c)	4		i)	100
		10		j)	275
		100		k)	550
		110		l)	2

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SECTION 4 - SCHEDULE OF PRICES

Bids offered are f.o.b. destination for all shipments in the Baltimore, MD area and f.o.b. contractor's city for all other consignments.

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 III. "PAPER."

I. ELECTRONIC PREPRESS: Prices offered must be all-inclusive.

NOTE: For envelopes requiring printing on both sides, each side will be considered a separate trim/page size unit.

- (a) PDF Proof per file \$ _____
- (b) Digital color content proofs per trim/page size unit \$ _____

II. PRINTING, CONSTRUCTION, PACKING, AND DISTRIBUTION: Prices offered shall include the cost of all required materials and operations necessary (including proofs) for the complete printing, construction, packing, and distribution of the product listed in accordance with these specifications.

	<u>Makeready and/or Setup</u> (1)	<u>Running Per 1,000 Copies</u> (2)
1. #9 (3-7/8 x 8-7/8") Envelopes:		
(a) Without Window: Printing one side only in a single ink color, including construction..... per envelope	\$ _____	\$ _____
(b) Without Window and With Security Tint: Printing one side only in a single ink color, including construction..... per envelope	\$ _____	\$ _____
(c) With Window and Security Tint: Printing one side only in a single ink color, including construction	\$ _____	\$ _____
(d) Printing second side in a single ink color	\$ _____	\$ _____
2. #10 (4-1/8 x 9-1/2") and 4-1/4 x 9-1/2" Envelopes:		
(a) Without Window: Printing one side only in a single ink color, including construction..... per envelope	\$ _____	\$ _____
(b) Without Window and With Security Tint: Printing one side only in a single ink color, including construction..... per envelope	\$ _____	\$ _____
(c) With Window: Printing one side only in a single ink color, including construction..... per envelope	\$ _____	\$ _____
(d) With Window and Security Tint: Printing one side only in a single ink color, including construction	\$ _____	\$ _____
(e) Printing second side in a single ink color	\$ _____	\$ _____
3. 5-3/4 x 8-3/4" Envelopes:		
(a) With Window and Security Tint: Printing one side only in a single ink color, including construction	\$ _____	\$ _____
(b) Printing second side in a single ink color	\$ _____	\$ _____

(Initials)

	<u>Makeready and/or Setup</u> (1)	<u>Running Per 1,000 Copies</u> (2)
4. 5-3/4 x 9-1/2" Envelopes:		
(a) Without Window:		
Printing one side only in a single ink color, including construction..... per envelope	\$ _____	\$ _____
(b) With Window and Security Tint:		
Printing one side only in a single ink color, including construction	per envelope	\$ _____
(c) Printing second side in a single ink color		
per envelope		
5. 6-1/16 x 9-1/2" and 6-1/8 x 9-1/2" Envelopes:		
(a) Without Window and With Security Tint:		
Printing one side only in a single ink color, including construction..... per envelope	\$ _____	\$ _____
(b) With Window and Security Tint:		
Printing one side only in a single ink color, including construction	per envelope	\$ _____
(c) Printing second side in a single ink color		
per envelope		
6. 9 x 11-1/2" Envelopes:		
(a) Without Window:		
Printing one side only in a single ink color, including construction..... per envelope	\$ _____	\$ _____
(b) Printing second side in a single ink color..... per envelope		
\$ _____		
7. 9-1/2 x 6-1/16" Envelopes:		
(a) Without Window:		
Printing one side only in a single ink color, including construction	per envelope	\$ _____
(b) Printing second side in a single ink color..... per envelope		
\$ _____		
8. 9-1/2 x 12-1/4" and 9-1/2 x 12-1/2" Envelopes:		
(a) Without Window:		
Printing one side only in a single ink color, including construction..... per envelope	\$ _____	\$ _____
(b) Printing second side in a single ink color..... per envelope		
\$ _____		

	<u>Makeready and/or Setup</u> (1)	<u>Running Per 1,000 Copies</u> (2)
9. 10 x 13" Envelopes:		
(a) Without Window:		
Printing one side only in a single ink color, including construction..... per envelope	\$ _____	\$ _____
(b) Printing second side in a single ink color	\$ _____	\$ _____

III. PAPER: Payment for all paper supplied by the contractor under the terms of these specifications, as ordered on the individual print orders, 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:

Envelopes – Each envelope.

	<u>Per 1,000 Envelopes</u>
(a) #9 (3-7/8 x 8-7/8") Envelopes: White Writing (20-pound)	\$ _____
(b) #9 (3-7/8 x 8-7/8") Envelopes: Colored Writing (20-pound).....	\$ _____
(c) #10 (4-1/8 x 9-1/2") and 4-1/4 x 9-1/2" Envelopes: White Writing (24-pound).....	\$ _____
(d) 5-3/4 x 8-3/4" Envelopes: Colored Writing (24lb).....	\$ _____
(e) 5-3/4 x 9-1/2" Envelopes: Light Brown (Kraft Shade) (24lb).....	\$ _____
(f) 6-1/16 x 9-1/2" and 6-1/8 x 9-1/2" Envelopes: White Kraft (24-pound).....	\$ _____
(g) 6-1/8 x 9-1/2" Envelopes: Colored Kraft (24-pound)	\$ _____
(h) 9 x 11-1/2" Envelopes: White Kraft (24-28lb).....	\$ _____
(i) 9-1/2 x 6-1/16" Envelopes: Colored Writing	\$ _____
(j) 9-1/2 x 12-1/4" and 9-1/2 x 12-1/2" Envelopes: Light Brown (Kraft Shade)	\$ _____
(k) 9-1/2 x 12-1/4" and 9-1/2 x 12-1/2" Envelopes: Light Brown (Kraft Shade) (28-pound)	\$ _____
(l) 10 x 13" Envelopes: Green Kraft (28-pound)	\$ _____

(Initials)

LOCATION OF POST OFFICE: All mailing will be made from the _____

Post Office located at Street Address _____,

City _____, State _____, Zip Code _____

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.

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

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

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

Bidder _____
(Contractor'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)

THIS SECTION FOR GPO USE ONLY

Certified by: _____ Date: _____ Contracting Officer: _____ Date: _____
(Initials) (Initials)

EXHIBIT 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	Pub;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

EXHIBIT C

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 <small>UNIT OF ISSUE</small>
CONTROL NO.	383460 	00012 HD 
SUB. ID NO.		PACKAGES PER CONTAINER
TITLE		PKGS. OF
		FORM OR PUBLICATION NO./DATE
		03/2012 
		GPO ORDER NO.
FROM		PROGRAM/PRINT ORDER NO.
		00838 

EXHIBIT D

SOCIAL SECURITY ADMINISTRATION

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.

EXHIBIT E

FROM:		FOR USPS DELIVERY APPLY POSTAGE
<small>AGENCY</small>	<small>INTERNAL CONTROL NUMBER (ICN)</small>	
<small>REQUESTION NO.</small>	<small>WAREHOUSE REQUESTION NO.</small>	
<small>BFO JACKET NO.</small>	<small>TITLE</small>	
<small>BFO ORDER NO.</small>	<small>PRODUCT DESCRIPTION</small>	
<small>PROGRAM and PRINT ORDER NO.</small>	TO:	
<small>FORM or PUBLICATION NO. and DATE</small>		
<small>QUANTITY PER CONTAINER</small>		
<small>PACKAGES PER CONTAINER</small> <small>OF</small>		

YELLOW LABEL SAMPLE © Social Security Administration

07/14/2014

© This is a Marketing Photo/Graphic and you are not to 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!

