











May 6, 2015

AMENDMENT NO. 1

RE: PROGRAM 259-S

SPECIFICATIONS AMENDED

Bid opening date remains May 20, 2015.

**On page 5 of 22 under SECTION 2 – SPEICIFICATIONS below QUANTITY**

**Insert**

**NUMBER OF PAGES:** Approximately 8 pages up to 36 pages per order.

Remainder of specifications same. Acknowledge on bid or amend bid by letter to U.S. Government Publishing Office -- Bid Section, -- Room C-161, Stop: PPSB, -- Washington, DC 20401, M/F: Program number, bid opening time and date. Failure to acknowledge receipt of this amendment, by amendment number, prior to bid opening time, may be reason for bid being judged nonresponsive.

Authorized by:

SCOTT J. BAILEY  
Customer Services

Written by: dl

**U.S. GOVERNMENT PUBLISHING OFFICE**  
Washington, D.C.

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

**SSA Booklets**

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

**Social Security Administration (SSA)**

Single Award

**TERM OF CONTRACT:** The term of this contract is for the period beginning **June 1, 2015** and ending **May 31, 2016**, 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 a.m., prevailing Washington, D.C. time, on **May 20, 2015**

**BID SUBMISSION:** Submit bid in pre-addressed envelope furnished with solicitation or send to: U.S. Government Printing Office, Bid Section, Room C-831, 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. Hand delivered bids are to be taken to The GPO Bookstore at 710 North Capitol Street, NW, Washington, DC between the hours of 8:00 am and 4:00 pm on business days and follow the instructions in the Bid Submission/Opening area. If further instruction or assistance is needed, call 202-512-0526.

**PLEASE NOTE:** These specifications have been extensively revised. Bidders are cautioned to familiarize themselves with all provisions of these specifications before bidding.

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

For information of a technical nature call **David Love** (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. August 2002)).

**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](http://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.

**SUBCONTRACTING:** Contract Clause 6, "Subcontracts" of **GPO Contract Terms** (GPO Publications 310.2), shall apply.

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

Product Quality Levels:

- (a) Printing (page related) Attributes -- Level II.
- (b) Finishing (item related) Attributes -- Level II.

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

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

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

<u>Attribute</u>	<u>Specified Standard</u>
P-7. Type Quality and Uniformity	O.K. Press Sheets
P-8. Halftone Match (Single and Double Impression)	O.K. Press Sheets
P-9. Solid and Screen Tint Color Match	O.K. Press Sheets
P-10. Process Color Match	O.K. Press Sheets

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

- P-7. Approved Proofs, average type dimension, electronic media
- P-8. Approved Proofs, electronic media
- P-9. Pantone Matching System color
- P-10. Approved Proofs, electronic media

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

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

**ECONOMIC PRICE ADJUSTMENT:** The pricing under this contract shall be adjusted in accordance with this clause, provided that in no event will any pricing adjustment be made that would exceed the maximum permissible under any law in effect at the time of the adjustment. There will be no adjustment for orders placed during the first period specified below. Pricing will thereafter be eligible for adjustment during the second and any succeeding performance period(s). For each performance period after the first, a percentage figure will be calculated as described below and that figure will be the Economic Price Adjustment for that entire next period. Pricing adjustments under this clause are not applicable to reimbursable postage or transportation costs, or to paper, if paper prices are subject to adjustment by separate clause elsewhere in this contract.

For the purpose of this clause, performance under this contract will be divided into successive periods. The first period will extend from the **June 1, 2015 to May 31, 2016**, and the second and any succeeding period(s) will extend for 12 months from the end of the last preceding period, except that the length of the final period may vary. The first day of the second and any succeeding period(s) will be the effective date of the Economic Price Adjustment for that period.

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

The Economic Price Adjustment will be the percentage difference between Index averages as specified in this paragraph. An index called the variable index will be calculated by averaging the monthly Indexes from the 12-month interval ending 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 **February 28, 2015**, called the base index. The percentage change (plus or minus) of the variable index from the base index will be the Economic Price Adjustment for the period being considered for adjustment.

The Government will notify the contractor by contract modification specifying the percentage increase or decrease to be applied to invoices for orders placed during the period indicated. The contractor shall apply the percentage increase or decrease against the total price of the invoice less reimbursable postage or transportation costs and separately adjusted paper prices. Payment discounts shall be applied after the invoice price is adjusted.

**PAPER PRICE ADJUSTMENT:** Paper prices charged under this contract will be adjusted in accordance with "Table 6 - 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 **0913-01** for "Offset & Text" will apply to all paper required under this contract
2. The applicable index figures for the month of **May 2015**, will establish the base index
3. There shall be no price adjustment for the first three months of the contract.
4. Price adjustments may be monthly thereafter, but only if the index varies by an amount (plus or minus) exceeding 5% by comparing the base index to the index for that month, which is two months prior to the month being considered for adjustment.
5. Beginning with order placement in the fourth month, index variances will be calculated in accordance with the following formula:

$$\frac{X - \text{base index}}{\text{base index}} \times 100 = \text{___}\%$$

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 prices for line items under III.

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.

**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.

**POST-AWARD CONFERENCE:** In order to ensure that the contractor fully understands the total requirements of the job as indicated in these specifications, Government representatives reserve the right to conduct a conference with the contractor's representatives at the Social Security Administration, Baltimore, MD, immediately after award.

**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 **June 1, 2015** through **May 31, 2016** 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" 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 self- cover, saddle-stitched booklets requiring such operations as electronic prepress, printing in two colors or four-color process, binding, packing, mailing, and distribution.

**TITLE:** SSA Booklets.

**QUANTITY:** Approximately 5,000 to 750,000 copies per order.

**NOTE:** The Government reserves the right to increase quantities shown above by up to 25 percent.

**An occasional order may be placed for less than 5,000 booklets.**

**TRIM SIZES:** Various trim sizes will be ordered and paid for in their respective "Format" classification as follows:

**Format A:** Any trim size up to and including **3-1/2 x 8"** - Approximately 10 orders per year.

**Format B:** Any trim size over **3-1/2 x 8"** up to and including **5-1/4 x 8-1/2"** - Approximately 30 orders per year.

### **GOVERNMENT TO FURNISH:**

*Platform:* Macintosh OS X (or latest version), Windows 7 (or latest version)

*Storage Media:* Files furnished via contractor-hosted SFTP server.  
On occasion: CD-R/RW; DVD-R/RW; or E-mail

*Software:* Adobe Creative Suite (InDesign, Photoshop, Illustrator, Acrobat); Quark Express; Ventura Publisher; Adobe Capture; PageMaker; Corel Draw, or Frame Maker;

All files will be created in current versions or near current versions of the above-mentioned programs. Files will be furnished in native application and postscript format, or as a PDF.

**Note:** **All platform system and software upgrades (for specified applications) which may occur during the term of the contract must be supported by the contractor. The contractor must provide the upgrades within one (1) month of notification by the Government.**

*Fonts:* All printer and screen fonts will be furnished. If a PDF file is furnished, the fonts will be embedded.

The contractor is cautioned that furnished fonts are the property of the Government and/or its originator. All furnished fonts are to be eliminated from the contractor's archive immediately after completion of the contract.

### Additional Information supplied:

A visual of the supplied electronic files may or may not be furnished

Camera copy for 5 x 3" unaddressed Postage and Fees Paid Permit Imprint label.

PS Form 3615 - Mailing Permit Application & Customer Profile

Small Package Common Carrier (SPCC) Instructions and Account Number

GPO Form 905 - Reproduction proof, (R.6/03) with labeling and marking specifications

Exhibit A: Barcode Marking Requirements

Exhibit B: Blue Label Template

Exhibit C: Certificate of Selection for Blue Labels

Exhibit D: Yellow Label Template

Exhibit E: Certificate of Selection for Yellow Labels

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.

**DISTRIBUTION DATA: SSA will supply distribution files meeting the following requirements:**

- SSA will transmit all distribution data electronically.
- The compressed files can be opened using any modern Zip program.
- The distribution files will be Comma Separated Values (CSV) file format.
- Distribution files will consist of address data and quantity requirements for each address.
- The CVS file may include a summary.
- There will be separate files for domestic and international mail.
- Non-contiguous U.S. addresses are considered domestic mail.
- The government has the option to incorporate the Intelligent Mail Barcode (IMB) (for zip codes) into the distribution.
- Tally of address quantities will be furnished with the print orders.

**NOTE: It is the contractor's responsibility to write a program to produce labels from the supplied data files. The Government requires samples of mailing labels, for approval before release of the first print order. Contact person and details will be given at Post-award Conference.**

**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.

The Contractor must be able to accept files electronically via a contractor-hosted Secure File Transfer Protocol (SFTP) server. Appropriate log-on instructions and protocol must be provided at time of award

**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.

This preflight must identify any problem areas with digital file submission and must include but not be limited to missing or damaged fonts, damaged disks, missing bleeds, improper trim size, and improper color definition.

The Contractor is also responsible for creating or altering any necessary trapping, setting proper screen angles and frequency (unless indicated otherwise by the Government), and defining proper file output selection for the imaging device being used. All furnished files must be imaged as necessary to meet the assigned Quality Assurance through Attributes Program (QATAP) level.

Any errors, media damage, or data corruption that might interfere with proper file image processing must be reported to Paul Campbell, (410) 670-4588 (Video Relay Phone) by the following day of receipt of the files.

When required by the Government, the contractor shall make minor revisions to the electronic files. It is anticipated the Government will make all major revisions. Prior to making revisions, the contractor must copy the furnished files and make all changes to the copy.

All halftones are to be 150-line screen or finer.

**PROOFS:** See proofing requirements as indicated on the Print Order

PDF proof of **ALL PAGES**

Contractor to submit one "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.

E-Mail PDF Proof to: Paul Campbell (mail to: [paul.campbell@ssa.gov](mailto:paul.campbell@ssa.gov)). Follow up with phone call to 410 670-4588 (Video Relay Phone) confirming receipt.

Digital color content proofs for **ALL PAGES**

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. Proofs must be created using the same Raster Image Processor (RIP) that will be used to produce the product. Direct to plate must be used to produce the final product with a minimum of 2400 x 2400 dpi.

Inkjet proofs for **ALL PAGES**

Proofs must be G7 profiled and use pigment based inks. A proofing RIP that provides an option for high quality color matching such as Device Links Technology and/or ICC Profiles Technology, and meets or exceeds industry tolerance to ISO 12647-7 standard for Graphic Technology (as of 3/19/09 and future amendments) must be utilized. Output must be a minimum of 720 x 720 dpi on a GRACoL or SWOP certified proofing media. Proofs must contain the following color control strip to be evaluated for accuracy: IDEAlliance ISO 12647-7 (2009 or later).

The make and model number of the proofing system utilized shall be furnished with the proofs. These proofs must contain all elements, be in press configuration and indicate margins. Proofs will be used for color match on press. Direct to plate must be used to produce the final product with a minimum of 2400 x 2400 dpi.

Contractor may be required to submit ink draw downs on actual production stock of Pantone colors used in job.

SSA reserves the right to make changes to all proofs. The Government may require one (1) or more sets of revised proofs before rendering an "O.K. to print".

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

If any Author's Alterations (AA's) require additional proofs, the Government will allow for additional time to process this additional requirement

**See SCHEDULE: Page 15 of 22**

**NOTE: When proofs are required the contractor must not print prior to receipt of an "OK TO PRINT."**

**STOCK/PAPER:** The specifications of all paper furnished must be in accordance with those listed herein or listed for the corresponding JCP Code numbers in the "Government Paper Specification Standards No. 12" dated March 2011.

Government Paper Specification Standards No. 12 – [http://www.gpo.gov/pdfs/customers/sfas/vol12/vol\\_12.pdf](http://www.gpo.gov/pdfs/customers/sfas/vol12/vol_12.pdf).

All text paper used in each copy must be of a uniform shade

White Offset Book basis weight, 50 or 60 lbs. per 500 sheets, 25 x 38", equal to JCP code A60.

**PRINTING:** Booklets print head to head in two colors (black and a one Pantone color or two Pantone colors), or in four-color process. Pages may include halftones, graduated screens, line art or duotones. Match Pantone number as indicated on the print order.

Some orders will require application of an in-line flood coating of either aqueous OR non-yellowing varnish. If required, SSA will indicate it on the print order.

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.

**PRESS SHEET INSPECTION:** Final makeready press sheets will be inspected and approved at the contractor's plant for the purpose of establishing specified standards for use during the actual press run. Upon approval of the sheets, contractor is charged with maintaining those standards throughout the press run (within QATAP tolerances when applicable) and with discarding all makeready sheets that preceded approval. When a press sheet inspection is required, it will be specified on the individual print order. See Guidelines for Contractors Holding Press Sheet Inspections (GPO Publication 315.3) dated August 2002.

Press sheets must contain control bars for each color of ink on the sheet. Control bars must be placed parallel to the press's ink rollers. The control bars (such as, BRUNNER, GATF, GRETAG, or RIT) must show areas consisting of 3/16 x 3/16" minimum solid color patches; tint patches of 25, 50, and 75%; dot gain scale; and gray balance patches for process color (if applicable). These areas must be repeated across the entire press sheet.

***On four-color process orders with quantities greater than or equal to 50,000 copies:***

Unless waived by the Government, the Contractor will be required to print a small symbol within the trim area on each form/signature which will remain in position throughout the entire press sheet inspection and then be honed off or otherwise removed from the printing plate only after the color standard has been established and approved.

NOTE: A press sheet inspection is for the purpose of setting specific standards that are to be maintained throughout the entire run. It does not constitute a prior approval of the entire run.

**At the Government's option, the Press Sheet Inspection may be waived.**

**MARGINS:** Margins will be as indicated on the print order or furnished copy. For the majority of orders, the first page/cover and the last page will bleed all sides.

**BINDING:** Saddle-wire stitch in two places and trim three sides. Each product must contain complete 4-page signature after trimming. Single leaves connected with a lip (i.e., binding stub) to left or right side of stitches will not be allowed.

NOTE: An occasional order (12 pages or less) may require paste on fold.

**PACKING:** Shrink-film wrap or band in units of 100 or as directed on the print order. Bands will consist of strips of heavy kraft paper, approximately 4-1/2" in width, around the short dimension. Banding may not cause bowing of product.

### ***Bulk Shipments***

- Pack in shipping containers as indicated on the print order.
- Each shipping container must not exceed 40 pounds when fully packed, unless specified otherwise on the print order. Pallets are required.
- Chipboard or equal must be placed top and bottom to prevent bowing.

Note: Chipboard or equal material will be placed on top panel (front) only (inside of the shrink film package), when requested by the agency on the print order. DO NOT place chipboard over the back panel of publication, which will hide any identifying label.

The contractor is responsible for proper packaging of all items shipped; additional packaging information may be found in the current version of the United States Postal Service (USPS) Domestic Mail manual. Pallets are required.

**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 that will guarantee that the product will not be damaged and the package will not open nor split when processed through the U.S. mail system or a small package carrier delivery system.

### ***Mailed Shipments***

- Insert single or multiple copies (up to 200 leaves) into kraft envelopes.
- Quantities over 200 leaves, up to 12 pounds, must be inserted into cushioned shipping bags or wrapped in shipping bundles (maximum gross weight 14 pounds).
- Quantities over 12 pounds, up to 36 pounds, must be wrapped in shipping bundles or packed in shipping containers (maximum gross weight 40 pounds).
- A fiber-filled padded bag or any bag that will produce a powdery substance when torn during shipment or opening must not be used.

### **LABELING AND MARKING:**

Labels must contain the appropriate Inventory Control Number (ICN) on all packages/containers going to the SSA Supply Warehouse. ICN's will be provided with each individual print order. Affix Postage and Fees Paid label and a pre-addressed label to each unit of mail packaged in package/container. Contractor is responsible for duplicating original labels for each destination as needed. When duplicating is required, the contractor must indicate the quantity contained in each container on each label required for that particular destination. Labels must be completely covered with transparent tape.

Unless otherwise requested, the return address on all envelopes/packages/containers should read as follows:

Social Security Administration  
Attention: Warehouse Supervisor / SMT Team Leader  
Supply Building Warehouse  
6301 Security Boulevard  
Baltimore MD 21235-6301

If Permit Imprint is used, the Contractor must print "Permit-Imprint" labels from furnished camera copy as necessary.

If USPS Priority Mail is used, the package must be clearly identified/marked as "Priority Mail".

### ***Barcode Marking Requirements***

The ICN, National Stock Number (NSN), Quantity Per Container, Unit of Issue, Revision Date, Department Requisition Number, and Print Order Number must be barcoded on shipping containers, using 10, (3/8") high standard 3 of 9 (code 39) barcode system, for noncontact reading, in accordance with Mil. Std. 1189. In addition, the barcode must have a human-readable interpretation (HRI) printed above or below the 3 of 9 barcode.

**See Exhibit A: Barcode Marking Requirements.**

### ***Bulk Shipments***

Reproduce shipping container label from furnished repro, fill in appropriate blanks and attach to shipping containers. Material shipped to 6301 Security Boulevard, Baltimore, MD 21235-6301, must be in cartons labeled with the number of copies and the ICN in addition to the standard GPO shipping label.

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, 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.

Pack in shipping containers as indicated on the print order.

- Each shipping container must not exceed 40 pounds when fully packed, unless specified otherwise on the print order.
- Chipboard or equal must be placed top and bottom to prevent bowing.
- Shipping containers shall have a minimum bursting strength of 275 lbs. per square inch or a minimum edge crush test of 44 lbs. per inch width.

**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 that will guarantee that the product will not be damaged and the package will not open nor split when processed through the U.S. Postal Service or a small package carrier delivery system.

Pallets are required for bulk shipments. Each order must be placed and shipped on its own pallet. There must be no co-mingling of any other orders on a single pallet.

The contractor is responsible for proper packaging of all items shipped.

***Internal Bulk shipments***

Individually prepare and label packages displaying the following zip codes. Place packages in containers according to the zip code, and ship as follows.

<u>Zip Code</u>	<u>Ship To</u>
21235	Social Security Administration 2700 Lord Baltimore Drive, Suite 120 Baltimore MD 21244-2680
21241	Social Security Administration 1500 Woodlawn Drive Baltimore MD 21241-1500
21215	Social Security Administration 6100 Wabash Avenue Baltimore MD 21215-3757
22041	Social Security Administration ODAR Mail Center 5107 Leesburg, Pike, 2nd Floor Falls Church VA 22041-3255

**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. The majority of packages will be shipped by Small Package Common Carrier (SPCC). The contractor may be required to mail/ship packages via SPCC or USPS to as many as 2,500 destinations.

**Note: The contractor is responsible for all costs incurred in transporting the printed materials to the post office or SPCC.**

**SPCC (Third Party Billing)**

**Packages over 13 oz. and up to 499 lbs. are to be shipped by SPCC.** The only exception is packages addressed for delivery to Post Office Boxes, APO/FPO's, and U.S. territories and possessions. These packages will mail reimbursable USPS First Class/Priority Mail.

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

1. All packages addressed and sorted to meet the requirements of the SPCC.  
NOTE: Contractor may be required to apply special SPCC barcode labels.
2. Separate common carrier pick-up records for each print order. The contractor must annotate the pick-up 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 pick-up, and each group must be identified with the pick-up 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, total weight, and total shipping cost.

The contractor will be required to ship via SPCC charging the cost to SSA's third party account number. Account information and instructions will be provided at Post Award. The contractor is cautioned this account is for "ground services" only.

**F.O.B. DESTINATION (Bulk Shipments and Internal Bulk shipments)**

Deliver f.o.b. destination to approximately six (6) addresses located within a 75-miles radius of SSA, 6401 Security Boulevard, Baltimore, MD area. Entrance to the receiving platform for each of the five (5) addresses has maximum height clearances and specific delivery times (Based on local prevailing time, on normal Government workdays).

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" (8:30 am to 2:30 pm)

6301 Security Boulevard, Baltimore, MD 21235 Clearance is 13'6" (8:30 am to 2:30 pm)

6401 Security Boulevard, Baltimore, MD 21235 Clearance is 13'3" (8:30 am to 2:30 pm)

6100 Wabash Avenue, Baltimore, MD 21215 Clearance is 14'0" (8:30 am to 2:30 pm)

2700 Lord Baltimore Drive, Suite 120, Baltimore, MD 21244 Clearance is 14'0" (8:30 am to 2:30 pm)

1415B Magellan Road, Hanover, MD 21076 (no clearance is required). (8:30 am to 2:30 pm) \*

\* Any deliveries to Social Security Administration, Receiving Clerk, Preston Gateway Warehouse, Preston Gateway Corporate Park, 1415 Magellan Drive, Building B, Hanover, MD 21076 must be driver assist/tailgate deliveries at destination.

## **F.O.B. CONTRACTOR'S CITY**

### ***USPS Permit Imprint Mail***

**The contractor will be required to mail/ship parcels via USPS First Class Mail rates for pieces weighing up to and including 13 ounces.**

**Mail pieces addressed to the U.S. Possessions, USPS Post Office boxes, or APO/FPO's weighing over 13 ounces and up to 70 lbs. will mail by USPS "Priority Mail".** If USPS flat rate "Priority" envelopes are used the Contractor must use these appropriate sized envelope/container (fill to capacity). **NOTE:** USPS considers mail addressed to U.S. possessions (e.g., American Samoa, Federated States of Micronesia, Guam, Marshall Islands, Northern Mariana Islands, Palau, Puerto Rico, Virgin Islands, Wake Island, and Military Overseas Addresses (APO/FPO mail) Domestic Mail, not International Mail.

If permit imprint is used, the Contractor must submit to USPS a completed PS-Form 3615 Mailing Permit Application and Customer Profile. The Contractor will be responsible for any application fee.

The contractor will use SSA's "Postage and Fees Paid First Class Mail" permit imprint mailing indicia on each mail piece. Each mail piece sent under this payment method must bear a permit imprint indicia showing postage is paid. Permit imprint indicia may be printed directly on mail pieces. Permit imprint mailings must contain at least 200 identical (in size and weight) mail pieces or 50 lbs. The contractor is cautioned to use the permit imprint **only** for mailing material produced under this contract.

Permit imprint **may not be used** if the mailing is less than 200 identical (in size and weight) mail pieces or 50 lbs. This mail will mail reimbursable USPS.

The Contractor is required to obtain the maximum USPS postage discounts in accordance with the USPS First Class Domestic Mail automated and non-automated mail discount structure in effect at the time of the mailing:

- (a) Automation (5-digit);
- (b) Automation (3-digit);
- (c) Automation (AADC);
- (d) Automation (Mixed AADC);
- (e) Non-automation (Presorted); and
- (f) Non-automation (Single Piece).

The maximum weight for automation rate letters is 3.5 ounces, but only 3.3 ounces for non-automation rates.

The contractor is required to prepare First-Class Mail in accordance with appropriate USPS rules and regulations, including the USPS Domestic Mail Manual (DMM), Postal Bulletins, and other USPS rules and regulations in effect at the time of the mailing.

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

### ***USPS 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 delivery addresses may contain mail addressed to U.S. territories and possessions (American Samoa, Federated States of Micronesia, Guam, Marshall Islands, Northern Mariana Islands, Palau, Puerto Rico, U.S. Virgin Islands and Wake Island). This mail is considered Domestic Mail by the USPS, NOT International Mail.

If the mailing meets the qualifications for International Priority Airmail (IPA), it must be processed through IPA in accordance with USPS rules and regulations in effect for IPA at the time of the mailing. To maximize postage savings, the contractor shall sort to the IPA Rate Group 1 through 15 levels. Pieces not qualifying for the IPA Rate Group Levels of discount shall be prepared at the Worldwide Non-presorted rate level and any remaining pieces that do not meet the IPA qualifications will be sorted by individual country rules according to the USPS IMM in effect at the time of the mailing.

**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.

**DEPARTMENTAL RANDOM COPIES (BLUE 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 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 Sub-lots</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.

All print orders require Blue Label samples. SSA will indicate on the Print Order if Blue Label samples are to be forwarded to the attention of the SSA Print Specialist.

If Blue Label samples are not specifically requested on the Print Order, this means all or part of the order will contain a delivery to an SSA Warehouse facility. In this case, the Blue Label samples become part of the quantity ordered and placed at the end of the order (last carton) delivered to the SSA Warehouse. In either case, a copy of the PRINT ORDER/SPECIFICATION and a signed Government- furnished Certificate of Selection (GPO Form 917) must be included.

**See Exhibit B: Blue Label Template**

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

**See Exhibit C: Certificate of Selection for Blue Labels**

**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 sub lots and select a copy from a different general area of each sub lot.

The contractor will be required to execute a statement furnished by GPO certifying that copies were selected as directed. 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.

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 copy of the print order must be included.

A USPS approved Certificate of Mailing; identified by Program, Jacket and Print Order numbers must be furnished with billing as evidence of mailing. The Contractor will use Federal Agency Cost Code 276-00099 on all mailing documents.

**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 - 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.

**See Exhibit D: Yellow Label Template**

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

**See Exhibit E: Certificate of Selection for Yellow Labels**

**MAILING/SHIPPING DOCUMENTATION:**

Upon completion of each order the contractor must notify the ordering agency (on the same day the order delivers) via email to Paul.Campbell@ssa.gov. The subject line of the email shall be "Distribution Notice for Program 259-S, Print Order XXXXX, Jacket Number XXX-XXX." The notice must provide all applicable tracking numbers, delivery method, and title of publication.

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 emailed as a PDF to: Paul.Campbell@ssa.gov. The Contractor must identify the program number and print order number in the subject line of all emails.

**PAYMENTS ON PRINT ORDERS:**

After completing the required agency verification, billing invoices must be submitted by Fax or mail to the U.S. GPO for the processing of vouchers for payment. Billing and payment instructions can be accessed on our website by the following hyperlinks:

<http://www.gpo.gov/vendors/billing.htm> and <http://www.gpo.gov/vendors/payment.htm>

If faxed, send the completed invoice to GPO utilizing the payment processing cover sheet. Access the following hyperlink for preparation instructions: <http://winapps.access.gpo.gov/fms/vouchers/barcode/instructions.html>

NOTE: 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). SSA will forward print orders and furnished materials to the contractor electronically (either FTP or email) or at the contractors expense using a SPCC. SSA will make the determination as to what method is required.

Furnished material and proofs must be picked up from and delivered to: Social Security Administration, Office of Printing and Alternative Media Service (OPAMS), 1361 Annex Building, 6401 Security Blvd., Baltimore, MD 21235-6401.

No definite schedule for pickup of material can be predetermined.

- If notified by 11 a.m., the day of notification of the availability of each individual print order and furnished material will be considered the first workday of the schedule.
- If notified after 11 a.m., the schedule begins on the workday after the contractor is notified for pickup of material.

Contractor to submit all proofs as required within **four (4) workdays**.

Proofs will be withheld **two (2) workdays** from receipt by the Government until proofs are made available for pickup. NOTE: The first workday after receipt of proofs at the Department is day one (1) of the hold time.

Contractor must complete production and distribution of up to 200,000 booklets within **ten (10) workdays** after receipt of an "OK to print"

Contractor will be allowed one additional workday for each additional 200,000 booklets or fraction thereof.

Maximum time allowed for any one print order not to exceed 30 workdays.

Author's alterations of a minor nature are anticipated and must be completed within the normal production schedule. Contractor will be allowed **two (2) additional workdays** for extensive author's alterations and revised proofs, if required by the ordering agency. GPO reserves the right to determine what will be considered extensive.

Approximately 10 percent or less of the orders placed under this contract may require a partial shipment in this time frame, or less.

**ACCELERATED SCHEDULE - PREMIUM PAYMENTS:** Approximately 10% of orders will require the contractor to make complete distribution up to 200,000 book/pamphlets in **five (5) workdays** after notification of an O.K. to print. One additional workday will be allowed for each additional 200,000 book/pamphlets or fraction thereof. Orders requiring this accelerated schedule will be paid at the premium rate.

### **Press Sheet Inspection**

The contractor must notify the U.S. GPO of the date and time the press sheet inspection can be performed. In order for proper arrangements to be made, notification must be given at least three (3) workdays prior to the inspection. Notify the U.S. Government Printing Office, Quality Control for Procured Printing, Washington, DC 20401 at (202) 512-1162. Telephone calls will only be accepted between the hours of 8:00 a.m. and 2:00 p.m., prevailing Eastern Time, Monday through Friday.

NOTE: See contract clauses, paragraph 14(e)(1), Inspections and Tests of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 6-01)). When supplies are not ready at the time specified by the contractor for inspection, the Contracting Officer may charge to the contractor the additional cost of the inspection

The ship/deliver date indicated on the print order is the date products ordered f.o.b. destination must be delivered to the Baltimore, MD and Washington, DC destinations specified, and all shipments mailed/shipped f.o.b. contractor's city must be delivered to the U.S Postal Service or picked up by the small package carrier.

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

Contractors are to report information regarding each order for compliance reporting purposes and include date of delivery (or shipment if applicable) for proofs and delivery schedules in accordance with the contract requirements by contacting Shared Support Services Compliance Section via e-mail to [compliance@gpo.gov](mailto:compliance@gpo.gov) or by calling (202) 512-0520 or faxing to (202) 512-1364. Personnel receiving the e-mail or call will be unable to respond to questions of a technical nature or 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 under this contract for a like period of time.

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

Percentage offered for premium priced work are additional to the basic prices offered for units of work. Premium payments, when authorized, will apply to all items except Item III. "Paper" in the "Schedule of Prices."

When premium payment is authorized, it will be indicated on the print order.

Failure of the contractor to deliver work at the time specified will result in disallowance of premium payments that were anticipated and the contractor will not list such items in his voucher.

Bidders shall state the location of the plant from which this product(s) will be shipped.

- I. (a) 1,376
- (b) 112
- (c) 2
- (d) 1,440
- (e) 48
- (f) 8

	(1)	(2)	(3)	(4)
II. (a)	144	552	23,604	161,420
(b)	24	24	120	3,002
(c)	24	24	120	3,002

	(1)	(2)
III. (a)	60	1,501
(b)	11,802	80,710

- IV. (a) 4
- (b) 128

- V. 1.(a) 18,402
- 2.(a) 1,876
- (b) 2814
- (c) 96

- VI. (a) 10% - less paper

**THIS PAGE INTENTIONALLY LEFT BLANK**

**SECTION 4. - SCHEDULE OF PRICES**

Bids offered are F.O. B. Destination to 10 addresses in the Baltimore/Washington, DC area and F.O.B. Contractor's City for all other destinations.

Bids for each item listed in its respective format group, as defined in **Section 2. - Specifications**, must include the cost of all required materials and operations 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.

Bids for each "Format" shall be for any trim size up to the maximum trim size listed for each of the "Formats" as outlined in **Section 2. - Specifications**.

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.

Cost of all required paper must be charged under Item III.

A charge will be allowed for each page, whether printed or blank. Unless otherwise specified, no more than one blank page shall be permitted at the end of the text.

**I. ELECTRONIC PREPRESS:** Prices offered must be all-inclusive. One basic charge (either format A or B) will be allowed for each color on each printed page (face or back) of the product for line items I (a) and (b) only.

- (a) Trim/Page-size unit produced from electronic file ..... per color/per page ..... \$ \_\_\_\_\_
- (b) Trim/Page-size unit produced from camera copy... ..... per color/per page ..... \$ \_\_\_\_\_
- (c) Adobe Acrobat PDF soft proof..... per file..... \$ \_\_\_\_\_
- (d) Digital Color Content Proofs ..... per trim/page-size unit..... \$ \_\_\_\_\_
- (e) Inkjet proofs (G7 profiled)..... per trim/page-size unit..... \$ \_\_\_\_\_
- (f) System Timework..... per hour..... \$ \_\_\_\_\_

Electronic prepress operations that cannot be properly classified under any other item shall be charged as "System Timework". Any charge made under "System Timework" must be supported by a statement outlining in detail the operation for which payment is claimed. In case of dispute, the contracting officer reserves the right to be the final judge as to the operations and/or number of hours chargeable under Item (f).

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

**II. PRINTING AND BINDING:** The prices offered must be all-inclusive for printing and binding (as required), in accordance with these specifications and shall include the cost of all required materials and operations, as applicable to its respective "Format" trim size group, as defined in Section 2-Specifications.

A charge will be allowed for each page of a single-color product, whether printed or blank. For products printing in more than one color, a charge under "Each Additional Color" will be allowed for pages actually printed with the additional color(s).

	<u>Makeready And/or Setup</u>		<u>Running Per 1,000 Copies</u>	
	<u>(Formats)</u>		<u>(Formats)</u>	
	<u>A</u>	<u>B</u>	<u>A</u>	<u>B</u>
	(1)	(2)	(3)	(4)
(a) Saddle-stitched/Paste on fold: Printing in two colors, including binding..... per page.....	\$ _____	\$ _____	\$ _____	\$ _____
(b) Saddle-stitched/Paste on fold: Printing in four-color process, including binding..... per page.....	\$ _____	\$ _____	\$ _____	\$ _____
(c) Application of Aqueous or Varnish coating in addition to printing charged for under line item II (a) or II (b)..... per page.....	\$ _____	\$ _____	\$ _____	\$ _____

**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 in the applicable "Format" group. 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:

Text - Each page-size leaf.

	<u>Per 1,000 leaves</u>	
	<u>(Formats)</u>	
	<u>A</u>	<u>B</u>
	(1)	(2)
(a) White Offset Book (50-lb.) JCP A60.....	\$ _____	\$ _____
(b) White Offset Book (60-lb.) JCP A60.....	\$ _____	\$ _____

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

**IV. ADDITIONAL OPERATIONS:**

- (a) Banding with kraft paper bands .....per 1,000 bands..... \$ \_\_\_\_\_
- (b) Shrink-film packaging .....per 1,000 packages..... \$ \_\_\_\_\_

**V. PACKING AND DISTRIBUTION:** Prices offered must be all-inclusive, as applicable, and must include the cost of packing; all kraft envelopes, cushioned shipping bags, shipping bundles, and shipping containers; all necessary wrapping and packing materials; labeling and marking; and, complete distribution, in accordance with these specifications.

1. Bulk shipments (other than by mail):

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

2. USPS Mailing, Small Package Common Carrier/Internal Distribution: (Includes the cost of affixing address labels)

- (a) Single and multiple copies  
in kraft envelope  
(up to 200 leaves).....per envelope..... \$ \_\_\_\_\_
- (b) Single or multiple copies  
over 200 leaves, up 12 lbs.,  
in cushioned shipping bags,  
or wrapped in shipping bundles  
(maximum gross weight 14 lbs.)..... per bag or bundle..... \$ \_\_\_\_\_
- (c) Quantities over 12 lbs., up to 36 lbs.,  
packed in shipping containers  
(maximum gross weight 40 lbs.)..... per container..... \$ \_\_\_\_\_

**Note:** The cost of creating any barcode markings and labels shall be included in Items V. 1. (a) and/or V. 2. (c).

**VI. PREMIUM PAYMENTS:** Premium payments, when authorized, will apply to all items except Item III. "Paper."

- (a) Percentage increase..... %

\_\_\_\_\_  
(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 - State)

By \_\_\_\_\_

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

\_\_\_\_\_  
(Person to be contacted)

\_\_\_\_\_  
(Telephone Number)

Exhibit A – Barcode Marking Requirements

DISPLAY SAMPLE ONLY  
(DO NOT PRINT!)

TO:	DEPT.  SSA
	DEPT. REQUISITION NO.  2-00316 
	GPO JACKET NO.
STOCK NO. HA501-J5-SP 	QUANTITY PER CONTAINER <small>UNIT OF ISSUE</small> 00012 HD 
CONTROL NO. 383460 	
SUB. ID NO.	PACKAGES PER CONTAINER  PKGS. OF _____
TITLE	FORM OR PUBLICATION NO./DATE 03/2012 
FROM	GPO ORDER NO.
	PROGRAM/PRINT ORDER NO. 00838 

**DISTRIBUTE THESE COPIES LAST  
DO NOT OPEN UNTIL READY FOR USE**

GPO Form 267B  
R 2-95 P. 5155B-2

<b>FROM</b>		<b>FOR USPS DELIVERY APPLY POSTAGE</b>
DEPT.	DEPARTMENTAL RANDOM COPIES (BLUE LABEL)	
DEPT. REQUISITION NO.	STOCK/PROPERTY NO.	
GPO JACKET NO.	CONTROL NO.	
GPO ORDER NO.	SUB. ID NO.	
PROGRAM/PRINT ORDER NO.	TITLE	
FORM OR PUBLICATION NO./DATE	TO: (DEPARTMENT ADDRESS)	
QUANTITY PER CONTAINER		
PACKAGES PER CONTAINER		
	_____ PKGS. OF _____	

**DISTRIBUTE THESE COPIES LAST  
DO NOT OPEN UNTIL READY FOR USE**

U.S. GOVERNMENT PRINTING OFFICE

# CERTIFICATE OF SELECTION OF 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 D – Yellow Label Template

<b>FROM:</b>		<b>FOR USPS</b>	
		<b>DELIVERY</b>	
		<b>APPLY POSTAGE</b>	
AGENCY	INTERNAL CONTROL NUMBER (ICN)		
REQUISITION NO.	IN-HOUSE REQUISITION NO.		
CIPO JACKET NO.	TITLE		
SFO ORDER NO.	PRODUCT DESCRIPTION		
PROGRAM and PRINT ORDER NO.			
FORM or PUBLICATION NO. and DATE	<b>TO:</b>		
QUANTITY PER CONTAINER			
PACKAGES PER CONTAINER	OF		

YELLOW LABEL SAMPLES-Social Security Administration 07/06/2004

< Trim Off Warning Paragraph Before Reproducing 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!**

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 proscribed 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.