

Program:	363-S							
Term:	June 1, 2020 to May 31, 2021							
Title:	Social Security Administration (SSA)							
			CONSOLIDATED GRAPHICS		GRAY GRAPHICS		McDONALD & EUDY	
		BASIS OF	LAUREL, MD		CAPITOL HEIGHTS, MD		TEMPLE HILLS, MD	
ITEM NO.	DESCRIPTION	AWARD	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST
I.	ELECTRONIC PREPRESS							
(a)	Trim/Page-size unit produced from electronic file.....per color/per page...	1736	\$4.55	\$7,898.80	\$3.00	\$5,208.00	\$1.50	\$2,604.00
(b)	Adobe Acrobat PDF soft proof.....per file.....	35	\$25.00	\$875.00	\$10.00	\$350.00	\$10.00	\$350.00
(c)	Digital Color Content Proofs.....per trim/page-size unit.....	50	\$2.25	\$112.50	\$2.00	\$100.00	\$1.75	\$87.50
II.	PRINTING AND BINDING:							
(a)	Printing in two colors, including binding.....per page..... Makeready and/or Setup							
(1)	Format A	250	\$99.94	\$24,985.00	\$20.00	\$5,000.00	\$25.00	\$6,250.00
(2)	Format B	618	\$148.95	\$92,051.10	\$22.00	\$13,596.00	\$28.00	\$17,304.00
	Running Per 1,000 Copies							
(3)	Format A	36033	\$1.54	\$55,490.82	\$1.70	\$61,256.10	\$1.75	\$63,057.75
(4)	Format B	67376	\$2.38	\$160,354.88	\$1.90	\$128,014.40	\$2.00	\$134,752.00
III.	PAPER: Per 1,000 Leaves							
(a)	White Offset Book, 50-lb.....							
(1)	Format A	18016	\$3.72	\$67,019.52	\$3.15	\$56,750.40	\$2.50	\$45,040.00
(2)	Format B	33688	\$6.11	\$205,833.68	\$3.95	\$133,067.60	\$3.60	\$121,276.80
IV.	ADDITIONAL OPERATIONS:							
(a)	Shrink-film wrapping.....per 1,000 packages.....	74	\$150.00	\$11,100.00	\$180.00	\$13,320.00	\$165.00	\$12,210.00
V.	PACKING AND DISTRIBUTION:							
(1)	Bulk shipments (other than by mail):							
(a)	Packing/sealing shipping containers.....per container	8985	\$1.25	\$11,231.25	\$2.00	\$17,970.00	\$1.40	\$12,579.00
(2)	USPS Mailing, Small Packages 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.....	423	\$0.95	\$401.85	\$1.00	\$423.00	\$0.50	\$211.50
(b)	Single and multiple copies over 200 leaves, up 12lbs., in cushioned shipping gabs or wrapped in shipping bundles(maximum gross weight 14lbs.).....per bag or bundle.....	1440	\$1.20	\$1,728.00	\$1.50	\$2,160.00	\$1.25	\$1,800.00
(c)	Quantities over 12lbs., up to 36lbs., packed in shipping containers (maximum gross weight 40lbs.).....per container.....	48	\$1.35	\$64.80	\$2.00	\$96.00	\$4.00	\$192.00
	CONTRACTOR SUBTOTALS			\$639,147.20		\$437,311.50		\$417,714.55
	TOTALS FOR ITEM III: PAPER			\$272,853.20		\$189,818.00		\$166,316.80
	SUBTOTALS LESS PAPER			\$366,294.00		\$247,493.50		\$251,397.75
	ACCELERATED SCHEDULE	10.00%		\$36,629.40		\$24,749.35		\$25,139.78
VI.	PERCENTAGE INCREASE		20.00%	\$7,325.88	5.00%	\$1,237.47	5.00%	\$1,256.99
	CONTR'S SUBTOTALS + PERCENTAGE INCR			\$646,473.08		\$438,548.97		\$418,971.54
	DISCOUNT		0.5%	\$3,232.37	2.00%	\$8,770.98	1.00%	\$4,189.72
	DISCOUNTED TOTALS			\$643,240.71		\$429,777.99		\$414,781.82

Program:	363-S							
Term:	June 1, 2020 to May 31, 2021							
Title:	Social Security Administration (SSA)							
			NPC INC.		COLONIAL PRESS INTL.		CURRENT CONTRACTOR	
		BASIS OF	CLAYSBURG, PA		MIAMI, FL		COLONIAL PRESS	
ITEM NO.	DESCRIPTION	AWARD	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST
I.	ELECTRONIC PREPRESS							
(a)	Trim/Page-size unit produced from electronic file.....per color/per page...	1736	\$1.00	\$1,736.00	\$3.45	\$5,989.20	\$3.00	\$5,208.00
(b)	Adobe Acrobat PDF soft proof.....per file.....	35	\$5.00	\$175.00	\$5.75	\$201.25	\$5.00	\$175.00
(c)	Digital Color Content Proofs.....per trim/page-size unit.....	50	\$1.00	\$50.00	\$1.70	\$85.00	\$1.50	\$75.00
II.	PRINTING AND BINDING:							
(a)	Printing in two colors, including binding.....per page..... Makeready and/or Setup							
(1)	Format A	250	\$16.08	\$4,020.00	\$17.25	\$4,312.50	\$15.00	\$3,750.00
(2)	Format B	618	\$30.68	\$18,960.24	\$17.25	\$10,660.50	\$15.00	\$9,270.00
	Running Per 1,000 Copies							
(3)	Format A	36033	\$2.35	\$84,677.55	\$1.65	\$59,454.45	\$1.46	\$52,608.18
(4)	Format B	67376	\$3.01	\$202,801.76	\$1.65	\$111,170.40	\$1.46	\$98,368.96
III.	PAPER: Per 1,000 Leaves							
(a)	White Offset Book, 50-lb.....							
(1)	Format A	18016	\$3.12	\$56,209.92	\$2.80	\$50,444.80	\$1.76	\$31,708.16
(2)	Format B	33688	\$3.62	\$121,950.56	\$3.78	\$127,340.64	\$2.55	\$85,904.40
IV.	ADDITIONAL OPERATIONS:							
(a)	Shrink-film wrapping.....per 1,000 packages.....	74	\$150.00	\$11,100.00	\$103.50	\$7,659.00	\$90.00	\$6,660.00
V.	PACKING AND DISTRIBUTION:							
(1)	Bulk shipments (other than by mail):							
(a)	Packing/sealing shipping containers.....per container	8985	\$1.00	\$8,985.00	\$1.75	\$15,723.75	\$1.50	\$13,477.50
(2)	USPS Mailing, Small Packages 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.....	423	\$1.00	\$423.00	\$9.20	\$3,891.60	\$8.00	\$3,384.00
(b)	Single and multiple copies over 200 leaves, up 12lbs., in cushioned shipping gabs or wrapped in shipping bundles(maximum gross weight 14lbs.).....per bag or bundle.....	1440	\$1.25	\$1,800.00	\$0.40	\$576.00	\$0.35	\$504.00
(c)	Quantities over 12lbs., up to 36lbs., packed in shipping containers (maximum gross weight 40lbs.).....per container.....	48	\$1.75	\$84.00	\$0.70	\$33.60	\$0.60	\$28.80
	CONTRACTOR SUBTOTALS			\$512,973.03		\$397,542.69		\$311,122.00
	TOTALS FOR ITEM III: PAPER			\$178,160.48		\$177,785.44		\$117,612.56
	SUBTOTALS LESS PAPER			\$334,812.55		\$219,757.25		\$193,509.44
	ACCELERATED SCHEDULE	10.00%		\$33,481.26		\$21,975.73		\$19,350.94
VI.	PERCENTAGE INCREASE		10.00%	\$3,348.13	25.00%	\$5,493.93	2.00%	\$387.02
	CONTR'S SUBTOTALS + PERCENTAGE INCR			\$516,321.16		\$403,036.62		\$311,509.02
	DISCOUNT		0.25%	\$1,290.80	2.00%	\$8,060.73	3.00%	\$9,345.27
	DISCOUNTED TOTALS			\$515,030.36		\$394,975.89		\$302,163.75
						AWARDED		

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 Publishing 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, 2020** and ending **May 31, 2021**, plus up to **four** 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 **February 3, 2020**

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: CSPPS, 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. 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 259-S.* These specifications have been extensively revised; therefore, all bidders are cautioned to familiarize themselves with all provisions of these specifications before bidding, with particular attention to the following:

- 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, call **David Love** at (202) 512-0307 or email aps-team1@gpo.gov.

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. 9-19)).

GPO Contract Terms (GPO Publication 310.2) –

<https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/contractterms2018.pdf>

GPO QATAP (GPO Publication 310.1) –

<https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/qatap-rev-09-19.pdf>

SUBCONTRACTING: 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 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, 2020** to **May 31, 2021**, 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, 2020**, 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.

NOTE: Economic price adjustments are not cumulative and are to be applied to original bid prices only.

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 **0913-01** for "Offset & Text" will apply to all paper required under this contract
2. The applicable index figures for the month of **May 2020**, 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:

X - base index

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

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 price(s) for Item III. "PAPER" in the Schedule of Prices and will be effective on the first day of any month for which prices are to be adjusted.

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

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

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

PREAWARD SURVEY: In order to determine the responsibility of the prime contractor or any subcontractor, the Government reserves the right to conduct an on-site preaward survey at the contractor's/subcontractor's facility or to require other evidence of technical, production, managerial, financial, and similar abilities to perform, prior to the award of a contract. As part of the financial determination, the contractor in line for award may be required to provide one or more of the following financial documents:

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

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

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.

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 **June 1, 2020** through **May 31, 2021** 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 all 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: <https://www.gpo.gov/how-to-work-with-us/vendors/how-to-get-paid>

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

SECTION 2 - SPECIFICATIONS

SCOPE: These specifications cover the production of self- cover, saddle-stitched booklets requiring such operations as electronic prepress, printing in two colors, binding, packing, mailing, and distribution.

TITLE: SSA Booklets.

QUANTITY:

Approximately 5,000 to 850,000 copies per order.

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

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

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

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 5 to 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 25 to 30 orders per year.

GOVERNMENT TO FURNISH:

Platform: Macintosh OS X (or latest version), Windows 10 (or latest version)

Storage Media: Files furnished via FTP. On occasion: CD-R/RW; DVD-R/RW; E-mail; CD-ROM

Software: Adobe Creative Suite (InDesign, Photoshop, Illustrator, Creative Cloud); Adobe Acrobat Quark Xpress; Microsoft (MS) Word, MS PowerPoint, MS Excel.

All files will be created in current versions or near current versions of the above-mentioned programs.

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, or embedded as applicable, except for the International Standard Book Number (ISBN) barcode.

The contractor is cautioned that furnished fonts are the property of the Government and/or its contractors and may be used only for the purpose of the producing material under this contract. Any use other than the contract is a violation of copyright laws. All fonts are to be eliminated from the contractor's archive immediately after completion of the contract.

Additional Information: Files will be furnished in native application and postscript format, or as a PDF.

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

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

DISTRIBUTION DATA: The distribution data will be transmitted electronically in a MS Excel spreadsheet via the Internet, as follows:

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

The Government requires samples of distribution mailing labels prior to release of first job. Details will be provided after award.

Preprinted address labels – On occasion, SSA may provide pressure-sensitive, individually printed address 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 or camera copy, 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.

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 the SSA analyst that submitted the print order.

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

All halftones are to be 150-line screen or finer

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.

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, unless otherwise specified. The Government will not accept, as digital deliverables, PostScript files or any proprietary file formats other than those supplied, unless specified by the Government.

PROOFS: See proofing requirements as indicated on the Print Order

PDF Proof - One set of proofs for 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). Follow up with phone call to 410 670-4588 (Video Relay Phone) confirming receipt.

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

At the Government's option, a PDF proof may be requested in lieu of hard copy proofs for content of the forms.

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.

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.

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

White Offset Book basis weight, 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. Pages may include halftones, graduated screens, line art or duotones. Match Pantone number as indicated 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 may 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 GPO Publication 315.3 (Guidelines for Contractors Holding Press Sheet Inspections) issued January 2015.

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.

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 1/8 x 1/8" minimum solid color patches; tint patches of 25, 50, and 75%; dot gain scale; slur targets; two-color overprint ink trapping targets and gray balance patches for process color (if applicable). These areas must be repeated across the entire press sheet.

Viewing Light: Press sheets will be viewed under controlled conditions with 5000 degrees Kelvin overhead luminaries. The viewing conditions must conform to ISO 3664-2009; a viewing booth under controlled conditions with 5000 degrees Kelvin overhead luminaries with neutral gray surroundings must be provided.

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

MARGINS: Margins will be as indicated on the print order or furnished electronic file. 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 signatures after trimming. Single leaves connected with a lip (i.e., binding stub) to left or right side of stitches will not be allowed.

PACKING: Shrink-film wrap in units as directed on the print order. Shrink-film 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. Chipboard or equal must be placed top and bottom to prevent bowing.

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

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 the packing of all items in accordance with these specifications.

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

Single copies: Insert single copies to foreign destinations and 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.

Quantities over 200 leaves, up to and including 12 lbs., must be inserted into cushioned shipping bags (maximum gross weight 14 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.

Cushioned shipping bags must be made with an exterior ply of at least 60 lbs. basis weight and must be sealed with heavy-duty steel stitches spaced no more than 2-1/2" apart and not more than 1-1/4" from the end of the bag. Heavy-duty filament reinforced cloth or plastic backed pressure sensitive tape that will remain sealed at below freezing temperatures may be used instead of steel stitching provided the tape seals the sack securely.

Quantities over 12 lbs., up to 36 lbs., must be packed in shipping containers (not to exceed a maximum gross weight of 40 lbs. when fully packed).

Containers and packages must be marked to indicate number of containers/packages to a destination when more than one container/package is necessary for a single destination, i.e., 1 of 3, 2 of 3, etc.

Caution: All shipments which fill less than a shipping container must be packaged with materials of sufficient strength and durability and in such a manner which will guarantee that the product will not be damaged and the package will not open nor split when processed through a small package carrier delivery system or the United States Postal Service (USPS).

LABELING AND MARKING: Contractor to download GPO Form 905 (R. 7-15) – Labeling and Marking Specifications which can be located on www.GPO.gov, fill in appropriate blanks, and attach to shipping containers.

Bulk Shipments

Reproduce SSA furnished shipping container label, fill in appropriate blanks and attach to shipping containers.

Material shipped to 6301 Security Boulevard, Baltimore, MD 21235-6301, must be in containers labeled with the number of copies and the ICN in addition to the standard GPO shipping label.

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.

Internal Bulk shipments

Individually prepare and label packages displaying the following zip codes. Contractor to place packages into 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

Mailed shipments

Create and affix mailing address labels to the back of each envelope mailed singly.

If permit imprint is used, the contractor must print "Permit-Imprint" labels from furnished permit, as necessary.

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

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

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.**

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 www.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	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 www.GPO.gov. The container and its contents shall be recorded separately on all shipping documents. **See Exhibit B: Blue Label Template**

All print orders may require Blue Label samples as specified in the above table.

If Blue Label samples are required, then SSA will indicate on the print order if Blue Label samples are to be forwarded directly to the attention of the SSA Print Specialist.

If Blue Label samples are required and are not specifically requested on print order, then the Blue Label samples are part of the quantity ordered and must be placed at the end of the order (last carton) delivered to the SSA Warehouse.

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**

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

QUALITY ASSURANCE RANDOM COPIES: 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 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 copies were selected as directed using GPO Form 917-Certificate of Selection of Random Copies (located on www.GPO.gov). Copies will be paid for at the running rate offered in the contractor's bid and their cost will not be a consideration for award. A copy of the Print Order must be included with the samples.

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

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 Sublots</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**

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 shipments addressed and sorted to meet the requirements of the SPCC. 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 shipments 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 shipments 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 conference. 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 (5) 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. 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"
- 6100 Wabash Avenue, Baltimore, MD 21215 Clearance is 14'0"
- 2700 Lord Baltimore Drive, Suite 120, Baltimore, MD 21244 Clearance is 14'0"

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

F.O.B. Contractor's City

USPS Permit 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 may use SSA's "Postage and Fees Paid First Class Mail" permit imprint mailing indicia printed on each mail piece. Each mail piece sent under this payment method must bear a permit imprint indicia showing that 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.

The contractor must complete a PS-Form 3615 "Mailing Permit Application and Customer Profile". 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 will be required to mail/ship parcels via USPS First Class Mail rates for pieces weighing up to and including 13 ounces. 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.

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 and should be included in the discount sorting above.

Mail pieces addressed to the U.S. Possessions, USPS Post office boxes, or APO/FPO's weighing over 13 ounces and up to and including 70 lbs. will mail by USPS "Priority Mail". If shipping USPS flat rate "Priority", the contractor must use the appropriate sized envelope/container (filled to capacity).

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.

The contractor is cautioned delivery addresses may contain mail addressed to U.S. territories and 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). 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). Inside delivery may be required.

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

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

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

Shipping/Mailing Documentation

Upon completion of each order the contractor must notify the ordering agency (on the same day the order ships/mailed) via email to the SSA analyst that submitted the print order. The subject line of the email shall be "Distribution Notice for Program 363-S, Print Order XXXXX, Jacket Number XXX-XXX." The notice must provide all applicable tracking numbers, shipping/mailed method, and title of publication.

Within 72 hours of completion of each order, contractor must email all supporting delivery documentation (i.e., delivery/mailed receipts, and mailing documentation) and one 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. Contractor must identify the contract number and print order number in the subject line of all emails.

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

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 contractor's 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 Media and Logistics Management (OMLM), 1361 Annex Building, 6401 Security Blvd., Baltimore, MD 21235-6401.

Contractor is **NOT** permitted to use SSA's SPCC account number.

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.

- 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.

Regular Schedule –

- Contractor must complete production and distribution of up to and including 200,000 booklets within **16 workdays**.
- No specific date is set for submission of proofs. Proofs must be submitted as soon as possible to allow for revised proofs, if contractor's errors are judged serious enough to require them
- Proofs will be withheld no more than **two workdays** from their receipt at the ordering agency until they are made available for pick-up. (The first workday after receipt of proofs at the ordering agency is day one of the hold time)
- Author's alterations of a minor nature are anticipated and must be completed within the normal production schedule. Contractor will be allowed **two 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.
- No additional time will be permitted due to contractor's errors (PE's).
- All proof time and transit time is included in the **16 workday** schedule
- 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.**
- Approximately 10% or less of the orders placed under this contract may require a partial shipment within this time frame.

Accelerated Schedule –

- If the accelerated schedule is required, contractor must complete production and distribution of up to and including 200,000 booklets within **nine workdays**.
- No specific date is set for submission of proofs. Proofs must be submitted as soon as possible to allow for revised proofs, if contractor's errors are judged serious enough to require them
- Proofs will be withheld no more than **two workdays** from their receipt at the ordering agency until they are made available for pick-up. (The first workday after receipt of proofs at the ordering agency is day one of the hold time)
- Approximately 10% of orders will require the contractor to make complete distribution up to 200,000 book/pamphlets in **five workdays** after notification of an O.K. to print.
- All proof time and transit time is included in the **nine workday** schedule

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 3 workdays prior to the inspection. Notify the U.S. Government Publishing Office, Quality Control for Procured Printing, Washington, DC 20401 at (202) 512-1162 or (202) 512-0542. 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 1-18))

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 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) 1,736
(b) 35
(c) 50

II. (a) (1) 250 (2) 618 (3) 36,033 (4) 67,376

III. (a) (1) 18,016 (2) 33,688

IV. (a) 74

V. 1.(a) 8,985
2.(a) 423
(b) 1,440
(c) 48

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), NA (Not Applicable), 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.

Unless otherwise specified, no more than three blank pages shall be permitted at the end of the text for saddle stitched products.

A charge will be allowed for each page, whether printed or blank.

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

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) Adobe Acrobat PDF soft proof..... per file.....\$ _____
- (c) Digital Color Content Proofs per trim/page-size unit.....\$ _____

(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) Printing in two colors, including bindingper 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 (60-lb.) JCP A60	\$ _____	\$ _____

IV. ADDITIONAL OPERATIONS:

(a) 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 containersper 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.....\$ _____

(Initials)

(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 %

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

Post Office located at Street Address _____,

City _____, State _____, Zip Code _____.

(Initials)

SHIPMENTS: Shipments will be made from: City _____ State _____.

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

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

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

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

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 _____
(Signature and Title of Person Authorized to Sign this Bid) (Date)

(Printed Name) (Telephone Number)







(Email) (Fax Number)

THIS SECTION FOR GPO USE ONLY

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

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 	PACKAGES PER CONTAINER PKGS. OF _____
SUB. ID NO.	FORM OR PUBLICATION NO./DATE 03/2012 
TITLE	GPO ORDER NO.
FROM	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

FROM		FOR USPS DELIVERY APPLY POSTAGE
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

FROM:		FOR USPS	
		DELIVERY	
		APPLY POSTAGE	
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	TO:		
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.