

U.S. GOVERNMENT PUBLISHING OFFICE
Washington, DC

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

**Adult and Childhood Disability Starter Kits
(English and Spanish)**

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 July 1, 2021 and ending June 30, 2022, 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 opened at 11:00 a.m., prevailing Washington, DC Time, on May 27, 2021 at the Government Publishing Office, Washington, DC. (Due to the COVID-19 pandemic, this will NOT be a public bid opening.)

BID SUBMISSION: Due to the COVID-19 pandemic, the GPO physical office will NOT be open. Based on this, bidders must submit email bids to bidsapsdc@gpo.gov for this solicitation. No other method of bid submission will be accepted at this time. The program number and bid opening date must be specified in the subject line of the emailed bid submission. *Bids received after 11:00 a.m. on the bid opening date specified above will not be considered for award.*

BIDDERS, PLEASE NOTE: *This program was formerly Program 306-S.* These specifications have been extensively revised; therefore, all bidders are cautioned to familiarize themselves with all provisions of these specifications before bidding.

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

For information of a technical nature, contact Rebecca Swan at rswan@gpo.gov or (202) 512-0307.

SECTION 1 – GENERAL TERMS AND CONDITIONS

GPO CONTRACT TERMS: Any contract which results from this Invitation for Bid will be subject to the applicable provisions, clauses, and supplemental specifications of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 01-18)) and GPO Contract Terms, Quality Assurance through Attributes Program for Printing and Binding (GPO Publication 310.1, effective May 1979 (Rev. 09-19)).

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

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

PREDOMINANT PRODUCTION FUNCTIONS: The predominant production function is the printing of the inserts. Any bidder who cannot perform this function will be declared non-responsible

SUBCONTRACTING: Contractor may subcontract the printing and manufacturing of envelopes.

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

If the contractor needs to add a subcontractor at any time after award, the subcontractor must be approved by the Government prior to production starting in that facility. If the subcontractor is not approved by the Government, then the contractor must submit new subcontractor's information to the Government for approval 30 calendar days prior to the start of production at that facility.

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

Product Quality Levels:

- (a) Printing (page related) Attributes – Level III.
- (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

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. O.K. Prior to Production Samples/O.K. Proofs/Electronic Media
- P-8. O.K. Prior to Production Samples/O.K. 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 July 1, 2021 to June 30, 2022, and the second and any succeeding period(s) will extend for 12 months from the end of the last preceding period, except that the length of the final period may vary. The first day of the second and any succeeding period(s) will be the effective date of the economic price adjustment for that period.

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

The economic price adjustment will be the percentage difference between Index averages as specified in this paragraph. An index called the variable index will be calculated by averaging the monthly Indexes from the 12-month interval ending three (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 March 31, 2021, 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.

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(s)
- 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.

POSTAWARD CONFERENCE: Unless waived by the Contracting Officer, the total requirements of the job as indicated in these specifications will be reviewed by Government representatives with the contractor's representatives at the Social Security Administration, Baltimore, MD, immediately after award. At the Government's option, the postaward conference may be held via teleconference.

Person(s) that the contractor deems necessary for the successful implementation of the contract must be in attendance.

ASSIGNMENT OF JACKETS, PURCHASE 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 July 1, 2021 through June 31, 2022, 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.

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

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

PAYMENT: Submitting 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>.

All contractor billing invoices must be itemized in accordance with the line items in the "SCHEDULE OF PRICES."

SECTION 2 – SPECIFICATIONS

SCOPE: These specifications cover the production of Adult and Childhood Disability Starter Kits (English and Spanish) consisting of insert items and mail-out envelopes requiring such operations as electronic prepress, printing, binding, construction, assembly, packing, and distribution.

TITLE: Adult and Childhood Disability Starter Kits (English and Spanish).

FREQUENCY OF ORDERS: Approximately 2 to 8 orders per year.

NOTE: Only one kit type will be ordered on a print order.

QUANTITY:

Adult Disability Starter Kit (English): Approximately 100,000 to 700,000 kits per order.

Adult Disability Starter Kit (Spanish): Approximately 10,000 to 40,000 kits per order.

Childhood Disability Starter Kit (English): Approximately 50,000 to 300,000 kits per order.

Childhood Disability Starter Kit (Spanish): Approximately 3,000 to 40,000 kits per order.

NOTE: The Government reserves the right to increase or decrease the quantity by up to 20% of the total number of kits ordered annually.

NUMBER OF PAGES:

Insert Items: Up to 8 pages (up to 4 total leaves) per kit.

Mail-out Envelopes: Face and back.

TRIM SIZES:

Insert Items): 8-1/2 x 11”.

Mail-Out Envelope: 9 x 11-1/4”, plus flap.

GOVERNMENT TO FURNISH:

The furnished electronic media will be supplied as follows:

Platform: Macintosh OSX; IBM or compatible using MS Windows.

Storage Media: CD-R/RW; DVD-R/RW; email; FTP.

Software: QuarkXPress, Adobe InDesign, Adobe Illustrator, Adobe Photoshop, and Adobe Acrobat. (Files will be created in current versions or near current versions of the above-mentioned programs.)

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.

Fonts: All screen and printer fonts will be furnished or fonts will have been converted to paths.

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: Files will be furnished in native application format, PostScript format, and/or PDF format.
A visual of the furnished electronic files will be provided.
GPO Form 952 - Desktop Publishing - Disk Information.

Identification markings such as register marks, commercial identification marks of any kind, etc., except GPO imprint, form number, and revision date, carried in electronic files must not print on finished product.

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

The contractor must be able to accept files electronically via a contractor-hosted FTP server. Appropriate log-in instructions and protocol must be provided at the 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. Any errors, media damage, or data corruption that might interfere with proper file image processing must be reported to the Social Security Administration analyst that submitted the print order.

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

All halftones are to be 133-line screen or finer.

When required by the Government, the contractor shall make minor revisions to the electronic files. It is anticipated that the Government will make all major revisions. Prior to making revisions, the contractor shall copy the furnished files and make 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, Adobe Acrobat Portable Document Format (PDF) files, or any proprietary file formats other than those supplied, unless specified by the Government.
NOTE: Government will accept PDF files as digital deliverables when furnished by the Government.

PROOFS: *The contractor will keep the approved artwork on file once they receive an “O.K. to Print” to be used for future orders.*

When Ordered – Two (2) sets of digital color content proofs of all insert items and the mail-out envelope for the kit ordered. Direct to plate must be used to produce the final product with a minimum resolution of 2400 x 2400 dpi. Proofs must be created using the same Raster Image Processor (RIP) that will be used to produce the product. 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, as applicable.

NOTE: One or more sets of revised digital color content proofs may be required before the Government will give an “O.K. to Print.”

When Ordered – One (1) Press Quality PDF soft proof (for content only) of all insert items and the mail-out envelope for the kit ordered 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.

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

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

PRIOR TO PRODUCTION SAMPLES: *Prior to production samples will be required on the first print order issued for each kit ordered and for any order when a copy change is required on this contract.*

Prior to the commencement of production of the contract production quantity, the contractor shall submit not less than 25 samples of the insert (mail-out envelopes are not required). The container and accompanying documentation shall be marked "PREPRODUCTION SAMPLES" and shall include the GPO Purchase Order, Jacket, Program, and Print Order Numbers.

Each sample shall be printed and bound as specified and must be of the size, kind, and quality that the contractor will furnish. The sample must be printed on the stock required, as specified under "STOCK/PAPER."

Contractor must submit samples to: SSA, Printing Management, Attn: Matthew Thomas, 3-B-9-A Annex Building, 6401 Security Boulevard, Baltimore, MD 21235-6401.

Contractor must submit samples within three (3) workdays of receipt of "O.K. to Print" on proofs.

The Government will approve, conditionally approve, or disapprove the samples within two (2) workdays of the receipt thereof. Approval or conditional approval shall not relieve the contractor from complying with the specifications and all other terms and conditions of the contract. A conditional approval shall state any further action required by the contractor. A notice of disapproval shall state the reasons therefore.

If the samples are disapproved by the Government, the Government, at its option, may require the contractor to submit additional samples for inspection and test, in the time and under the terms and conditions specified in the notice of rejection. Such additional samples shall be furnished, and necessary changes made, at no additional cost to the Government. The Government will require the time specified above to inspect and test any additional samples required.

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

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

Manufacture of the final product prior to approval of the samples submitted is at the contractor's risk. Samples will not be returned to the contractor. All costs, including the costs of all samples, shall be included in the contract price for the production quantity.

All samples shall be manufactured at the facilities and on the equipment in which the contract production quantities are to be manufactured.

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

Government Paper Specification Standards No. 13 - https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/vol_13.pdf.

All text paper used in each copy must be of a uniform shade. Color/shade of paper should remain consistent between different print runs throughout the term of the contract.

For All Kits:

Insert Item: White Uncoated Text, basis weight: 60 lbs. per 500 sheets, 25 x 38”, equal to JCP Code A60.

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

PRINTING: Digital printing is not allowed for the inserts or the mail-out envelopes.

The Government reserves the right to make changes to the format(s)/text at any time during the term of the contract. Notification of a proposed change will be given with sufficient time for the contractor to make the change and submit proofs to the Government. The Government shall not be required to purchase from the contractor any surplus inventory.

Adult Disability Kits (English and Spanish):

Insert Items: Print face only or face and back, head-to-head, in black ink only. Leaves are to print in page sequence. Printing consists of text and line matter.

Mail-out Envelope: Print face and back (before construction) in black ink only. Printing on the face (side opposite the seams) consists of a halftone and solid area printing. Printing on back consists of two lines of type matter. Flexographic printing is unacceptable.

All printing shall comply with all applicable U.S. Postal Service regulations. The envelope shall accept printing without feathering or penetrating to the reverse side.

Mail-out envelopes require a security tint (lining is acceptable) printed on the inside (back – before manufacture) in black ink. Contractor may use their own design but must guarantee that the product will ensure complete opacity and prevent show through of any material contained therein.

Childhood Disability Kit (English and Spanish):

Insert Items: Print face only or face and back, head-to-head, in black ink only. Leaves are to print in page sequence. Printing consists of text and line matter.

Mail-out Envelope: Print face and back (before construction) in black ink only. Printing on face (side opposite the seams) consists of type and line matter and a halftone. Printing on back consists of five lines of type matter. Flexographic printing is unacceptable.

All printing shall comply with all applicable U.S. Postal Service regulations. The envelope shall accept printing without feathering or penetrating to the reverse side.

Mail-out envelopes require a security tint (lining is acceptable) printed on the inside (back – before manufacture) in black ink. Contractor may use their own design but must guarantee that the product will ensure complete opacity and prevent show through of any material contained therein.

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. 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.

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; 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.

MARGINS: Inadequate gripper margins for mail-out envelopes. Adequate gripper margins for inserts. Follow margins on furnished electronic media.

BINDING (Inserts): Each leaf trims four (4) sides.

CONSTRUCTION (Mail-out Envelopes): Envelopes are open side with side seams and a gummed, fold-over flap. Flap depth must be a minimum of 1-1/2" and must be coated with a remoistenable glue that will securely seal envelope without adhering to the contents. All sizes may be adjusted slightly if end product is suitable for the intended usage.

Face of envelope to contain one (1) die-cut window (1-1/4 x 4" in size) with slightly rounded corners. Die-cut window is to be located 2-1/8" from top edge of envelope, 3/4" from left edge of envelope, and 4-1/4" from the right edge of envelope. Long dimension of window is parallel to the 9" dimension of the envelope.

Window is to be covered with a suitable transparent, low-gloss, poly-type material that must be clear of smudges, lines, and distortions. The poly-type material must securely affix to the inside of the envelope so as not to interfere with the insertion of the contents. The window material must meet the current U.S. Postal Service standards and requirements.

NOTE: The ordering agency end user may insert letters into the mail-out envelopes. These letters may contain Social Security Numbers. When inserted, the Social Security number on the letter MUST NOT SHOW through the envelope window. (The contractor will NOT be printing letters with Social Security Numbers or any other personally identifiable information (PII)).

ASSEMBLY: For each kit, gather in sequence one (1) copy each of the inserts. Inserts will be inserted (flat) into the mail-out envelope with page 1 of the insert facing the front of the envelope (window side).

After inserting, DO NOT SEAL envelopes.

All kits are to be shrink-film wrapped in quantities of 25 kits.

PACKING: Pack suitable in shipping containers in quantities indicated on the print order. Each shipping container must not exceed 40 pounds when fully packed unless otherwise specified on the print order.

Chipboard or equal must be placed on the top and bottom of the shipping containers to ensure a snug fit.

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

Pallets may be required.

LABELING AND MARKING (package and/or container label): Contractor to download the “Labeling and Marking Specifications” form (GPO Form 905, R. 7-15) from gpo.gov, fill in appropriate blanks, and attach to shipping containers.

In addition to regular markings, contractor to include the following information on the shipping container label for each of the kits ordered:

Adult Disability Kit (English)	64-110	ICN 475315
Adult Disability Kit (Spanish)	64-111	ICN 486719
Childhood Disability Kit (English)	64-112	ICN 474000
Childhood Disability Kit (Spanish)	64-113	ICN 486784

Containers 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.

Material is to be labeled with the number of copies and the inventory control number in addition to the standard GPO shipping label.

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

<u>Quantity</u> <u>Ordered</u>	<u>Number of</u> <u>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 GPO.gov. The container and its contents shall be recorded separately on all shipping documents and sent to the Social Security Administration analyst that submitted the print order.

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

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

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

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

CUSTOMER RANDOM COPIES (YELLOW LABEL): All orders must be divided into equal sublots in accordance with the chart below. A random copy must be selected from each subplot. Do not choose copies from the same general area in each subplot. The contractor will be required to 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 charges will be allowed.

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

These randomly selected copies must be packed separately and identified by a special Government-furnished YELLOW LABEL, affixed to each affected container. The container and its contents shall be recorded separately on all shipping documents and sent in accordance with the distribution list to the address indicated.

A copy of the print order/specification and a signed Government-furnished certificate of selection must be included.

A U.S. Postal Service approved Certificate of Mailing, identified by GPO program, jacket, and print order numbers must be furnished with billing as evidence of mailing.

DISTRIBUTION:

- Deliver f.o.b. destination to approximately six (6) addresses within a 200-mile radius of Baltimore, MD 21235.
- Deliver f.o.b. destination 25 assembled kits to: Social Security Administration, Attn: Cynthia N. Privette, Annex Building, 6401 Security Boulevard, Baltimore, MD 21235.

Complete addresses and quantities will be furnished with the print orders.

Contractor must examine furnished labels and distribution list in order to consolidate all f.o.b. destination shipments.

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

- 1500 Woodlawn Drive, Baltimore, MD -- 13’3”
- 6301 Security Boulevard, Baltimore, MD -- 13’6”
- 6401 Security Boulevard, Baltimore, MD -- 13’3”
- 300 North Greene Street, Baltimore, MD -- 13’6”

Deliveries to the Social Security Administration, Receiving Clerk, Middle River Warehouse, 2800 Eastern Boulevard, Baltimore, MD 21220, must be driver assisted/tailgate deliveries at destination. No clearance required.

Upon completion of each order, contractor must notify the ordering agency (on the same day the order delivers) via email to the address indicated on the print order. The subject line of the email shall be "Distribution Notice for Program 546-S, Print Order XXXXX, Jacket Number XXX-XXX." The notice must provide all applicable tracking numbers, delivery methods, and title of product.

Within 10 workdays of the delivery date for each print order, contractor must email one (1) copy of the billing invoice and all supporting documentation to the Social Security Administration analyst that submitted the print order.

Upon completion of each order, all furnished materials (if applicable), digital deliverables, and 10 samples of each kit ordered must be returned to the Social Security Administration analyst that submitted the print order.

All expenses incidental to picking up and returning furnished materials (if applicable), submitting proofs and prior to production samples, 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).

Print orders will be furnished via email. All furnished material/artwork will be furnished via email or FTP. (If files are too large to furnish via email or FTP, files will be furnished on a CD or DVD. When required, furnished material must be picked up from: SSA Headquarters, 6401 Security Boulevard, Woodlawn, MD 21235.)

When required, hard copy proofs are to be delivered to and picked up from: SSA, 6401 Security Boulevard, Woodlawn, MD 21235. If applicable, furnished electronic media and visual(s) must be returned with proofs.

When required, PDF soft proofs must be emailed to the Social Security Administration analyst that submitted the print order.

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.

Proof and Prior to Production Schedule:

NOTE: All transit time for proofs and prior to production samples is included in the schedule.

- When required, proofs must be submitted within three (3) workdays of receipt of notification of availability of print order and furnished materials.
- Proofs will be withheld no more than two (2) workdays from their receipt at SSA until they are made available for pickup by the contractor for hard copy proofs or until changes/corrections/"O.K. to Print" are provided email for PDF soft proofs. (NOTE: The first workday after receipt of proofs at SSA is day one of the hold time.)
- When required, prior to production samples must be submitted within three (3) workdays of receipt of an "O.K. to Print" on the proofs.
- The Government will approve, conditionally approve, or disapprove the samples within two (2) workdays of the receipt thereof.

Production Schedule:

- On orders for quantities up to and including 250,000 kits, contractor must complete production and distribution within 25 workdays of receipt of notification of availability of print order and furnished materials, receipt of “O.K. to Print” on proofs, or receipt of approval on prior to production samples, as applicable.
- On orders for quantities over 250,000 kits up to and including 550,000 kits, contractor must complete production and distribution within 30 workdays of receipt of notification of availability of print order and furnished materials, receipt of “O.K. to Print” on proofs, or receipt of approval on prior to production samples, as applicable.
- On orders for quantities over 550,000 kits up to and including 700,000 kits, contractor must complete production and distribution within 35 workdays of receipt of notification of availability of print order and furnished materials, receipt of “O.K. to Print” on proofs, or receipt of approval on prior to production samples, as applicable.

The contractor must notify the 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 Publishing Office, Quality Control for Published Products, Washington, DC 20401, or telephone area code (202) 512-0310. 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 Clause, paragraph 14(e)(1), Inspections and Tests of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 01-18)). 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 for delivery f.o.b. destination must be received at the destination(s) specified.

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

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

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.”

I.	(a)	36	
	(b)	6	
	(c)	1	
II.		(1)	(2)
1.	(a)	28	4,049
	(b)	4	662
2.	(a)	12	1,697
	(b)	2	283
III.	(a)	1,193	
	(b)	34	

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SECTION 4 – SCHEDULE OF PRICES

Bids offered are f.o.b. destination.

Prices must include the cost of all required materials and operations for each item listed in accordance with these specifications.

Bidder must make an entry in each of the spaces provided. Bids submitted with any obliteration, revision, or alteration of the order and manner of submitting bids may be declared nonresponsive.

An entry of NC (No Charge) shall be entered if bidder intends to furnish individual items at no charge to the Government.

Bids submitted with NB (No Bid), NA (Not Applicable), or blank spaces for an item may be declared nonresponsive.

The Contracting Officer reserves the right to reject any offer that contains prices for individual items of production (whether or not such items are included in the DETERMINATION OF AWARD) that are inconsistent or unrealistic in regard to other prices in the same offer or to GPO prices for the same operation if such action would be in the best interest of the Government.

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

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

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

I. PREPRESS:

Contractor will be allowed one trim/page-size unit charge for each side of the envelope under line item I.(a).

(a) Digital color content proofs..... per trim/page-size unit.....\$ _____

(b) PDF soft proof..... per proof.....\$ _____

(c) System Timework.....per hour.....\$ _____

Electronic prepress operations which 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 line item I.(c).

(Initials)

II. PRINTING, BINDING, CONSTRUCTION, AND ASSEMBLY: Prices offered shall include the cost of all required materials and operations (including prior to production samples, paper, and shrink-film wrapping) necessary for the complete printing, binding, construction, and assembly of the products listed in accordance with these specifications.

	<u>Makeready and/or Setup</u> (1)	<u>Running Per 1,000 Copies</u> (2)
<i>1. Adult Disability Starter Kit (English and Spanish):</i>		
(a) Inserts:		
Printing in black ink, including binding per page.....	\$ _____	\$ _____
(b) Mail-out Envelopes:		
Printing in black ink with security tint, including construction..... per envelope.....	\$ _____	\$ _____
<i>2. Childhood Disability Starter Kit (English and Spanish):</i>		
(a) Inserts:		
Printing in black ink, including binding per page.....	\$ _____	\$ _____
(b) Mail-out Envelopes:		
Printing in black ink with security tint, including construction..... per envelope.....	\$ _____	\$ _____

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

Prices must include the cost of chipboard.

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

 (Initials)

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

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

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

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

BID ACCEPTANCE PERIOD: In compliance with the above, the undersigned agree, if this bid is accepted within _____ calendar days (60 calendar days unless a different period is inserted by the bidder) from the date for receipt of bids, to furnish the specified items at the price set opposite each item, delivered at the designated point(s), in exact accordance with specifications. *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 email, fill out and return one copy of all pages in "SECTION 4. – SCHEDULE OF PRICES," including initialing/signing where indicated. Valid electronic signatures will be accepted in accordance with the Uniform Electronic Transactions Act, §2. Electronic signatures must be verifiable of the person authorized by the company to sign bids. *Failure to sign the signature block below may result in the bid being declared non-responsive.*

Bidder _____
(Contractor's Name) (GPO Contractor's Code)

(Street Address)

(City – State – Zip Code)

By _____
(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)
