

ITEM NO.	DESCRIPTION	BASIS OF AWARD	ALCOM		GRAY GRAPHICS		NPC	
			Harleysville, PA		Capitol Heights, MD		Claysburg, PA	
			UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST
(i)	Leaflets (21 x 8" and 24-1/2 x 8"):							
	Printing in four-color process, including binding.....per side.....							
(1)	Makeready and/or setup.....	8.00	10.00	\$ 80.00	350.00	\$ 2,800.00	87.96	\$ 703.68
(2)	Running Per 100 copies.....	4.00	68.00	\$ 272.00	12.00	\$ 48.00	7.96	\$ 31.84
(j)	Leaflets (21 x 8" and 24-1/2 x 8"):							
	Printing in an additional color not charged for under line items							
	II.(h) AND (i).....per color/per side.....							
(1)	Makeready and/or setup.....	8.00	3.00	\$ 24.00	100.00	\$ 800.00	36.00	\$ 288.00
(2)	Running Per 100 copies.....	4.00	5.00	\$ 20.00	8.00	\$ 32.00	3.52	\$ 14.08
(k)	Pamphlets (3-1/2 x 8", 3-3/4 x 5-1/2, 5-1/4 x 8"):							
	Printing in two ink colors, including binding.....per page.....							
(1)	Makeready and/or setup.....	2472.00	0.83	\$ 2,051.76	9.00	\$ 22,248.00	9.84	\$ 24,324.48
(2)	Running Per 100 copies.....	700.00	3.79	\$ 2,653.00	2.00	\$ 1,400.00	1.77	\$ 1,239.00
(l)	Pamphlets (3-1/2 x 8", 3-3/4 x 5-1/2, 5-1/4 x 8"):							
	Printing in four-color process, including binding.....per page.....							
(1)	Makeready and/or setup.....	824.00	0.83	\$ 683.92	20.00	\$ 16,480.00	16.98	\$ 13,991.52
(2)	Running Per 100 copies.....	234.00	4.61	\$ 1,078.74	4.00	\$ 936.00	1.96	\$ 458.64
(m)	Cut Sheet Forms:							
	Printing in a single ink color, including binding.....							
1.	Up to and including 8-1/2 x 11"per side							
(1)	Makeready and/or setup.....	156.00	10.00	\$ 1,560.00	25.00	\$ 3,900.00	13.62	\$ 2,124.72
(2)	Running Per 100 copies.....	1077.00	10.95	\$ 11,793.15	1.50	\$ 1,615.50	3.24	\$ 3,489.48
2.	Over 8-1/2 x 11" up to and including 17 x 11"per side.....							
(1)	Makeready and/or setup.....	48.00	10.00	\$ 480.00	50.00	\$ 2,400.00	27.24	\$ 1,307.52
(2)	Running Per 100 copies.....	118.00	18.35	\$ 2,165.30	3.00	\$ 354.00	3.64	\$ 429.52
3.	Over 17 x 11" up to and including 25-1/2 x 11"per side.....							
(1)	Makeready and/or setup.....	48.00	10.00	\$ 480.00	100.00	\$ 4,800.00	27.24	\$ 1,307.52
(2)	Running Per 100 copies.....	1974.00	20.25	\$ 39,973.50	9.00	\$ 17,766.00	4.02	\$ 7,935.48
(n)	Cut Sheet Forms:							
	Printing in an additional color not charged for under line items							
	II.(m)per color/per side.....							
1.	Up to and including 8-1/2 x 11"per side							
(1)	Makeready and/or setup.....	16.00	5.00	\$ 80.00	25.00	\$ 400.00	12.50	\$ 200.00
(2)	Running Per 100 copies.....	40.00	2.00	\$ 80.00	0.50	\$ 20.00	0.20	\$ 8.00
2.	Over 8-1/2 x 11" up to and including 17 x 11"per side.....							
(1)	Makeready and/or setup.....	8.00	5.00	\$ 40.00	35.00	\$ 280.00	12.50	\$ 100.00
(2)	Running Per 100 copies.....	16.00	2.10	\$ 33.60	1.00	\$ 16.00	0.38	\$ 6.08
3.	Over 17 x 11" up to and including 25-1/2 x 11"per side.....							
(1)	Makeready and/or setup.....	16.00	5.00	\$ 80.00	50.00	\$ 800.00	12.50	\$ 200.00
(2)	Running Per 100 copies.....	1788.00	2.25	\$ 4,023.00	2.00	\$ 3,576.00	0.57	\$ 1,019.16
(o)	Form Booklets (8-1/2 x 11"):							
	Printing in a single ink color, including binding.....per page.....							
(1)	Makeready and/or setup.....	992.00	6.25	\$ 6,200.00	8.00	\$ 7,936.00	4.42	\$ 4,384.64
(2)	Running Per 100 copies.....	4020.00	2.33	\$ 9,366.60	1.50	\$ 6,030.00	0.47	\$ 1,889.40
(p)	Multi-Part Forms (8 x 7-1/4", 8-1/2 x 11", 11 x 8-1/2"):							
	Printing in black.....per page/per form.....							
(1)	Makeready and/or setup.....	44.00	3.00	\$ 132.00	10.00	\$ 440.00	62.50	\$ 2,750.00
(2)	Running Per 100 copies.....	476.00	1.25	\$ 595.00	3.00	\$ 1,428.00	3.36	\$ 1,599.36

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			UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST
			Harleysville, PA		Capitol Heights, MD		Claysburg, PA	
III.	PAPER:							
(a)	White Offset Book (50-lb.)							
(1)	Up to and including 8-1/2 x 11"per 100 leaves.....	42.00	0.56	\$ 23.52	0.90	\$ 37.80	2.26	\$ 94.92
(2)	Over 8-1/2 x 11" up to and including 17 x 11"per 100 leaves.....	20.00	1.13	\$ 22.60	1.80	\$ 36.00	4.54	\$ 90.80
(3)	Over 17 x 11" up to and including 25-1/2 x 11"per 100 leaves.....	7.00	2.27	\$ 15.89	2.60	\$ 18.20	7.36	\$ 51.52
(b)	White Offset Book (60-lb.)							
(1)	Up to and including 8-1/2 x 11"per 100 leaves.....	3002.00	0.71	\$ 2,131.42	1.00	\$ 3,002.00	2.70	\$ 8,105.40
(2)	Over 8-1/2 x 11" up to and including 17 x 11"per 100 leaves.....	21.00	1.43	\$ 30.03	2.00	\$ 42.00	5.40	\$ 113.40
(3)	Over 17 x 11" up to and including 25-1/2 x 11"per 100 leaves.....	6.00	2.85	\$ 17.10	3.80	\$ 22.80	8.77	\$ 52.62
(c)	White Writing (20-lb.)							
(1)	Up to and including 8-1/2 x 11"per 100 leaves.....	1779.00	2.08	\$ 3,700.32	0.90	\$ 1,601.10	2.26	\$ 4,020.54
(2)	Over 8-1/2 x 11" up to and including 17 x 11"per 100 leaves.....	80.00	4.15	\$ 332.00	1.80	\$ 144.00	4.54	\$ 363.20
(3)	Over 17 x 11" up to and including 25-1/2 x 11"per 100 leaves.....	912.00	8.31	\$ 7,578.72	2.60	\$ 2,371.20	7.36	\$ 6,712.32
(d)	Colored Writing (20-lb.)							
(1)	Up to and including 8-1/2 x 11"per 100 leaves.....	701.00	3.35	\$ 2,348.35	1.60	\$ 1,121.60	2.56	\$ 1,794.56
(2)	Over 8-1/2 x 11" up to and including 17 x 11"per 100 leaves.....	5.00	6.70	\$ 33.50	3.00	\$ 15.00	5.14	\$ 25.70
(3)	Over 17 x 11" up to and including 25-1/2 x 11"per 100 leaves.....	1.00	13.40	\$ 13.40	4.40	\$ 4.40	8.40	\$ 8.40
(e)	White Ledger (44-lb.), or at contractor's option, White Index (90-lb.)							
(1)	Up to and including 8-1/2 x 11"per 100 leaves.....	140.00	2.57	\$ 359.80	3.50	\$ 490.00	3.73	\$ 522.20
(2)	Over 8-1/2 x 11" up to and including 17 x 11"per 100 leaves.....	8.00	5.14	\$ 41.12	6.50	\$ 52.00	7.45	\$ 59.60
(3)	Over 17 x 11" up to and including 25-1/2 x 11"per 100 leaves.....	62.00	10.29	\$ 637.98	10.00	\$ 620.00	12.43	\$ 770.66
(f)	Colored Ledger (44-lb.), or at contractor's option, Colored Index (90-lb.)							
(1)	Up to and including 8-1/2 x 11"per 100 leaves.....	10.00	2.45	\$ 24.50	5.00	\$ 50.00	4.63	\$ 46.30
(2)	Over 8-1/2 x 11" up to and including 17 x 11"per 100 leaves.....	3.00	4.91	\$ 14.73	9.00	\$ 27.00	9.27	\$ 27.81
(3)	Over 17 x 11" up to and including 25-1/2 x 11"per 100 leaves.....	5.00	9.83	\$ 49.15	16.00	\$ 80.00	13.90	\$ 69.50
(g)	White Chemical Transfer Bond, CB, CF (13-15-LB.)							
(1)	Up to and including 8-1/2 x 11"per 100 leaves.....	97.00	4.99	\$ 484.03	8.00	\$ 776.00	4.35	\$ 421.95
(2)	Over 8-1/2 x 11" up to and including 17 x 11"per 100 leaves.....	x	X		X		X	
(3)	Over 17 x 11" up to and including 25-1/2 x 11"per 100 leaves.....	x	X		X		X	
(h)	Colored Chemical Transfer Bond, CB, CF (13-15-lb.)							
(1)	Up to and including 8-1/2 x 11"per 100 leaves.....	86.00	4.99	\$ 429.14	10.00	\$ 860.00	6.85	\$ 589.10
(2)	Over 8-1/2 x 11" up to and including 17 x 11"per 100 leaves.....	x	X		X		X	
(3)	Over 17 x 11" up to and including 25-1/2 x 11"per 100 leaves.....	x	X		X		X	
(i)	White Chemical Transfer Bond, CB, CF (13-17-LB.)							
(1)	Up to and including 8-1/2 x 11"per 100 leaves.....	51.00	5.99	\$ 305.49	12.00	\$ 612.00	5.60	\$ 285.60
(2)	Over 8-1/2 x 11" up to and including 17 x 11"per 100 leaves.....	x	X		X		X	
(3)	Over 17 x 11" up to and including 25-1/2 x 11"per 100 leaves.....	x	X		X		X	
(j)	Colored Chemical Transfer Bond, CB, CF (13-17-lb.)							
(1)	Up to and including 8-1/2 x 11"per 100 leaves.....	4.00	6.05	\$ 24.20	14.00	\$ 56.00	8.10	\$ 32.40
(2)	Over 8-1/2 x 11" up to and including 17 x 11"per 100 leaves.....	x	X		X		X	
(3)	Over 17 x 11" up to and including 25-1/2 x 11"per 100 leaves.....	x	X		X		X	
IV.	ADDITIONAL OPERATIONS:							
(a)	Perforating/scoring.....per 100 leaves.....	1852.00	0.025	\$ 46.30	1.00	\$ 1,852.00	1.33	\$ 2,463.16
(b)	Punching/drilling.....per 100 leaves.....	2430.00	0.015	\$ 36.45	0.50	\$ 1,215.00	0.40	\$ 972.00
(c)	Additional folding (parallel or right angle folds).....per 1000 leaves.....	8.00	2.50	\$ 20.00	6.00	\$ 48.00	79.24	\$ 633.92
(d)	Padding, including backing.....per pad.....	120.00	0.10	\$ 12.00	1.00	\$ 120.00	1.58	\$ 189.60
(e)	Shrink wrapping.....per package.....	500.00	0.08	\$ 40.00	0.50	\$ 250.00	0.66	\$ 330.00

ITEM NO.	DESCRIPTION	BASIS OF AWARD	ALCOM		GRAY GRAPHICS		NPC	
			UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST
V.	PACKING AND DISTRIBUTION:							
(a)	Single or multiple copies in kraft envelope (up to 200 leaves)per envelope.....	4548.00	0.80	\$ 3,638.40	1.00	\$ 4,548.00	3.75	\$ 17,055.00
(b)	Single or multiple copies over 200 leaves, up to 12 pounds, in cushioned shipping bags, or wrapped in shipping bundles, (maximum gross weight 14 pounds).....per bag or bundle.....	160.00	0.95	\$ 152.00	2.00	\$ 320.00	7.00	\$ 1,120.00
(c)	Quantities over 12 pounds, up to 24 pounds, wrapped in shipping bundles, or packed in shipping containers (maximum gross weight 27 pounds).....per bundle or container.....	76.00	0.75	\$ 57.00	3.00	\$ 228.00	7.00	\$ 532.00
(d)	Quantities over 24 pounds, up to 36 pounds, packed in shipping..... containers (maximum gross weight 40 pounds).....per container.....	328.00	1.10	\$ 360.80	3.00	\$ 984.00	9.50	\$ 3,116.00
	CONTRACTOR TOTALS			\$ 179,254.61		\$ 187,094.60		\$ 159,542.45
	DISCOUNT		5.00%	\$ 8,962.73	1.00%	\$ 1,870.95	0.25%	\$ 398.86
	DISCOUNTED TOTALS			\$ 170,291.88		\$ 185,223.65		\$ 159,143.59

U.S. GOVERNMENT PUBLISHING OFFICE

Washington, DC

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

SSA Printing and Fulfillment Program

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

Social Security Administration (SSA)

Single Award

TERM OF CONTRACT: The base term of this contract is for approximately 15 months for the period beginning Date of Award and ending February 28, 2017, plus up to four (4) optional 12-month extension period(s) that may be added in accordance with the "OPTION TO EXTEND THE TERM OF THE CONTRACT" clause in SECTION 1 of this contract.

BID OPENING: Bids shall be publicly opened at 11:00 a.m., prevailing Washington, DC, time, on December 1, 2015.

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: PPSGB, 732 North Capitol Street, NW, Washington, DC 20401. Facsimile bids in response to this solicitation are permitted. Facsimile bids may be submitted directly to the GPO Bid Section, Fax No. (202) 512-1782. The program number and bid opening date must be specified with the bid. Refer to Facsimile Bids in Solicitation Provisions of GPO Contract Terms, GPO Publication 310.2, as revised June 2001. Hand delivered bids are to be taken to: GPO Bookstore, 710 North Capitol Street, NW, Washington, DC, between the hours of 8:00 a.m. and 4:00 p.m., prevailing Washington, DC, time, Monday through Friday. The contractor is to follow the instructions in the Bid Submission/Opening area. If further instruction or assistance is required, call (202) 512-0526.

THIS IS A NEW PROGRAM. THERE IS NO ABSTRACT AVAILABLE.

BIDDERS, PLEASE NOTE: These specifications have been revised; therefore, all bidders are cautioned to familiarize themselves with all provisions of the specifications before bidding. Special attention is directed to the following items which differ significantly from the previous contract:

QUALITY ASSURANCE LEVELS AND STANDARDS (*Specified on page 2 of 25*)
PREAWARD SURVEY, Backup Facility (*Specified on page 4 of 25*)
PROOFS (*Specified on page 10 of 25*)
PRINTING (*Specified on page 11 of 25*)

For information of a technical nature, call Linda Paddy at (202) 512-0310, or email lpaddy@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. 6-01)) and GPO Contract Terms, Quality Assurance through Attributes Program for Printing and Binding (GPO Publication 310.1, effective May 1979 (Rev. August 2002)).

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

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

DISPUTES: GPO Publication 310.2, GPO Contract Terms, Contract Clause 5. Disputes, is hereby replaced with the June 2008 clause found at www.gpo.gov/pdfs/vendors/contractdisputes.pdf.

SUBCONTRACTING: Subcontracting is NOT allowed.

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 III.

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 Sheet
P-8. Halftone Match (Single and Double Impression)	O.K. Press Sheet
P-9. Solid and Screen Tint Color Match	O.K. Press Sheet
P-10. Process Color Match	O.K. Press Sheet

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 Proofs; Average Type Dimension in Publication; Electronic Media; Camera Copy; Negatives.
- P-8. O.K. Proofs; Electronic Media; Camera Copy; Negatives.
- P-9. Pantone Matching System.
- P-10. O.K. Proofs.

NOTE: Prior to award, contractor may be required to provide information related to specific equipment that will be used for production.

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 62 months 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 Date of Award to February 28, 2017, 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 July 31, 2015, called the base index. The percentage change (plus or minus) of the variable index from the base index will be the economic price adjustment for the period being considered for adjustment.

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

PREAWARD SURVEY: In order to determine the responsibility of the contractor, the Government reserves the right to conduct an on-site preaward survey at the contractor’s facility or to require other evidence of technical, production, managerial, financial, and similar abilities to perform, prior to the award of a contract.

These proposed production plans (as specified below) are subject to review and approval by the Government and award will not be made prior to approval of same.

THE GOVERNMENT RESERVES THE RIGHT TO WAIVE SOME OR ALL OF THESE PLANS.

Production Plans: The contractor shall present, in writing, to the Contracting Officer within (5) workdays of being notified to do so by the Contracting Officer or his/her representative, detailed plans for each of the following activities. The workday after notification to submit will be the first day of the schedule.

NOTE: If award is predicated on the purchase of production and/or systems equipment to meet the file transmission requirements, the contractor must provide purchase order(s) with delivery date(s) at least 45 workdays prior to the start of live production on March 1, 2016.

Backup Facility: The failure to produce and distribute the products produced on this program in a timely manner would have an impact on the daily operations of SSA. Therefore, if for any reason(s) (act of God, labor disagreements, etc.) the contractor is unable to perform at said locations for a period longer than (5) workdays, contractor must have a backup facility with the capability for printing, gathering, and distributing the products specified in this program. (NOTE: The backup facility does not have to be owned by the awarded contractor.)

Plans for their contingency production must be prepared and submitted to the Contracting Officer as part of the preaward survey. These plans must include the location of the facility to be used, equipment available at the facility, and a timetable for the start of production at that facility.

Part of the plan must also include the transportation of Government materials from one facility to another.

NOTE: All terms and conditions of this contract will apply to the backup facility.

Quality Control Plan: Contractor shall provide and maintain within their own organization an independent quality assurance organization of sufficient size and expertise to monitor the operations performed, and inspect the products of each operation to a degree and extent that will ensure the Government's quality assurance inspection and acceptance provision herein are met. Contractor shall perform, or have performed, the process controls, inspections, and tests required to substantiate that the products provided under this contract conform to the specifications and contract requirements. The contractor shall describe in detail their quality control/quality assurance and recovery plans describing how, when and by whom the plans will be performed.

The quality control plan must also include examples and a detailed description of all quality control samples and their corresponding inspection reports or logs the contractor will keep, to document the quality control inspections performed on each run.

The plan shall detail how the Contractor will ensure that the correct address label with recipients address will be matched with the inserts to that same recipient inside the package.

Furthermore, the plan must include the names of all quality assurance officials and describe their duties in relationship to the quality control plan.

The plan shall monitor all aspects of the job including material handling and mail flow, to assure the production and distribution of these items meet specifications and Government requirements.

The contractor must maintain quality control samples, inspection reports, and records for a period of no less than 120 calendar days subsequent to the date of the check tendered for final payment by the Government Printing office. The Government will periodically verify that the contractor is complying with the approved quality control plan through on-site examinations and/or requesting copies of the contractor's quality assurance records.

Material Handling and Inventory Control: This plan should explain in detail how the following materials will be handled; incoming raw materials; work-in-progress materials; quality control inspection materials; and all outgoing materials cleared for pickup.

Personnel Plan: This plan should include listing of all personnel who will be involved with this contract. For any new employees, the plan should include the source of these employees, and description of the training programs the employees will be given to familiarize them with the requirements of this program.

Security Control Plan: The contractor shall maintain in operation, an effective security system where items by these specification are manufactured and/or stored (awaiting distribution or disposal) to assure against theft and/or the product ordered falling into unauthorized hands.

Contractor is cautioned that no Government provided information shall be used for non-Government business specifically; no Government information shall be use for the benefit of a third party.

ON-SITE REPRESENTATIVES: One or two full-time Government representatives may be placed on the contractor's premises on a limited basis or throughout the term of the contract.

On-site representative(s) may be stationed at the contractor's facility to provide project coordination in receipt of transmissions; verify addresses; monitor the printing, folding, inserting, mail processing, quality control, sample selections, and inspections, and monitor the packing and staging of the shipments. These coordinators will not have contractual authority, and cannot make changes in the specifications or in contract terms, but will bring any and all defects detected to the attention of the company Quality Control Officer. The coordinators must have full and unrestricted access to all production areas where work on this program is being performed.

The contractor will be required to provide one private office of not less than 150 square feet, furnished with at least one desk, two swivel arm chairs, secure internet access for Government laptop computers, a work table and one four-drawer letter-sized files with combination padlock and pendaflex file folders or equal.

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. **NOTE:** Person(s) that the contractor deems necessary for the successful implementation of the contract must attend.

PREPRODUCTION MEETING: A preproduction meeting covering the printing, inserting, and distribution shall be held at the contractor's facility after award of the contract, but prior to production, to review the contractor's production plan and to establish coordination of all operations. Attending this meeting will be representatives from the GPO and SSA. The contractor shall present and explain their final plan for both printing and shipping. The contractor shall be prepared to present detailed plans, including such items as quality assurance, materials handling, and inventory control.

ASSIGNMENT OF JACKETS, PURCHASE, TASK, 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 and individual "Task Order" for each job placed with the contractor. A Print Order will be issued weekly and will indicate the total number of task orders placed and total number of copies produced that week. The print order will indicate any other information pertinent to the particular task orders.

ORDERING: Items to be furnished under the contractor shall be ordered by the issuance of weekly print orders supplemented by daily electronic task orders by the Government. Orders may be issued under the contract from Date of Award through February 28, 2017, plus for such additional period(s) as the contract is extended. All print orders and task 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 or task order. Task orders will be "issued" daily for purposes of the contract and shall detail daily volume of shipments required. A print order (GPO Form 2511), to be used for billing purposes, will be issued weekly and will cover all daily task orders issued that week.

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.

PAYMENTS: Prior to submitting their billing invoice to GPO for payment, the contractor shall submit an itemized statement for billing for all work performed on an order to the ordering agency for examination and certification as to the correctness of the billing. Contractor must email their billing invoice and all necessary documentation to the email address specified on the print order.

After agency verification, contractor must submit the signed, verified billing invoice to: U.S. Government Publishing Office, Comptroller, Stop: FMCE, Financial Management Service, Washington, DC 20401.

When processing billing invoices for payment, contractor is to fax the completed invoice to GPO by utilizing the GPO barcode coversheet program application.

The barcode coversheet can be accessed at the following hyperlink below; contractor to follow the instructions as indicated: <http://winapps.access.gpo.gov/fms/vouchers/barcode/instructions.html>.

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

ALL invoice packages and envelopes MUST be mailed to: U.S. Government Publishing Office, Comptroller, Stop: FMCE, Financial Management Service, Washington, DC 20401.

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

SECTION 2. – SPECIFICATIONS

SCOPE: These specifications cover the production of various printed products requiring such operations as electronic prepress, printing (including four-color process), binding, construction, packing, storage, fulfillment, and distribution.

TITLE: SSA Printing and Fulfillment Program.

FREQUENCY OF ORDERS: It is impossible to predetermine the number or frequency of orders, which will be placed during the term of this contract. However, it is anticipated that during the first year, approximately 50 to 60 orders will be placed per year for 1 to 194 different titles.

A print order will be issued for all initial PDF soft proofs, initial production, and work performance test. SSA will specify which titles are to be produced at the beginning of the contract (approximately 50% of the titles).

A print order will be placed whenever the contractor is required to produce additional title(s).

Task orders will be issued daily for daily transmissions for fulfillment and distribution. Print orders will be issued weekly to cover all task orders placed the previous week. NOTE: There may be some days when a task order is not placed.

The Government reserves the right to increase or decrease the number of orders and number of titles per year by 25%

NOTE: During the first six (6) months of production, SSA will only place orders from 20 SSA offices. This phase of production will be referred to as the "Pilot Project." The remainder of the contract will be for all SSA offices. This phase will be referred to as "Full Production." Except where otherwise noted, all contract requirements, as stated herein, apply to both the Pilot Project and Full Production. The Pilot Project will not occur in the option years.

QUANTITY/NUMBER OF PAGES/TRIM SIZES:

Contractor to produce and store a 90-day inventory supply of all items and titles.

SSA will place orders for fulfillment from the inventory supply.

Fulfillment orders will be for a minimum of 25 copies per item per order.

More than one item and/or title may be ordered on the same print order requiring the same schedule for both production and fulfillment.

The estimated 90-day quantities (as specified in the below table) for inventory supply are based on historical data. Exact quantities will not be known until the contract is in effect.

Every three (3) months, the contractor will coordinate with SSA to adjust inventory quantities for each item as necessary.

Category	No. of Items	90-Day Quantity Range	Number of Pages	Trim Sizes
Fact sheets	42	25 to 7,000 copies	Face only; Face and back	8-1/2 x 11"
Leaflets	44	25 to 250 copies	Face only; Face and back	7 x 8", 10-1/2 x 8", 14 x 8", 17-1/2 x 8", 21 x 8", 24-1/2 x 8" (flat)
Pamphlets	38	25 to 250 copies	12 to 48	3-1/2 x 8", 3-3/4 x 5-1/2", 5-1/4 x 8"
Cut Sheet Forms	40	25 to 2,000 copies	Face only; Face and back	Any Size up to 25-1/2 x 11"
Form Booklets	24	25 to 1,200 copies	8 to 24	8-1/2 x 11"
Multi-Part forms	6	25 to 2,000 copies	2 to 6 parts per form	8 x 7-1/4", 8-1/2 x 11", and 11 x 8-1/2"

GOVERNMENT TO FURNISH:

Transmissions: An Excel file will be furnished via the contractor’s SFTP server on a daily basis. This file will contain the print order number, task order number, order number (for each destination), quantity of forms and publications requested, and address information. The contractor will also receive a daily task order, which will contain total number of orders as well as number and kind of products needed to fulfill that days orders.

Example of the Excel file name: “Task Order YY-#####-#.xls” (YY-#####-# will be replaced with the actual Task Order Number).

NOTE: Furnished materials for the production of the products will be furnished once at the beginning of the contract. Contractor to hold for re-use throughout the term of the contract. In the event of a change to a product, SSA will furnish new materials to the contractor.

Electronic media for the production of the publications and forms will be furnished on the majority of orders, as follows –

Platform: Macintosh OSX (or latest version); Windows 7 (or latest version).

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

Software: Adobe Creative Suite (InDesign, Photoshop, Illustrator, Acrobat); QuarkXPress; Ventura Publisher; Adobe Capture; PageMaker; CorelDraw; Framemaker.

All files will be created in the current versions or near current version of the aforementioned 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. **NOTE: The contractor must provide the upgrades within one (1) month of notification by the Government.**

Fonts: All printer and screen fonts will be furnished/embedded, as applicable.

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 PostScript, native application, and/or PDF format. Electronic media will include all illustrations and graphics furnished in place. Visuals of electronic files may be furnished. CMYK and Pantone will be used for color identification. GPO Form 952 (Desktop Publishing – Disk Information) will be furnished.

Camera copy and/or negatives may be furnished for the publications and forms.

Small package common carrier instructions and account number.

One reproduction proof, Form 905 (R. 6/03), with labeling and marking specifications.

A supply of blue labels and selection certificates for shipping Departmental Random copies.

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

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

The contractor must be able to accept files electronically via a contractor-hosted SFTP server. Appropriate log-on instructions and protocol must be provided at time of award. The SFTP site must have incoming and outgoing folders for transmission data and a PDF folder for the publications and forms PDFs. The incoming data files will be in Excel format and must be removed immediately upon receipt. Contractor’s SFTP site must be available 24 hours a day, seven (7) days a week.

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. The preflight must identify any problem areas with digital file submission and must include but not be limited to missing or damaged fonts, damaged discs, missing bleeds, improper trim size, and improper color definition. Any errors, media damage, or data corruption that might interfere with proper file image processing must be reported to: Matt Williams at (410) 965-4120, or Matthew Thomas at (410) 965- 9620.

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 150-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, contractor shall copy the furnished files and make all changes to the copy.

Upon completion of each order, for any camera copy or negatives supplied, or when the contractor makes a change to a furnished electronic file, the contractor must furnish a final Adobe Acrobat Portable Document Format (PDF) file of the Government furnished materials. The PDF must be an exact representation of the final printed product and shall be posted to the contractor-hosted SFTP site. The file name of the PDF should be the form/publication number. The PDF must be suitable for making press plates for subsequent reprinting without reformatting and must include any embedded fonts (must be press quality). The file created must be unlocked and OCR editable (by character, rule and graphic elements, as well as font, spacing and format changes). The contractor must remove any crop marks, color bars, specification bars, greyscales, slug lines, cross hairs, etc. If applicable, shading must comply with specification provided.

PROOFS:

NOTE: SSA uses many of the same publications and forms in several of its print contracts. To reduce the proofing requirements for any revisions, if it is determined after award that the awarded contractor is responsible for the production of any other SSA workloads containing the same publications and/or forms required for this program, then the revisions may be proofed using one of the other programs.

On the initial print order for all products:

One (1) Adobe Acrobat (current version) "Press Quality" PDF soft proof of the entire production (for content only). PDF proof will be transferred to the agency via SFTP. The PDF proof will be evaluated for text flow, image position, and color breaks. Proofs will not be used for color match.

When ordered:

One (1) Adobe Acrobat (current version) "Press Quality" PDF soft proof for content only. PDF proof will be transferred to the agency via SFTP. The PDF proof will be evaluated for text flow, image position, and color breaks. Proofs will not be used for color match.

If the products are produced via conventional offset printing: Three (3) sets of digital color content proofs of entire 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. 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.

If the products are produced via conventional offset printing: Three (3) sets of digital one-piece composite laminated halftone proofs of entire product on the actual production stock (Kodak Approval, Polaroid PolaProof, CreoSpectrum, or Fuji Final Proof) with a minimum resolution of 2400 x 2400 dpi. Proofs must contain color control bars (such as Brunner, GATF, GRETAG, or RIT) for each color of ink on the sheet. Control bars must be placed parallel to the press's ink rollers and must show areas consisting of minimum 1/8 x 1/8" 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 consecutively across the sheet. Proofs must show dot structure.

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

Pantone colors (when ordered) may be substituted with a similar color (with the exception of process yellow) but may not be built out of the four process colors. When ordered, contractor is required to submit ink drawdowns on actual production stock for the Pantone colors used in a job.

If the products are produced via digital printing: Three (3) sets of digital color one-off proofs created using the same output device that will be used to produce the final printed product on the actual production stock. Proofs shall be collated with all elements in proper position (not pasted up), imaged face and back, trimmed and folded to the finished size/format of the product, as applicable. Proof will be used for color match on the press on the production run.

NOTE: The Government 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 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.

Contractor must not print prior to the receipt of an "O.K. 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.

Color of paper furnished shall be of a uniform shade and a close match by visual inspection of the JCP and/or attached color sample(s). The Contracting Officer reserves the right to reject shipments of any order printed on paper the color of which, in his/her opinion, materially differs from that of the color sample(s).

All stock used in each copy must be of a uniform shade.

The paper to be used will be indicated on each print order.

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

White and Colored Writing (Green, Blue, Yellow, Buff, and Pink), basis weight: 20 lbs. per 500 sheets, 17 x 22" equal to JCP Code D10.

White and Colored Ledger (Blue, Green, Yellow, Buff, and Pink), basis weight: 44 lbs. per 500 sheets, 17 x 22", equal to JCP Code J10. At contractor's option, Index, basis weight: 90 lbs. per 500 sheets, 25-1/2 x 30-1/2", equal to JCP Code K10, may be furnished in lieu of Ledger.

Chemical Transfer Bond Paper: All chemical transfer bond paper must be of sufficient density and graded sensitivity to ensure clear, legible copies on all parts when forms are filled in by manual/electric typewriter or ballpoint pen. Entries made with ballpoint and felt tip pens shall be clear-cut and free from excessive feathering. Chemical transfer bond paper must be extra intensive.

The colors of the Chemical Transfer Bond that may be ordered are White, Blue, Buff, Green, Pink, Canary, and Goldenrod. Color may be produced by pulp dyeing or surface tinting, at contractor's option.

Chemical Transfer Bond, CFB, basis weight: 13-17 lbs. per 500 sheets, 17 x 22". If the paper supplied has a basis weight of 14.5 lbs. per 500 sheets, 17 x 22", then the paper must be in accordance with JCP Code O-80.

Chemical Transfer Bond, CB, CF, basis weight: 13-15 lbs. per 500 sheets, 17 x 22". If the paper supplied has a basis weight of 15 lbs. per 500 sheets, 17 x 22", then the paper be in accordance with JCP Code O-80

PRINTING: At contractor's option, the product may be produced via conventional offset or digital printing provided that Quality Level III standards are maintained. Final output must be a minimum of 150-line screen and at a minimum resolution of 2400 x 2400 dpi x 1 bit or 600 x 600 dpi x 8 bit depth technology. Digital device must have a RIP that provides an option for high quality color matching such as Device Links Technology and/or ICC Profiles.

Match Pantone number as indicated on the task order/print order.

Fact Sheets: Print face only or face and back, head-to-head in two ink colors.

Leaflets: Print face only or face and back in one ink color, two ink colors, four-color process, or four-color process plus one additional ink color. Match Pantone number as indicated on print order. Contractor may be required to create a graduation of a two-color blend on the front panel only. Contractor may be required to separate cover art if cover has a silhouette. Halftones may be required.

Pamphlets: Print head to head in two ink colors or in four-color process. Bleed pages scattered throughout.

Cut Forms: Print face only or face and back, head-to-head or head-to-side, in one or two ink colors. Some forms may require a screen tint.

Form Booklets: Print head-to-head, head-to-foot, or head-to-side, as required, in a single ink color.

Multi-Part Forms: Print face only or face and back, as ordered in black ink. Some orders may require printing on the back of certain parts, but not all parts of the form.

Copy designations (part-to-part changes) may be ordered printed as part of the base form or printed in red ink, at no additional cost to the Government.

NOTE: *Crash Printing is not acceptable.* The printing on each part must be properly aligned so that the printing on each form will register when the forms are gathered into sets. The forms on all parts must register within 1/32".

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 June 2003. 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: Full color copy and proofs will be viewed under controlled conditions with 5000 degrees Kelvin overhead luminaries; full color film transparencies will be viewed using a transparency illuminator with 5000 degrees Kelvin. The viewing conditions must conform to ANSI PH2.30-1989; a viewing booth under controlled conditions with 5000 degrees Kelvin overhead luminaries with neutral gray surroundings.

MARGINS: Margins will be as indicated on the print/task order or furnished copy/negatives/electronic media.

BINDING AND CONSTRUCTION: Bind as indicated on the print order. Various binding styles will be ordered as follows:

Fact Sheets: Trim four sides.

Leaflets: Flat sizes 7 x 8", 10-1/2 x 8", 14 x 8", 17-1/2 x 8", 21 x 8", and 24-1/2 x 8" all fold down to 3-1/2 x 8" with up to six (6) parallel folds (as specified on the print order), title out.

Pamphlets (3-1/2 x 8", 3-3/4 x 5-1/2" and 5-1/4 x 8"): Saddle-wire stitch in two places and trim three sides. Each product must contain complete four-page signatures after trimming. Single leave connected with a lip (i.e., binding stub) to left or right side of stitches is not allowed.

Cut Sheet Forms: Trim four sides. Forms may require up to four folds (one or two parallel folds and up to two right angle folds). Forms may require padding of 100 sheets per pad (see "PADDING" below).

Form Booklets: Paste on fold and trim three sides.

Multi-Part Forms: Apply adhesive to hold the sets together at the specified edge. Adhesive must provide sufficient strength to guarantee that the parts will remain together under normal handling and storage, but will permit ready separation without damage to the parts.

Perforating/Scoring: One or more perforations/scores may be required on approximately 40 percent of all forms.

Punching/Drilling: Punch/drill two round holes, 1/4" or 9/32" in diameter, at the top, left, and/or right, through some or all parts as indicated. Holes are to be 2-3/4" center to center. Center of holes to be 3/8" from top edge of form on the top dimension (centered); or 3/8" in from left or right side of the product and centered.

Padding: Approximately 1/2 percent of the orders for multi-part forms will require padding. Padded dimensions and number of leaves per pad will be indicated on the print order for each product that will require padding. Gum and crash or any suitable padding compound may be used. Back pads with chipboard, newsboard, or equal backing (0.020" thick).

WORK PERFORMANCE TEST (First Order Only):

Once the initial production of the products (as specified on the print order) is complete, the contractor will be required to demonstrate their ability to receive and generate data requirements from furnished data received via the contractor-hosted SFTP by completing a work performance test.

The contractor will be required to receive the file and prepare orders (gathering and packing required items for fulfillment) from that file for shipping as described in these specifications as if they were in production mode. All elements of production are to be performed with the exception of actual shipment.

Contractor must complete the test within three (3) workdays of receipt of furnished file. NOTE: SSA will be on site for the test.

The Government will approve, conditionally approve, or disapprove the test the SAME day as the test occurs. 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 test is disapproved by the Government, the Government, at its option, may require the contractor to perform an additional test, in the time and under the terms and conditions specified in the notice of rejection. This additional test shall be 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 second test is 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 test 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. 6-01)).

All costs, including the costs of the test, shall be included in the contract price for the production quantity.

The test shall be performed at the facilities in which the contract production quantities are to be manufactured and fulfillment processed.

PRODUCTION INSPECTION:

Production inspection(s) may be required at the contractor's plant for the purpose of establishing that the receipt of transmitted files, the gathering of pamphlets, forms, leaflets, and fact sheets, inserting, and shipping/ mailing is being accomplished in accordance with contract quality attributes and requirements.

NOTE: A production inspection is for the purpose of setting specific standards that are to be maintained throughout the duration of the contract. When production inspection is required, the Government will notify the contractor.

PACKING:

It is the contractor's responsibility to assure that the correct package material is inserted into each kraft envelope/shipping bag/shipping bundle/shipping container.

Shrink-film wrap the specified quantity of each item (form/pamphlet/leaflet/fact sheet) in an order.

Gather the items for a specific order and insert as applicable below:

Single and multiple copies up to 200 leaves must be inserted into kraft envelopes.

Quantities over 200 leaves, up to 12 pounds, must be inserted into cushioned shipping bags or wrapped in shipping bundles (maximum gross weight 14 pounds).

Quantities over 12 pounds, up to 24 pounds, must be wrapped in shipping bundles or packed in small shipping containers (maximum gross weight 27 pounds).

Quantities over 24 pounds, up to 36 pounds, must be packed in shipping containers (maximum gross weight 40 pounds).

Contractor must insert a packing slip into each package listing the contents of the package.

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 the U.S. mail system or small package carrier delivery system.

LABELING AND MARKING: Using furnished distribution files, contractor to create and affix a label to each shipment packaged in kraft envelopes, shipping bags, shipping bundles, and shipping containers. At contractor's option, the addresses may be imaged directly onto the kraft envelopes, shipping bags, shipping bundles, and shipping containers.

It is the contractor's responsibility to assure the correct label is affixed to each package mailed/shipped. An occasional order may require the outputting of multiple address labels to a single destination

DEPARTMENTAL RANDOM COPIES (BLUE LABEL): All orders must be divided into equal sublots in accordance with the chart below. A random copy must be selected from each subplot. Do not choose copies from the same general area in each subplot. The contractor will be required to execute a statement furnished by GPO certifying that copies were selected as directed. The random copies constitute a part of the total quantity ordered, and no additional charge will be allowed.

<u>Quantity Ordered</u>	<u>Number of Sublots</u>
500 - 3,200	50
3,201 - 10,000	80
10,001 - 35,000	125
35,001 and over	200

These randomly selected copies must be packed separately and identified by a special Government-furnished blue label, affixed to each affected container.

NOTE: The contractor shall store the containers as part of their inventory. The contractor will provide these blue label samples to the Government upon request. If the Government has not requested the blue labels before the run to which they were pulled from is exhausted, they may be used as part of the inventory at that time. The contractor is to produce these blue labels every time they print stock for their inventory.

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

A copy of the Government-furnished certificate must accompany the invoice sent to the U.S. Government Publishing Office, Financial Management Service, for payment. Failure to furnish the certificate may result in delay in processing the invoice.

QUALITY ASSURANCE RANDOM COPIES: In addition to the Departmental Random Copies (Blue Label), the contractor may be required to submit quality assurance random copies to test for compliance against the specifications. The print order will indicate the number required, if any. When ordered, the contractor must divide the entire order into equal sublots and select a copy from a different general area of each subplot. The contractor will be required to execute a statement furnished by GPO certifying that copies were selected as directed. Copies will be paid for at the running rate offered in the contractor's bid and their cost will not be a consideration for award.

Business Reply Mail labels will be furnished for mailing the quality assurance random copies. The copies are to be mailed at the same time as the first scheduled shipment. A copy of the print order must be included.

A 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.

DISTRIBUTION: All orders mail/ship f.o.b. contractor's city to addresses nationwide, including Alaska, Hawaii, and the American Territories and Possessions, as specified below.

The contractor will be required to mail/ship packages via USPS Priority Mail or Small Package Common Carrier (SPCC) via 3rd Party or Prepaid Billing to as many as 1,400 destinations. SSA will determine the SPCC billing option (3rd Party or Prepaid) and provide instructions after award.

Shipments to the 48 Contiguous States, Alaska, Hawaii, and Puerto Rico are to be shipped using SSA provided Small package Common Carrier (SPCC). However, shipments to U.S. Territories and Possessions of American Samoa, Federated States of Micronesia, Guam, Marshall Islands, Northern Mariana Islands, Palau, U.S. Virgin Islands, and Wake Island must be made by reimbursable U.S. Postal Service First Class/Priority Mail. The contractor will be reimbursed for all U.S. Postal Service shipping costs by submitting all shipping receipts with the invoice for billing.

USPS Priority Mail:

The contractor is responsible for all costs incurred in transporting this product to the post office.

Reimbursable USPS Priority Mail will be used when shipping to the aforementioned U.S. Territories and Possessions. The contractor will be required to mail/ship to the aforementioned U.S. Territories and Possessions via USPS Priority Mail rates. The contractor is required to prepare 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 mailing.

Mail pieces addressed to these U.S. Territories and Possessions will mail by USPS "Priority Mail." The contractor may use "free of charge" USPS "Priority" flat rate mail envelopes/shipping containers. Contractor is responsible for ensuring adequate supplies of these envelopes/containers are available at all times. Contractor must use these flat rate envelopes/containers appropriately (fill to capacity).

Small Package Common Carrier (SPCC):

Packages weighing over 13 ounces and up to 499 pounds must ship by small package common carrier (NO mailing via USPS). The only exception are packages going to the U.S. Territories and Possessions as specified above.

The Social Security Administration will provide the name of the small package common carrier. When the service of a small package common carrier is used, the contractor shall be responsible for providing the carrier with the following:

1. All packages are addressed and sorted to meet the requirements of the small package common carrier. NOTE: Contractor may be required to apply special SPCC barcode labels.
2. Separate common carrier pickup record(s) for each print order. The contractor must annotate the pickup record(s) with the requisition number and the print order number.
3. A shipping manifest which includes:
 - a) Name of contractor, the requisition number, the print order number, and the common carrier account/shipper number.
 - b) A listing which includes each addressee's account number or office code (when provided on SSA supplies address labels), address, city state, zip code, common carrier deliver zone, weight, and package identification number (if applicable) of each package shipped to each address.

- c) Listing grouped by pickup. Each group shall be identified with the pickup record number. This number should correspond to the number on the form(s), which the contractor is required to obtain from the carrier for compliance purposes. The listing should be either account number or zip code order within each group.
- d) Summary information for each group, including total number of packages, total weight, and total shipping cost.

The contractor will be required to ship via SPCC via 3rd Party or Prepaid Billing. SSA will determine the SPCC billing option (3rd Part or Prepaid) and provide instructions after award. The contractor is cautioned that SSA's SPCC account is for "Ground Services" only.

Within seven (7) workdays of completion of a print order/task order, contractor must email a PDF copy of their billing invoice to: Matt.Williams@ssa.gov.

Upon completion of the contract, contractor must return all furnished materials to: SSA, Attn: Matt Williams, 1362 Annex Building, Baltimore, MD 21235.

All expenses incidental to picking up and returning materials (when applicable), 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) or task order.

Print orders/task orders will be furnished via contractor-hosted SFTP.

Furnished material (when applicable) and hard copy proofs must be picked up from and delivered to: SSA, Attn: Matt Williams, 1362 Annex Building, Baltimore, MD 21235.

When applicable, furnished electronic media and visuals must be returned with hard copy proofs.

When required, PDF soft proofs must be furnished via SFTP.

Proof and Production Schedule:

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

- The contractor will submit PDF soft proofs for all products within 25 workdays of receipt of print order and furnished materials.
- Proofs will be withheld no more than 20 workdays from their receipt at the ordering agency until changes/corrections/"O.K. to Print" are furnished to the contractor (either by SFTP or email). (NOTE: The first workday after receipt of proofs at the ordering agency is day one (1) of the hold time.)
- If required due to AA's, the contractor must submit revised proofs within five (5) workdays of receipt of marked up proofs. (No additional time will be allowed due to printer's errors (PE's).)
- Revised proofs will be withheld no more than five (5) workdays from their receipt at the ordering agency until changes/corrections/"O.K. to Print" are furnished to the contractor (either by SFTP or email). (NOTE: The first workday after receipt of revised proofs at the ordering agency is day one (1) of the hold time.)

- Contractor must complete production of all items (in the quantity specified for a 3-month inventory supply) within 10 workdays of receipt of “O.K. to print on proofs.”
- Contractor complete work performance test within three (3) workdays of receipt of test file.
- The Government will approve, conditionally approve, or disapprove the test the SAME day as the test occurs.

NOTE: When ordered, contractor must submit hard copy proofs within 10 workdays of receipt of print order. Proofs will be withheld no more than five (5) workdays of receipt at the ordering agency until they are made available for pickup. When ordered, due to low inventory supply, contractor must complete production of ordered item (in the quantity specified to maintain a 3-month inventory) within five (5) workdays of receipt of print order.

Fulfillment and Distribution Schedule:

The following schedule begins the SAME workday as receipt of task order and transmission; the same workday as receipt will be the first workday of the schedule.

- Live production files will be transmitted on a daily basis, Monday through Friday.
- The contractor must complete fulfillment and distribution within three (3) workdays of receipt of each task order and complete transmission.

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 72 hours prior to the inspection. Notify the U.S. Government Publishing Office, Quality Control for Published Products, Washington, DC 20401 at (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. 6-01)). NOTE: 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 mailing/shipping f.o.b. contractor’s city must be delivered to the USPS or picked up by the small package common 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.

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

DAILY STATUS REPORTS: A status update file will be created by the contractor at the end of the workday summarizing what was printed and shipped. The report will also require the contractor to provide the shipping method, tracking number and shipping cost.

This status update file will be generated as a Microsoft Excel file as specified by the Government and placed in the outgoing file on their SFTP site daily. The filename must start with “StatusUpdate.” It can have the date sequenced in the filename, for example “StatusUpdate_20150815.xls.”

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 (1) year’s production under this contract. These units do not constitute, nor are they to be construed as, a guarantee of the volume of work which may be ordered for a like period of time.

The following item designations correspond to those listed in the “SCHEDULE OF PRICES.”

	(1)	(2)	(3)
I. (a)	318	12	30
(b)	288	12	30

	(1)	(2)
II. (a)	336	5,070
(b)	144	79
(c)	16	5
(d)	152	80
(e)	160	74
(f)	8	8
(g)	160	74
(h)	16	8
(i)	8	4
(j)	8	4
(k)	2,472	700
(l)	824	234
(m) 1.	156	1,077
2.	48	118
3.	48	1,974
(n) 1.	16	40
2.	8	16
3.	16	1,788
(o)	992	4,020
(p)	44	476

	(1)	(2)	(3)
III. (a)	42	20	7
(b)	3,002	21	6
(c)	1,779	80	912
(d)	701	5	1
(e)	140	8	62
(f)	10	3	5
(g)	97	XXX	XXX
(h)	86	XXX	XXX
(i)	51	XXX	XXX
(j)	4	XXX	XXX

- IV. (a) 1,852
- (b) 2,430
- (c) 8
- (d) 120
- (e) 500

- V. (a) 4,548
- (b) 160
- (c) 76
- (d) 328

SECTION 4. – SCHEDULE OF PRICES

Bids offered are f.o.b. contractor's city.

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

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

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

Bids submitted with NB (No Bid) or blank spaces for an item may be declared non-responsive.

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

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

Fractional parts of 100 will be prorated at the per-100 rate.

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

A charge will be allowed for each text page of a single-color product, whether printed or blank. For products printing in more than one ink color or in four-color process and an additional ink color, a charge under "Each Additional Color" will be allowed only for pages actually printed with the additional ink color.

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

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

(Initials)

I. PROOFS:

	Up to and including 8-1/2 x 11" (1)	Over 8-1/2 x 11" up to and including 17 x 11" (2)	Over 17 x 11" up to and including 25-1/2 x 11" (3)
(a) Digital color content proof	\$ _____	\$ _____	\$ _____
(a) Digital one-piece composite laminated halftone proof	\$ _____	\$ _____	\$ _____

II. PRINTING AND BINDING: Prices offered shall include the cost of all required materials and operations (minus paper) necessary for the printing and binding of the product listed in accordance with these specifications.

Prices must include the cost of the initial PDF soft proofs.

	Makeready and/or Setup (1)	Running Per 100 Copies (2)
(a) <i>Fact Sheets (8-1/2 x 11"):</i> Printing in two ink colors, including binding per side.....	\$ _____	\$ _____
(b) <i>Leaflets (7 x 8" and 10-1/2 x 8"):</i> Printing in a single ink color, including binding per side.....	\$ _____	\$ _____
(c) <i>Leaflet (7 x 8" and 10-1/2 x 8"):</i> Printing in four-color process, including binding..... per side.....	\$ _____	\$ _____
(d) <i>Leaflet (7 x 8" and 10-1/2 x 8"):</i> Printing in an additional color not charged for under line items II.(b) and (c)..... per color/per side.....	\$ _____	\$ _____
(e) <i>Leaflet (14 x 8" and 17-1/2 x 8"):</i> Printing in a single ink color, including binding per side.....	\$ _____	\$ _____
(f) <i>Leaflet (14 x 8" and 17-1/2 x 8"):</i> Printing in four-color process, including binding..... per side.....	\$ _____	\$ _____
(g) <i>Leaflet (14 x 8" and 17-1/2 x 8"):</i> Printing in an additional color not charged for under line items II.(e) and (f) per color/per side.....	\$ _____	\$ _____

 (Initials)

	<u>Makeready and/or Setup</u> (1)	<u>Running Per 100 Copies</u> (2)
(h) <i>Leaflet (21 x 8" and 24-1/2 x 8"):</i> Printing in a single ink color, including binding per side.....	\$ _____	\$ _____
(i) <i>Leaflet (21 x 8" and 24-1/2 x 8"):</i> Printing in four-color process, including binding..... per side	\$ _____	\$ _____
(j) <i>Leaflet (21 x 8" and 24-1/2 x 8"):</i> Printing in an additional color not charged for under line items II.(h) and (i) per color/per side.....	\$ _____	\$ _____
(k) <i>Pamphlets (3-1/2 x 8", 3-3/4 x 5-1/2", 5-1/4 x 8"):</i> Printing in two ink colors, including binding per page.....	\$ _____	\$ _____
(l) <i>Pamphlets (3-1/2 x 8", 3-3/4 x 5-1/2", 5-1/4 x 8"):</i> Printing in four-color process, including binding..... per page.....	\$ _____	\$ _____
(m) <i>Cut Sheet Forms:</i> Printing in a single ink color, including binding		
1. Up to and including 8-1/2 x 11" per side.....	\$ _____	\$ _____
2. Over 8-1/2 x 11" up to and including 17 x 11" per side.....	\$ _____	\$ _____
3. Over 17 x 11" up to and including 25-1/2 x 11" per side.....	\$ _____	\$ _____
(n) <i>Cut Sheet Forms:</i> Printing in an additional ink color, not charged for under line item II.(m)		
1. Up to and including 8-1/2 x 11" per color/per side.....	\$ _____	\$ _____
2. Over 8-1/2 x 11" up to and including 17 x 11" per color/per side.....	\$ _____	\$ _____
3. Over 17 x 11" up to and including 25-1/2 x 11" per color/per side.....	\$ _____	\$ _____
(o) <i>Form Booklets (8-1/2 x 11"):</i> Printing in a single ink color, including binding per page.....	\$ _____	\$ _____
(p) <i>Multi-Part Forms (8 x 7-1/4", 8-1/2 x 11", 11 x 8-1/2"):</i> Printing in black per page/per form.....	\$ _____	\$ _____

(Initials)

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 products ordered. The cost of any paper required for makeready or running spoilage must be included in the prices offered.

Computation of the net number of leaves will be based on the following:

Text - Each page-size leaf for applicable trim size range.

	<u>Per 100 leaves</u>		
	Up to and including <u>8-1/2 x 11"</u> (2)	Over 8-1/2 x 11" up to and including <u>17 x 11"</u> (2)	Over 17 x 11" up to and including <u>25-1/2 x 11"</u> (3)
(a) White Offset Book (50-lb.).....	\$ _____	\$ _____	\$ _____
(b) White Offset Book (60-lb.).....	\$ _____	\$ _____	\$ _____
(c) White Writing (20-lb.).....	\$ _____	\$ _____	\$ _____
(d) Colored Writing (20-lb.).....	\$ _____	\$ _____	\$ _____
(e) White Ledger (44-lb.), or at contractor's option, White Index (90-lb.).....	\$ _____	\$ _____	\$ _____
(f) Colored Ledger (44-lb.), or at contractor's option, Colored Index (90-lb.).....	\$ _____	\$ _____	\$ _____
(g) White Chemical Transfer Bond, CB, CF (13 – 15-lb.).....	\$ _____	\$ <u>XXX</u>	\$ <u>XXX</u>
(h) Colored Chemical Transfer Bond, CB, CF (13 – 15-lb.).....	\$ _____	\$ <u>XXX</u>	\$ <u>XXX</u>
(i) White Chemical Transfer Bond, CFB, (13 – 17-lb.).....	\$ _____	\$ <u>XXX</u>	\$ <u>XXX</u>
(j) Colored Chemical Transfer Bond, CFB, (13 – 17-lb.).....	\$ _____	\$ <u>XXX</u>	\$ <u>XXX</u>

 (Initials)

IV. ADDITIONAL OPERATIONS:

- (a) Perforating/scoring per 100 leaves\$ _____
- (b) Punching/drilling per 100 leaves\$ _____
- (c) Additional folding (parallel or right angle folds) per 1,000 leaves\$ _____
- (d) Padding, including backing per pad\$ _____
- (e) Shrink wrapping per package\$ _____

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.

- (a) Single or multiple copies in kraft envelope (up to 200 leaves)per envelope\$ _____
- (b) Single or multiple copies over 200 leaves,
up to 12 pounds, in cushioned shipping bags,
or wrapped in shipping bundles
(maximum gross weight 14 pounds) per bag or bundle\$ _____
- (c) Quantities over 12 pounds, up to 24 pounds,
wrapped in shipping bundles, or packed
in shipping containers
(maximum gross weight 27 pounds) per bundle or container\$ _____
- (d) Quantities over 24 pounds, up to 36 pounds,
packed in shipping containers
maximum gross weight 40 pounds)..... per container\$ _____

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

Bidder _____

(City - State)

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

(Person to be contacted)

(Telephone Number)