

Program:	687-s									
Term:	Date of Award to August 31, 2020									
Title:	SSA BOOK PRINTING									
			McDonald & EUDY INC.		NPC		GRAY GRAPHICS		CURRENT CONTRACTOR	
		BASIS OF	Temple Hill, MD		Claysburg, PA		Capitol Heights, MD		Gray Graphics	
ITEM NO.	DESCRIPTION	AWARD	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST
I.	ELECTRONIC PREPRESS:									
(a)	Adobe Acrobat PDF soft proof.....per file.....	3	\$75.00	\$225.00	\$50.00	\$150.00	\$20.00	\$60.00	\$20.00	\$60.00
(b)	Digital Color Content Proofs.....per trim/page-size unit.....	8,248	\$1.00	\$8,248.00	\$1.00	\$8,248.00	\$2.00	\$16,496.00	\$1.00	\$8,248.00
(c)	Inkjet proofs (G7 profiled).....per trim/page-size unit.....	10	\$10.00	\$100.00	\$20.00	\$200.00	\$5.00	\$50.00	\$5.00	\$50.00
(d)	System Timework.....per hour.....	3	\$75.00	\$225.00	\$120.00	\$360.00	\$85.00	\$255.00	\$85.00	\$255.00
II.	PRINTING AND BINDING:									
(a)	Saddle-Stitched products: Printing text in a single ink color, including binding.....per page.....									
(1)	Makeready and/or Setup	84	\$7.50	\$630.00	\$6.96	\$584.64	\$20.00	\$1,680.00	\$8.00	\$672.00
(2)	Running Per 1,000 Copies	6,823	\$1.50	\$10,234.50	\$2.09	\$14,260.07	\$1.60	\$10,916.80	\$2.00	\$13,646.00
(b)	Perfect-Bound products: Printing text in a single ink-color, including binding.....per page.....									
(1)	Makeready and/or Setup	352	\$4.00	\$1,408.00	\$6.07	\$2,136.64	\$8.00	\$2,816.00	\$4.00	\$1,408.00
(2)	Running Per 1,000 Copies	4,662	\$1.50	\$6,993.00	\$5.19	\$24,195.78	\$1.75	\$8,158.50	\$1.40	\$6,526.80
(c)	Perfect-Bound products: Printing text in a four-color, including binding.....per page.....									
(1)	Makeready and/or Setup	122	\$30.00	\$3,660.00	\$10.69	\$1,304.18	\$35.00	\$4,270.00	\$28.00	\$3,416.00
(2)	Running Per 1,000 Copies	680	\$5.00	\$3,400.00	\$15.48	\$10,526.40	\$5.40	\$3,672.00	\$5.20	\$3,536.00
(d)	Loose-Leaf products: Printing text or cover in a single ink color, including binding.....per page.....									
(1)	Makeready and/or Setup	3,836	\$4.00	\$15,344.00	\$3.10	\$11,891.60	\$8.00	\$30,688.00	\$4.00	\$15,344.00
(2)	Running Per 1,000 Copies	1,355	\$1.50	\$2,032.50	\$7.42	\$10,054.10	\$2.20	\$2,981.00	\$1.60	\$2,168.00
(e)	Separate Covers: Printing Covers in a single ink color including binding.....per side.....									
(1)	Makeready and/or Setup	6	\$100.00	\$600.00	\$74.07	\$444.42	\$300.00	\$1,800.00	\$200.00	\$1,200.00
(2)	Running Per 1,000 Copies	143	\$15.00	\$2,145.00	\$9.34	\$1,335.62	\$35.00	\$5,005.00	\$25.00	\$3,575.00
(f)	Separate Covers: Printing Covers in a color in addition to the first single ink color including binding.....per side.....									
(1)	Makeready and/or Setup	4	\$100.00	\$400.00	\$9.71	\$38.84	\$200.00	\$800.00	\$100.00	\$400.00
(2)	Running Per 1,000 Copies	141	\$13.00	\$1,833.00	\$3.58	\$504.78	\$10.00	\$1,410.00	\$5.00	\$705.00
(g)	Separate Covers: Printing Covers in a color in a four color including binding.....per side.....									
(1)	Makeready and/or Setup	2	\$300.00	\$600.00	\$105.64	\$211.28	\$600.00	\$1,200.00	\$500.00	\$1,000.00
(2)	Running Per 1,000 Copies	11	\$25.00	\$275.00	\$35.43	\$389.73	\$50.00	\$550.00	\$40.00	\$440.00
(h)	Separate Cover: Aqueous Coating or Varnishing covers 1 & 4.....per side.....									
(1)	Makeready and/or Setup	6	\$75.00	\$450.00	\$31.57	\$189.42	\$100.00	\$600.00	\$100.00	\$600.00
(2)	Running Per 1,000 Copies	152	\$4.00	\$608.00	\$3.60	\$547.20	\$20.00	\$3,040.00	\$6.00	\$912.00
(i)	Tab Dividers: Printing in black ink includes binding.....per tab divider.....									
(1)	Makeready and/or Setup	36	\$75.00	\$2,700.00	\$71.43	\$2,571.48	\$100.00	\$3,600.00	\$50.00	\$1,800.00
(2)	Running Per 1,000 Copies	13	\$75.00	\$975.00	\$42.86	\$557.18	\$75.00	\$975.00	\$75.00	\$975.00

U.S. GOVERNMENT PUBLISHING OFFICE

Washington, DC

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

SSA Book Printing

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 **Date of Award** and ending **August 31, 2020**, plus up to four optional 12-month extension periods 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 **August 21 2019**.

BID SUBMISSION: Submit bid in pre-addressed envelope furnished with solicitation or send to: U.S. Government Publishing Office, Bid Section, Room C-848, Stop: CSPS, 732 North Capitol Street, NW, Washington, DC 20401. Facsimile bids in response to this solicitation are permitted. Facsimile bids may be submitted directly to the GPO Bid Section, Fax No. (202) 512-1782. The program number and bid opening date must be specified with the bid. Refer to Facsimile Bids in Solicitation Provisions of GPO Contract Terms, GPO Publication 310.2, as revised January 2018. Hand delivered bids are to be taken to: GPO Bookstore, 710 North Capitol Street, NW, Washington, DC, between the hours of 8:00 a.m. and 4:00 p.m., prevailing Washington, DC time, Monday through Friday. Contractor is to follow the instructions in the bid submission/opening area. If further instruction or assistance is required, call (202) 512-0526.

BIDDERS, PLEASE NOTE: *This program was formerly Program 423-S.* These specifications have been extensively revised; therefore, all bidders are cautioned to familiarize themselves with all provisions of these specifications before bidding, with particular attention to the following:

- The GPO 910 “BID” Form is no longer required. Bidders are to fill out, sign/initial, as applicable, all pages of SECTION 4. – SCHEDULE OF PRICES.

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

For information of a technical nature, call **David Love** at (202) 512-0310 or email aps-team1@gpo.gov.

SECTION 1 - GENERAL TERMS AND CONDITIONS

GPO CONTRACT TERMS: Any contract which results from this Invitation for Bid will be subject to the applicable provisions, clauses, and supplemental specifications of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev 1-18)) and GPO Contract Terms, Quality Assurance through Attributes Program for Printing and Binding (GPO Publication 310.1, effective May 1979 (Rev. 8-02)).

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.pdf>

SUBCONTRACTING: Subcontracting will not be permitted.

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

Product Quality Levels:

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

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

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

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

<u>Attribute</u>	<u>Specified Standard</u>
P-7. Type Quality and Uniformity	Approved Proofs / Electronic Media
P-8. Halftone Match (Single and Double Impression)	Approved Proofs / Electronic Media
P-9. Solid and Screen Tint Color Match	Pantone Matching System
P-10. Process Color Match	Approved Proofs / Electronic Media

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

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

ECONOMIC PRICE ADJUSTMENT: The pricing under this contract shall be adjusted in accordance with this clause, provided that in no event will any pricing adjustment be made that would exceed the maximum permissible under any law in effect at the time of the adjustment. There will be no adjustment for orders placed during the first period specified below. Pricing will thereafter be eligible for adjustment during the second and any succeeding performance period(s).

For each performance period after the first, a percentage figure will be calculated as described below and that figure will be the economic price adjustment for that entire next period. Pricing adjustments under this clause are not applicable to reimbursable postage or transportation costs, or to paper, if paper prices are subject to adjustment by separate clause elsewhere in this contract.

For the purpose of this clause, performance under this contract will be divided into successive periods. The first period will extend from **Date of Award** to **August 31, 2020**, and the second and any succeeding period(s) will extend for 12 months from the end of the last preceding period, except that the length of the final period may vary. The first day of the second and any succeeding period(s) will be the effective date of the economic price adjustment for that period.

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

The economic price adjustment 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 **May 31, 2019**, 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.

If the Government exercises an option, the extended contract shall be considered to include this economic price adjustment clause.

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

PAPER PRICE ADJUSTMENT. Paper prices charged under this contract will be adjusted in accordance with "Table 9 - Producer Price Indexes and Percent Changes for Commodity Groupings and Individual Items" in Producer Price Indexes report, published by the Bureau of Labor Statistics (BLS), as follows:

1. BLS code 0913-01 for "Offset and Text" will apply to all paper required under this contract.
2. The applicable index figures for the month of **August 2019** will establish the base index.
3. There shall be no price adjustment for the first three months of the contract.
4. Price adjustments may be monthly thereafter, but only if the index varies by an amount (plus or minus) exceeding 5% by comparing the base index to the index for that month which is two months prior to the month being considered for adjustment.
5. Beginning with order placement in the fourth month, index variances will be calculated in accordance with the following formula:

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

where X = the index for that month which is two months prior to the month being considered for adjustment.

6. The contract adjustment amount, if any, will be the percentage calculated in 5 above less 5%.
7. Adjustments under this clause will be applied to the contractor's bid price(s) for Item III. "PAPER" in the Schedule of Prices and will be effective on the first day of any month for which prices are to be adjusted.

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

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

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

PREAWARD SURVEY: In order to determine the responsibility of the 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. As part of the financial determination, the contractor in line for award may be required to provide one or more of the following financial documents:

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

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

POST-AWARD CONFERENCE: 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.

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 **Date of Award to August 31, 2020**, plus for such additional period(s) as the contract is extended. All print orders issued hereunder are subject to the terms and conditions of the contract. The contract shall control in the event of conflict with any print order. A print order shall be "issued" upon notification by the Government for purposes of the contract when it is electronically transmitted or otherwise physically furnished to the contractor in conformance with the schedule.

REQUIREMENTS: This is a requirements contract for the items and for the period specified herein. Shipment/delivery of items or performance of work shall be made only as authorized by orders issued in accordance with the clause entitled "ORDERING." The quantities of items specified herein are estimates only, and are not purchased hereby. Except as may be otherwise provided in this contract, if the Government's requirements for the items set forth herein do not result in orders in the amounts or quantities described as "estimated," it shall not constitute the basis for an equitable price adjustment under this contract.

Except as otherwise provided in this contract, the Government shall order from the contractor all the items set forth which are required to be purchased by the Government activity identified on page 1.

The Government shall not be required to purchase from the contractor, requirements in excess of the limit on total orders under this contract, if any.

Orders issued during the effective period of this contract and not completed within that time shall be completed by the contractor within the time specified in the order, and the rights and obligations of the contractor and the Government respecting those orders shall be governed by the terms of this contract to the same extent as if completed during the effective period of this contract.

If shipment/delivery of any quantity of an item covered by the contract is required by reason of urgency prior to the earliest date that shipment/delivery may be specified under this contract, and if the contractor will not accept an order providing for the accelerated shipment/delivery, the Government may procure this requirement from another source.

The Government may issue orders which provide for shipment/delivery to or performance at multiple destinations.

Subject to any limitations elsewhere in this contract, the contractor shall furnish to the Government all items set forth herein which are called for by print orders issued in accordance with the "ORDERING" clause of this contract.

PAYMENT: Submitting all invoices for payment via the GPO fax gateway (if no samples are required), utilizing the GPO barcode coversheet program application, is the most efficient method of invoicing. Instruction for using this method can be found at the following web address:

<http://winapps.access.gpo.gov/fms/vouchers/barcode/instructions.html>.

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

For more information about the billing process refer to the General Information of the Office of Finance web page located at: <https://www.gpo.gov/how-to-work-with-us/vendors/how-to-get-paid>

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

SECTION 2 - SPECIFICATIONS

SCOPE: These specifications cover the production of self- and separate-cover books requiring such operations as electronic prepress, printing, binding, packing, and distribution.

TITLE: SSA Book Printing

FREQUENCY OF ORDERS: Approximately 10 to 15 orders per year.

QUANTITY: Approximately 250 up to 25,000 copies per order.

An occasional order may be issued for up to 125,000 copies.

Some orders may include additional rider copies for GPO Superintendent of Documents copies.

NUMBER OF PAGES: Approximately 16 to 1,500 pages per order.

When tabs are required, approx. 12 dividers will be needed per order.

TRIM SIZES: 8-1/2 x 11"

Tab Dividers: 8-1/2 x 11" Plus 1/2" tab (overall size is 9 x 11").

GOVERNMENT TO FURNISH: Electronic media with distribution data and/or mailing labels/lists.

Platform: Macintosh and/or Windows 10 operating system.

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

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

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

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

Fonts: All printer and screen fonts will be furnished, or embedded as applicable, except for International Standard Book Number (ISBN) barcode.

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

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

5 x 3" unaddressed Postage and Fees Paid Permit Imprint label. At Government option permit may be provided as camera copy

PS Form 3615 - Mailing Permit Application & Customer Profile

Exhibit A: Barcode Marking Requirements

Exhibit B: Blue Label Template

Exhibit C: Certificate of Selection for Blue Labels

Exhibit D: Yellow Label Template

Exhibit E: Certificate of Selection for Yellow Labels

Distribution Data - The distribution data will be transmitted electronically in a MS Excel spreadsheet via the Internet, as follows:

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

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

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

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

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

The contractor must be able to accept files electronically via a contractor-hosted FTP server. Appropriate log-on instructions and protocol must be provided at time of award.

ELECTRONIC PREPRESS: Prior to image processing, the contractor shall perform a basic check (preflight) of the furnished media and publishing files to assure correct output of the required production image. Any errors, media damage, or data corruption that might interfere with proper file image processing must be reported to the ordering agency as specified on the print order.

This 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.

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

Any errors, media damage, or data corruption that might interfere with proper file image processing must be reported to the SSA analyst that submitted the print order.

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

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

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

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

PROOFS: See proofing requirements as indicated on the Print Order

PDF Proof - One set of proofs for all pages.

Contractor to submit one "Press Quality" PDF "soft" proof (for content only) using the same Raster Image Processor (RIP) that will be used to produce the final printed product. PDF proof will be evaluated for text flow, image position, and color breaks. Proof will not be used for color match.

Digital Color Content Proofs - One set of proofs for all pages.

Proofs shall be collated with all elements in proper position (not pasted up), imaged face and back, trimmed and folded to the finished size of the product. Direct to plate must be used to produce the final product with a minimum of 2400 x 2400 dpi. Proofs must be created using the same Raster Image Processor (RIP) that will be used to produce the product.

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

Ink-Jet Proofs - One set of proofs for all pages.

Proofs shall be G7 profiled and use pigment-based inks. A proofing RIP that provides an option for high quality color matching (such as Device Links Technology and/or ICC Profiles Technology), and meets or exceeds industry tolerance to ISO 12647-7 Standard for Graphic Technology (as of 3/19/09, and future amendments) must be utilized plus GRACoL 2006 Coated #1 specifications (CGATS TR006) must be achieved. Output must be a minimum of 720 x 720 dpi on a GRACoL or SWOP certified proofing media. Proofs must contain the following color control strip to be evaluated for accuracy: IDEAlliance ISO 12647-7 Control Strip 2009 or 2013(i1).

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.

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 must be simulated on proofs and must be proofed separately on a digital color content, overlay, or inkjet proof.

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

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

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

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

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

Government Paper Specification Standards No. 12 - http://www.gpo.gov/pdfs/customers/sfas/vol12/vol_12.pdf.

All text paper used in each item must be of a uniform shade. All cover paper must have the grain parallel to the spine.

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 opinion, materially differs from that of the color sample(s).

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

Text:

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

White Matte Coated Offset Book, basis weight: 60 lbs. Per 500 sheets, 25 x 38", equal to JCP Code A240 *

Cover:

Colored (Yellow, Buff, Green, Pink, Salmon, and Blue)Vellum-Finish Cover, basis weight: 65 or 50 lbs. per 500 sheets, 20 x 26", equal to JCP Code L20.

White Litho (Gloss) Coated Cover, basis weight: 80 lbs. per 500 sheets, 20 x 26", equal to JCP Code L10. *

White Index, basis weight: 90 lbs. per 500 sheets, 25-1/2 x 30-1/2", equal to JCP Code K10.

- * The requirement for postconsumer fiber (as specified in the Government Paper Specification Standards No. 12) for this contract is waived. However, the addition of postconsumer fiber is encouraged provided that the requirements of this Standard are met. All other attributes remain the same

Tab Dividers:

White Index, basis weight: 90 lbs. per 500 sheets, 25-1/2 x 30-1/2", equal to JCP Code K10.

PRINTING:

Saddle-Stitched or Loose-Leaf text: Prints head-to-head, head-to-foot or head-to-side in a single ink color. Match Pantone number as indicated on the print order.

Perfect Bound text: Prints head-to-head, head-to-foot, head-to-side in a single ink color or four-color process. Match Pantone number as indicated on the print order.

Cover: Prints head-to-head, head-to-foot, head-to-side or one-side-only and /or spine in a single ink color or four-color process. Match Pantone number as indicated on the print order.

After printing, a flood coating of either aqueous or varnish may be required for the outside covers. SSA will indicate on the print order what type of flood coat will be used, either clear aqueous coating or non-yellowing varnish.

Tab Dividers - Print one side only in black, body and tab, or tab portion only. Digital printing on laminated tabs is acceptable.

Must be printed on a press capable of printing four colors in a single pass through the press (minimum four printing units).

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 QA TAP tolerances when applicable) and with discarding all makeready sheets that preceded approval. When a press sheet inspection is required, it will be specified on the individual print order. See GPO Publication 315.3 (Guidelines for Contractors Holding Press Sheet Inspections) issued January 2015.

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

Press sheets must contain control bars for each color of ink on the sheet. Control bars must be placed parallel to the press's ink rollers. The control bars (such as BRUNNER, GATF, GRETAG, or RIT) must show areas consisting of 1/8 x 1/8" minimum solid color patches; tint patches of 25, 50, and 75%; dot gain scale; slur targets; two-color overprint ink trapping targets and gray balance patches for process color (if applicable). These areas must be repeated across the entire press sheet.

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

MARGINS: Margins will be as indicated on the print order or furnished electronic file.

Separate covers may bleed up to all four sides.

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

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

Perfect-Bind – Perfect bind text and wraparound cover; trim three sides.

Hinge Score and Glue – Score covers at spine and also at 1/4" from spine on front and back covers. Perfect-bind and trim three sides. Glue the front and back covers to the first and last pages respectively within the 1/4" scored areas.

Loose-Leaf – When required, perforate on fold and trim three sides; trim four sides; stitch (if required) with one stitch in upper left corner or two stitches in the side (as ordered) with or without two-piece covers, and/or shrink wrap or band individually.

Tab Dividers – Standard cuts up to 10 on right side, both gathering and inserting may be required. Tabs must be reinforced after printing by the lamination method of plastic, cellulose acetate, polyethylene terephthalate, or equal material, securely bonded to each side of the divider, which shall lap over at least 3/8" onto the base sheet and extend at least 3/8" beyond the tab end. The outer edge of the tab must be smooth. Binding edge to be reinforced on back with the same material (clear) extending the full 11" length and approximately 5/8" wide, or at contractor's option, holes may be spot laminated, minimum size 5/8 x 5/8".

Drilling – The center of the holes is to be 3/8" from left edge of product.

When ordered:

- Drill three 9/32" diameter holes centered on the left side, 4-1/4" center to center;
- Drill three 3/8" diameter holes centered on the left side, 4-1/4" center to center;
- Drill three 9/32" diameter holes centered on left side, 3-1/2" center to center;
- Drill two 1/4" or two 9/32" diameter holes centered on the left side, 2-3/4" center to center.

PACKING: Shrink-film wrap or band in units as directed on the print order.

Bands will consist of strips of heavy kraft paper, approximately 4-1/2" in width, around the short dimension. Banding may not cause bowing of product. When banding is required, chipboard, or equal, must be placed on top and bottom.

When shrink-wrapping tabs dividers, chipboard, or equal, must be placed on top and bottom of each package to protect tabs.

Bulk Shipments –

Pack in shipping containers as indicated on the print order. Each shipping container must not exceed 40 pounds when fully packed.

Chipboard or equal must be placed top and bottom to prevent bowing.

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

The Contractor is responsible for the packing of all items in accordance with these specifications.

Internal Bulk Shipments –

Individually prepare packages according to zip codes (see "LABELING AND MARKING")

Mailed shipments –

Single copies, excepting those sent to foreign destinations, must be mailed as self-mailers.

Insert single copies to foreign destinations and multiple copies (up to 200 leaves) into kraft envelopes.

Quantities over 200 leaves, up to 12 pounds), must be inserted into cushioned shipping bags or wrapped in shipping bundles

Quantities over 200 leaves, up to and including 12 lbs., must be inserted into cushioned shipping bags (maximum gross weight 14 pounds). A fiber-filled padded bag or any bag that will produce a powdery substance when torn during shipment or opening must not be used.

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

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

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

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

LABELING AND MARKING:

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

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

The destination address in the “TO” box does not have to be filled in on the individual shipping container labels when packed on pallets. In lieu thereof, complete filled in labels, the destination address must be attached to all four sides of each pallet. In addition to regular markings, include the “ICN (fill-in number)” on all labeling.

Internal Bulk shipments – Individually prepare and label packages displaying the following zip codes. Contractor to place packages into containers according to the zip code and ship as follows:

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

Mailed shipments –

Create and affix mailing address labels to the back of each copy mailed singly as a self-mailer. At contractor's option, mailing address may be imaged directly onto each copy mailed singly as a self-mailer.

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

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

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

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

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

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

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

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

These randomly selected copies must be packed separately and identified by a special label (GPO Form 2678-Departmental Random Copies (Blue Label)) that must be printed on blue paper and affixed to each affected container. This form can be downloaded from www.GPO.gov. The container and its contents shall be recorded separately on all shipping documents. **See Exhibit B: Blue Label Template**

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

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

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

A copy of the PRINT ORDER/SPECIFICATION and a signed Government-furnished certificate of selection must be included. **See Exhibit C: Certificate of Selection for Blue Labels**

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

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

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

CUSTOMER RANDOM COPIES (YELLOW LABEL): All orders must be divided into equal sub-lots in accordance with the chart below. A random copy must be selected from each sub-lot. Do not choose copies from the same general area in each sub-lot.

The contractor will be required to execute a statement furnished by the agency certifying that copies were selected as directed. The random copies constitute a part of the total quantity ordered, and no additional charge will be allowed.

<u>Quantity Ordered</u>	<u>Number of Sublots</u>
500 - 10,000	10
10,000 - 35,000	15
35,000 and over	20

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

A copy of the PRINT ORDER/SPECIFICATION and a signed Government-furnished certificate of selection must be included. **See Exhibit E: Certificate of Selection for Yellow Labels**

DISTRIBUTION: Specific shipping instructions will be provided with each print order or transmitted electronically. The contractor cannot deviate from these instructions without first consulting and obtaining permission from SSA. The majority of shipments will be shipped by Small Package Common Carrier (SPCC). The contractor may be required to mail/ship packages via SPCC or USPS to as many as 2,500 destinations.

F.O.B. Destination – bulk shipments and internal bulk shipments

Deliver f.o.b. destination to approximately six (6) addresses located within a 75-miles radius of SSA, 6401 Security Boulevard, Baltimore, MD area. Entrance to the receiving platform for each of the five (5) addresses has maximum height clearances. It is the responsibility of the contractor to provide shipment to the platforms as follows:

2700 Lord Baltimore Drive, Suite 120, Baltimore, MD 21244 Clearance is 14'0"

1500 Woodlawn Drive, Baltimore, MD 21241 Clearance is 13'3"

6100 Wabash Avenue, Baltimore, MD 21215 Clearance is 14'0"

6301 Security Boulevard, Baltimore, MD 21235 Clearance is 13'6"

6401 Security Boulevard, Baltimore, MD 21235 Clearance is 13'3"

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

SPCC (Third Party Billing) –

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

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

1. All shipments addressed and sorted to meet the requirements of the SPCC.

Contractor may be required to apply special SPCC barcode labels.

2. Separate common carrier pick-up records for each print order. The contractor must annotate the pick-up records with the requisition number and the print order number.
3. A shipping manifest which includes:
 - a. The name of the contractor, the requisition number, the print order number, the common carrier account/shipper number.
 - b. A listing which includes each addressee's account number or office code (when provided on SSA supplied address labels), address, city, state, zip code, common carrier delivery zone, weight, and package identification number (if applicable) of each shipments shipped to each addressee.
 - c. The listing must be grouped by pick-up, and each group must be identified with the pick-up record number. This number must correspond to the number on the form(s) which the contractor is required to obtain from the carrier for compliance purposes. The listing must be in either account number or ZIP code order within each group.
 - d. The summary information for each group must include the total number of shipments total weight, and total shipping cost.

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

F.O.B. Contractor's City –

USPS Permit Mail

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

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

The contractor must complete a PS-Form 3615 "Mailing Permit Application and Customer Profile". Permit imprint **may not be used** if the mailing is less than 200 identical (in size and weight) mail pieces or 50 lbs. This mail will mail reimbursable USPS.

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

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

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

The contractor will be required to mail/ship parcels via USPS First Class Mail rates for pieces weighing up to and including 13 ounces. The contractor is required to prepare First-Class mail in accordance with appropriate USPS rules and regulations, including the USPS Domestic Mail Manual (DMM), Postal Bulletins, and other USPS rules and regulations in effect at the time of the mailing.

USPS considers mail addressed to U.S. possessions (e.g., American Samoa, Federated States of Micronesia, Guam, Marshall Islands, Northern Mariana Islands, Palau, Puerto Rico, Virgin Islands, Wake Island, and Military Overseas Addresses (APO/FPO mail) Domestic Mail, not International Mail and should be included in the discount sorting above.

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

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

USPS International Mail (Par Avion)

All items mailed must conform to the appropriate USPS International Mail Manual (IMM), Postal Bulletins, and other USPS rules and regulations in effect at the time of mailing. All International mail must be endorsed PAR AVION or AIR MAIL as described in the USPS IMM. The contractor may use a rubber stamp to meet these requirements. International Mail return addresses must show in the last line of the address UNITED STATES OF AMERICA or USA, all in upper case letters.

The contractor is cautioned delivery addresses may contain mail addressed to U.S. territories and possessions (e.g., American Samoa, Federated States of Micronesia, Guam, Marshall Islands, Northern Mariana Islands, Palau, Puerto Rico, Virgin Islands, Wake Island, and Military Overseas Addresses (APO/FPO mail). This mail is considered Domestic Mail by the USPS, NOT International Mail.

If the mailing meets the qualifications for International Priority Airmail (IPA), it must be processed through IPA in accordance with USPS rules and regulations in effect for IPA at the time of the mailing. To maximize postage savings, the contractor shall sort to the IPA Rate Group 1 through 15 levels.

Pieces not qualifying for the IPA Rate Group Levels of discount shall be prepared at the Worldwide Non-presorted rate level and any remaining pieces that do not meet the IPA qualifications will be sorted by individual country rules according to the USPS IMM in effect at the time of the mailing.

Reimbursable Freight –

Truck shipments for a single shipment or several shipments totaling 500 pounds or more are to be shipped by reimbursable freight (excluding bulk and internal bulk shipments). Inside delivery may be required.

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

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

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

Shipping/Mailing Documentation

Upon completion of each order the contractor must notify the ordering agency (on the same day the order ships/mailed) via email to the SSA analyst that submitted the print order. The subject line of the email shall be "Distribution Notice for Program 687-S, Print Order XXXXX, Jacket Number XXX-XXX." The notice must provide all applicable tracking numbers, shipping/mailed method, and title of publication.

Within 72 hours of completion of each order, contractor must email all supporting delivery documentation (i.e., delivery/mailed receipts, and mailing documentation) and one copy of the contractor's billing invoice. Contractor to email as a PDF file to the SSA analyst that submitted the print order to the contractor. Contractor must identify the contract number and print order number in the subject line of all emails.

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

SCHEDULE: Adherence to this schedule must be maintained. Contractor must not start production of any job prior to receipt of the individual print order (GPO Form 2511).

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

Contractor will email the PDF proof to the SSA analyst that submitted the print order.

Proofs must be picked up from and delivered to Social Security Administration, Office of Multi Media (OMM), 1356 Annex Building, 6401 Security Blvd., Baltimore, MD 21235-6401.

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

No definite schedule for pickup of material / placement of orders can be predetermined.

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

Regular Schedule –

- Contractor must complete production and distribution of up to and including 2,500,000 pages (printed or blank) within **nine workdays**.
- No specific date is set for submission of proofs. Proofs must be submitted as soon as possible to allow for revised proofs, if contractor's errors are judged serious enough to require them
- Proofs will be withheld no more than **two workdays** from their receipt at the ordering agency until they are made available for pick-up. (The first workday after receipt of proofs at the ordering agency is day one of the hold time)
- No additional time will be permitted due to contractor's errors (PE's). If required, revised proofs will be available for pickup within **two workdays**. The first workday after receipt of proofs at SSA is day one of the hold time.
- All proof time and transit time is included in the **nine workday** schedule

If an order requires production and distribution of more than 2,500,000 pages, the contractor will be allowed **one additional workday** for the production and distribution of each additional 200,000 pages or fraction thereof (printed or blank).

Contractor will be allowed **one additional workday** if perfect-bound books are required.

The maximum time allowable for the complete production and distribution of any one order is **20 workdays**.

Accelerated Schedule –

If the accelerated schedule is required, orders must be completed and delivered within **five workdays** after notification of the availability of print order and furnished material.

Orders requiring this accelerated schedule will be paid at the premium rate of an additional 20% of total invoice except for paper.

All other orders will be placed with the required schedule and paid for at the basic prices offered.

Press Sheet Inspection

The contractor must notify the U.S. GPO of the date and time the press sheet inspection can be performed. In order for proper arrangements to be made, notification must be given at least 3 workdays prior to the inspection. Notify the U.S. Government Publishing Office, Quality Control for Procured Printing, Washington, DC 20401 at (202) 512-1162 or (202) 512-0542. Telephone calls will only be accepted between the hours of 8:00 a.m. and 2:00 p.m., prevailing Eastern Time, Monday through Friday.

NOTE: See contract clauses, paragraph 14(e)(1), Inspections and Tests of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev 1-18))

When supplies are not ready at the time specified by the contractor for inspection, the Contracting Officer may charge to the contractor the additional cost of the inspection

The ship/deliver date indicated on the print order is the date products ordered for delivery f.o.b. destination must be delivered to the Baltimore, MD destinations specified and products ordered for shipping / mailing f.o.b. contractor's city must be delivered to the USPS or SPCC.

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.

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 (1) 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 during a like period of time.

Premium Payments: Orders requiring the “Accelerated Schedule” will be paid for at the premium rate.

Premium payments for an accelerated schedule will be evaluated for award. Evaluation will be effected by applying a 20% increase to all items except Item III., “Paper.”

All other orders will be placed with the required schedule and paid for at the basic prices offered.

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

The following item designations correspond to those listed in the “Schedule of Prices”.

- I. (a) 3
- (b) 8,248
- (c) 10
- (d) 3

- II. (1) (2)
- (a) 84 6,823
- (b) 352 4,662
- (c) 122 680
- (d) 3,836 1,355
- (e) 6 143
- (f) 4 141
- (g) 2 11
- (h) 6 152
- (i) 36 13

- III. (a) 5,490
- (b) 930
- (c) 347
- (d) 3
- (e) 304
- (f) 7

- IV. (a) 1,066
- (b) 684
- (c) 4

- V. 1. (a) 1,631
- (b) 10
- 2. (a) 5
- (b) 1
- (c) 3,792
- (d) 148

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SECTION 4 - SCHEDULE OF PRICES

Bids offered are f.o.b. destination for addresses located within a 75-mile radius of the Social Security Administration, 6401 Security Boulevard, Baltimore, MD and f.o.b. contractor's city for all other destinations.

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 100 or 1,000 will be prorated at the per 100 or per 1,000 rate.

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

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

For separate cover products printing in more than one color, a charge under line item II(f) will be allowed only for cover pages actually printed with the additional color(s).

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

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

NOTE: A back-strip for spine, if required, shall be considered part of cover Page 1; a separate charge for a back-strip will not be allowed.

- (a) Adobe Acrobat PDF soft proof..... per file.....\$ _____
- (b) Digital Color Content Proofs per trim/page-size unit.....\$ _____
- (c) Inkjet proofs (G7 profiled)... per trim/page-size unit.....\$ _____
- (d) System Timework..... per hour.....\$ _____

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

(Initials)

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

The cost for printing *and* binding saddle-stitched and perfect-bound products is to be charged for under line items (a) through (c) for text pages and line items (e) through (h) for covers.

The cost for printing loose-leaf products is to be charged for under line item (d) for text pages and covers.

	<u>Makeready and/or Setup</u> (1)	<u>Running Per 1,000 Copies</u> (2)
(a) Saddle-Stitched products: Printing text in a single ink color, including binding.....per page.....	\$ _____	\$ _____
(b) Perfect-Bound products: Printing text in a single ink color, including binding.....per page.....	\$ _____	\$ _____
(c) Perfect-Bound products: Printing text in four-color process, including binding.....per page.....	\$ _____	\$ _____
(d) Loose-Leaf products: Printing text or cover in a single ink color, including bindingper page.....	\$ _____	\$ _____
(e) Separate Cover: Printing Covers in a single ink color, Including bindingper side.....	\$ _____	\$ _____
(f) Separate cover: Printing Covers in a color in addition to the first single ink color.....per color per side.....	\$ _____	\$ _____
(g) Separate Cover: Printing Covers in a four-color process, Including bindingper side.....	\$ _____	\$ _____
(h) Separate Cover: Aqueous Coating or Varnishing covers 1 & 4per side.....	\$ _____	\$ _____
(i) Tab Dividers: Printing in black ink includes bindingper tab divider.....	\$ _____	\$ _____

(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 product(s) ordered in the applicable "Format" group. The cost of any paper required for makeready or running spoilage must be included in the prices offered.

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

Text - Each page-size leaf.

Cover - Two page-size leaves will be allowed for each complete cover. Prices offered must include the cost of paper for back-strip, when required.

	<u>Per 1,000 leaves</u>
(a) White Offset Book (60-lb.).....	\$ _____
(b) White Offset Book (60-lb.).....	\$ _____
(c) White Matte Coated Offset Book (60-lb.).....	\$ _____
(d) Colored Vellum-Finish Cover (65-lb.).....	\$ _____
(e) White Litho Coated Cover (80-lb.)	\$ _____
(f) White Index (90-lb.).....	\$ _____

IV. ADDITIONAL OPERATIONS:

- (a) Shrink-film packaging or
Banding with kraft paper bands.....per package per band..... \$ _____
- (b) Drilling (each run).....per 1,000 leaves..... \$ _____

A charge will be allowed for an additional run when the distance between centers of drilled holes is less than 1-3/8". Four holes will be the maximum for any one run. When drilling books with separate covers and/or tab

- (c) Hinge Scoring and gluing..... per 1,000 copies..... \$ _____

V. PACKING: Pricing must include the cost of creating bar code markings

1. Bulk shipments (other than by mail):

- (a) Packing and sealing shipping containersper container.....\$ _____
- (b) Palletizingper pallet.....\$ _____

2. Mailing, Small Package Common Carrier, and Internal Distribution:

- (a) Affixing labels on single copies (self-mailer)..... per 100 labels.....\$ _____

(Initials)

- (b) Single or multiple copies in kraft envelope
(up to 200 leaves) per envelope.....\$ _____
- (c) Single or multiple copies over 200 leaves, up to 12 lbs.,
in cushioned shipping bags, or wrapped in shipping
bundles (maximum gross weight 14 lbs.).per bag or bundle.....\$ _____
- (d) Quantities over 12 lbs., up to 36 lbs., wrapped
in shipping bundles, or at contractor's
option packed in shipping containers
(maximum gross weight 40 lbs.)..... Per bundle or container.....\$ _____

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

Post Office located at Street Address _____,

City _____, State _____, Zip Code _____.

(Initials)

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

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

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

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

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

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

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

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

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

(Street Address)

(City – State – Zip Code)

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

(Printed Name) (Telephone Number)








(Email) (Fax Number)

THIS SECTION FOR GPO USE ONLY

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

Exhibit A

DISPLAY SAMPLE ONLY
(DO NOT PRINT!)

TO:	DEPT. SSA
	DEPT. REQUISITION NO. <u>2-00316</u> 
	GPO JACKET NO.
STOCK NO. <u>HA501-U5-SP</u> 	QUANTITY PER CONTAINER UNIT OF ISSUE <u>00012</u> <u>HD</u>  
CONTROL NO. <u>383460</u> 	
SUB. ID NO.	PACKAGES PER CONTAINER _____ PKGS. OF _____
TITLE	FORM OR PUBLICATION NO./DATE <u>03/2012</u> 
FROM	GPO ORDER NO.
	PROGRAM/PRINT ORDER NO. <u>00838</u> 

DISTRIBUTE THESE COPIES LAST
DO NOT OPEN UNTIL READY FOR USE

GPO Form 2678
R 2-95 P. 51555-2

Exhibit B

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

DISTRIBUTE THESE COPIES LAST
DO NOT OPEN UNTIL READY FOR USE

U.S. GOVERNMENT PRINTING OFFICE

CERTIFICATE OF SELECTION OF RANDOM COPIES

I hereby certify that the random copies produced under Jacket _____ (Program _____ P.O. _____)
by _____ (Name of Company) _____ have been selected in accordance with the selection plan specified.

I understand that these random copies will be inspected against the attributes specified in the contract.

**The penalty for making false statements
to the U.S. Government is prescribed in
18 U.S.C. 1001.**

(Signature of Certifying Official)

(Date)

(Printed Name and Title of Certifying Official)

Instructions:

- The contractor must select random copies in accordance with the specified selection plan.
- A dated copy of this form, signed by an authorized company official **and a copy of the specifications** must be included with the shipment.
- Random copies, certificate, **and specifications** must be forwarded in accordance with the attached mailing label.

Exhibit D

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

YELLOW LABEL SAMPLE 8-Social Security Administration 07/maj/zus-1

< Trim Off Warning Paragraph Before Reproducing This Label >

WARNING TO CONTRACTORS! PLEASE DO NOT USE THIS YELLOW LABEL WHEN MAILING OR SHIPPING BLUE LABEL SAMPLES TO THE SOCIAL SECURITY ADMINISTRATION. USE THE ORIGINAL BLUE LABELS YOU NORMALLY ATTACH TO BLUE LABEL SAMPLES SHIPPING CONTAINERS. THANK YOU!

CERTIFICATE OF SELECTION

OF

"YELLOW LABEL" RANDOM COPIES

I hereby certify that the random copies produced under Jacket _____ (Program _____ P.O. _____)
by _____ (Name of Company) _____ have been selected in accordance with the selection plan specified.

I understand that these random copies will be inspected against the attributes specified in the contract.

**The penalty for making false statements
to the U.S. Government is prescribed in
18 U.S.C. 1001.**

(Signature of Certifying Official) (Date)

(Printed Name and Title of Certifying Official)

Instructions:

- The contractor must select random copies in accordance with the specified selection plan.
- A dated copy of this form, signed by an authorized company official and a copy of the specifications must be included with the shipment.
- Random copies, certificate and specifications must be forwarded in accordance with the attached mailing label.

Exhibit E