

<b>Program</b>	234-s										
<b>Title:</b>	ENVELOPES										
<b>Agency:</b>	Social Security Administration (SSA)										
<b>Term:</b>	Beginning and ending February 29, 2024										
			CENVEO WORLDWIDE LTD.			J.J. COLLINS PRINTERS		PRTG. RESOURCES, INC.		CURRENT CONTRACTOR	
			Mt. Pleasant, PA			Charleston, IL		Cleveland, OH		The Print House	
			BASIS OF								
ITEM NO.	DESCRIPTION	AWARD	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	
I.	PROOF: Prices offered must be all-inclusive.										
	PDF Soft Proof.....per file.....	67	N/C	0.00	N/C	0.00	N/C	0.00	N/C	0.00	
II.	PRINTING, CONSTRUCTION, PACKING AND DISTRIBUTION:										
1.	#9 (3-7/8 x 8-7/8") Envelopes:										
	(a) Without Window:										
	Printing one side only in a single ink color, including construction.....per envelope.....										
	(1) <b>Makeready and/or Setup</b>	30	N/C	0.00	N/C	0.00	25.00	750.00	50.00	1,500.00	
	(2) <b>Running Per 1,000 Copies</b>	300	25.59	7,677.00	12.00	3,600.00	45.00	13,500.00	15.00	4,500.00	
	(b) Without Window and with Security Tint:										
	Printing one side only in a single ink color, including construction.....per envelope.....										
	(1) <b>Makeready and/or Setup</b>	4	N/C	0.00	N/C	0.00	25.00	100.00	50.00	200.00	
	(2) <b>Running Per 1,000 Copies</b>	90	60.89	5,480.10	14.00	1,260.00	47.50	4,275.00	17.50	1,575.00	
	(c) With Window and Security Tint:										
	Printing one side only in a single ink color, including construction.... Per envelope.....										
	(1) <b>Makeready and/or Setup</b>	3	N/C	0.00	N/C	0.00	25.00	75.00	50.00	150.00	
	(2) <b>Running Per 1,000 Copies</b>	200	35.29	7,058.00	17.00	3,400.00	60.00	12,000.00	20.00	4,000.00	
	(d) Printing second side in a single ink color.....										
	.....per envelope.....										
	(1) <b>Makeready and/or Setup</b>	10	N/C	0.00	N/C	0.00	25.00	250.00	25.00	250.00	
	(2) <b>Running Per 1,000 Copies</b>	590	N/C	0.00	2.00	1,180.00	5.00	2,950.00	2.50	1,475.00	
2.	#10 (4-1/8 x 9-1/2") and 4-1/4 x 9-1/2" Envelopes:										
	(a) Without Window:										
	Printing one side only in a single ink color, including construction..... per envelope.....										
	(1) <b>Makeready and/or Setup</b>	1	N/C	0.00	N/C	0.00	25.00	25.00	50.00	50.00	
	(2) <b>Running Per 1,000 Copies</b>	10	69.24	692.40	13.00	130.00	50.00	500.00	25.00	250.00	
	(b) Without Window and with Security Tint:										
	Printing one side only in a single ink color, including construction..... per envelope.....										
	(1) <b>Makeready and/or Setup</b>	5	N/C	0.00	N/C	0.00	25.00	125.00	50.00	250.00	
	(2) <b>Running Per 1,000 Copies</b>	825	20.00	16,500.00	14.00	11,550.00	52.50	43,312.50	17.50	14,437.50	
	(c) With Window:										
	Printing one side only in a single ink color, including construction..... per envelope.....										
	(1) <b>Makeready and/or Setup</b>	2	N/C	0.00	N/C	0.00	25.00	50.00	50.00	100.00	
	(2) <b>Running Per 1,000 Copies</b>	125	29.28	3,660.00	17.00	2,125.00	75.00	9,375.00	25.00	3,125.00	
	(d) With Window and Security Tint:										
	Printing one side only in a single ink color, including construction..... per envelope.....										
	(1) <b>Makeready and/or Setup</b>	14	N/C	0.00	N/C	0.00	25.00	350.00	50.00	700.00	
	(2) <b>Running Per 1,000 Copies</b>	10680	19.46	207,832.80	19.00	202,920.00	85.00	907,800.00	15.00	160,200.00	
	(e) Printing second side in a single ink color.....										
	.....per envelope.....										
	(1) <b>Makeready and/or Setup</b>	22	N/C	0.00	N/C	0.00	25.00	550.00	25.00	550.00	
	(2) <b>Running Per 1,000 Copies</b>	11640	N/C	0.00	2.00	23,280.00	5.00	58,200.00	2.50	29,100.00	
3.	5-3/4 x 8-3/4" Envelopes:										
	(a) With Window and Security Tint:										
	Printing one side only in a single ink color, including construction.....per envelope.....										
	(1) <b>Makeready and/or Setup</b>	3	N/C	0.00	N/C	0.00	50.00	150.00	100.00	300.00	
	(2) <b>Running Per 1,000 Copies</b>	325	51.28	16,666.00	15.00	4,875.00	150.00	48,750.00	25.00	8,125.00	
	(b) Printing second side in a single ink color.....										
	.....per envelope.....										
	(1) <b>Makeready and/or Setup</b>	3	N/C	0.00	N/C	0.00	50.00	150.00	25.00	75.00	
	(2) <b>Running Per 1,000 Copies</b>	325	N/C	0.00	2.00	650.00	5.00	1,625.00	7.50	2,437.50	
4.	5-3/4 x 9-1/2" Envelopes:										
	(a) Without Window:										
	Printing one side only in a single ink color, including construction.....per envelope.....										
	(1) <b>Makeready and/or Setup</b>	1	N/C	0.00	N/C	0.00	50.00	50.00	100.00	100.00	
	(2) <b>Running Per 1,000 Copies</b>	10	132.58	1,325.80	17.00	170.00	100.00	1,000.00	25.00	250.00	
	(b) With Window and Security Tint:										
	Printing one side only in a single ink color, including construction.....per envelope.....										
	(1) <b>Makeready and/or Setup</b>	3	N/C	0.00	N/C	0.00	50.00	150.00	100.00	300.00	
	(2) <b>Running Per 1,000 Copies</b>	100	79.73	7,973.00	26.00	2,600.00	150.00	15,000.00	30.00	3,000.00	
	(c) Printing second side in a single ink color.....										
	.....per envelope.....										
	(1) <b>Makeready and/or Setup</b>	4	N/C	0.00	N/C	0.00	50.00	200.00	25.00	100.00	
	(2) <b>Running Per 1,000 Copies</b>	110	N/C	0.00	2.00	220.00	5.00	550.00	7.50	825.00	

5.	6-1/6 x 9-1/2" and 6-1/8 x 9-1/2" Envelopes:										
(a)	Without Window and with Security Tint: Printing one side only in a single ink color, including construction.....per envelope.....										
(1)	<b>Makeready and/or Setup</b>	4	N/C	0.00	N/C	0.00	50.00	200.00	100.00	400.00	
(2)	<b>Running Per 1,000 Copies</b>	37	172.26	6,373.62	21.00	777.00	80.00	2,960.00	20.00	740.00	
(b)	With Window and Security Tint: Printing one side only in a single ink color, including construction.....per envelope.....										
(1)	<b>Makeready and/or Setup</b>	12	N/C	0.00	N/C	0.00	50.00	600.00	100.00	1,200.00	
(2)	<b>Running Per 1,000 Copies</b>	8108	40.49	328,292.92	25.00	202,700.00	100.00	810,800.00	25.00	202,700.00	
(c)	With Double Window and Security Tint: Printing one side only in a single ink color, including construction.....per envelope.....										
(1)	<b>Makeready and/or Setup</b>	1	N/C	0.00	N/C	0.00	50.00	50.00	750.00	750.00	
(2)	<b>Running Per 1,000 Copies</b>	3	544.36	1,633.08	500.00	1,500.00	500.00	1,500.00	750.00	2,250.00	
(d)	With Pistol Window and Security Tint: Printing one side only in two ink colors..... including construction.....per envelope.....										
(1)	<b>Makeready and/or Setup</b>	2	N/C	0.00	N/C	0.00	50.00	100.00	N/A	N/A	
(2)	<b>Running Per 1,000 Copies</b>	40	319.81	12,792.40	73.00	2,920.00	350.00	14,000.00	N/A	N/A	
(e)	Printing second side in a single ink color..... .....per envelope.....										
(1)	<b>Makeready and/or Setup</b>	1	N/C	0.00	N/C	0.00	50.00	50.00	25.00	25.00	
(2)	<b>Running Per 1,000 Copies</b>	3	N/C	0.00	2.00	6.00	5.00	15.00	7.50	22.50	
6.	9 x 11-1/2" Envelopes:										
(a)	Without Window: Printing one side only in a single ink color, including construction.....per envelope.....										
(1)	<b>Makeready and/or Setup</b>	1	N/C	0.00	N/C	0.00	100.00	100.00	400.00	400.00	
(2)	<b>Running Per 1,000 Copies</b>	45	98.27	4,422.15	60.00	2,700.00	450.00	20,250.00	75.00	3,375.00	
(b)	With Window and Security Tint: Printing one side only in a single ink color, including construction.....per envelope.....										
(1)	<b>Makeready and/or Setup</b>	1	N/C	0.00	N/C	0.00	100.00	100.00	400.00	400.00	
(2)	<b>Running Per 1,000 Copies</b>	50	109.05	5,452.50	65.00	3,250.00	400.00	20,000.00	90.00	4,500.00	
(c)	Printing second side in a single ink color..... .....per envelope.....										
(1)	<b>Makeready and/or Setup</b>	1	N/C	0.00	N/C	0.00	100.00	100.00	50.00	50.00	
(2)	<b>Running Per 1,000 Copies</b>	45	N/C	0.00	11.00	495.00	30.00	1,350.00	10.00	450.00	
7.	9-1/2 x 12-1/4" and 9-1/2 x 12-1/2" Envelopes:										
(a)	Without Window: Printing one side only in a single ink color, including construction.....per envelope.....										
(1)	<b>Makeready and/or Setup</b>	7	N/C	0.00	N/C	0.00	100.00	700.00	250.00	1,750.00	
(2)	<b>Running Per 1,000 Copies</b>	825	407.74	336,385.50	51.00	42,075.00	450.00	371,250.00	30.00	24,750.00	
(b)	Printing second side in a single ink color..... .....per envelope.....										
(1)	<b>Makeready and/or Setup</b>	7	N/C	0.00	N/C	0.00	100.00	700.00	50.00	350.00	
(2)	<b>Running Per 1,000 Copies</b>	825	N/C	0.00	11.00	9,075.00	40.00	33,000.00	10.00	8,250.00	
8.	10 13" Envelopes:										
(a)	Without Window: Printing one side only in a single ink color, including construction.....per envelope.....										
(1)	<b>Makeready and/or Setup</b>	1	N/C	0.00	N/C	0.00	350.00	350.00	1,250.00	1,250.00	
(2)	<b>Running Per 1,000 Copies</b>	2	1,060.28	2,120.56	740.00	1,480.00	2,950.00	5,900.00	750.00	1,500.00	
(b)	Printing second side in a single ink color..... .....per envelope.....										
(1)	<b>Makeready and/or Setup</b>	1	N/C	0.00	N/C	0.00	100.00	100.00	1,250.00	1,250.00	
(2)	<b>Running Per 1,000 Copies</b>	2	N/C	0.00	500.00	1,000.00	100.00	200.00	750.00	1,500.00	
III.	<b>PAPER:</b>										
(a)	#9 (3-7/8 x 8-7/8") Envelopes: White Writing Envelope (20-lb.).....	300	8.49	2,547.00	10.00	3,000.00	25.00	7,500.00	22.50	6,750.00	
(b)	#9 (3-7/8 x 8-7/8") Envelopes: Colored Writing Envelope (20-lb.).....	290	8.84	2,563.60	11.00	3,190.00	40.00	11,600.00	30.00	8,700.00	
(c)	#10 (4-1/8 x 9-1/2") and 4-1/4 x 9-1/2" Envelopes: White Writing Envelope (24-lb.).....	11640	9.05	105,342.00	12.00	139,680.00	30.00	349,200.00	22.50	261,900.00	
(d)	5-3/4 x 8-3/4" Envelopes: Colored Writing Envelope (24-lb.).....	325	18.64	6,058.00	17.00	5,525.00	80.00	26,000.00	90.00	29,250.00	
(e)	5-3/4 x 9-1/2" Envelopes: Light-Brown (Kraft Shade) Envelope (24-lb.)	110	19.04	2,094.40	18.00	1,980.00	75.00	8,250.00	75.00	8,250.00	
(f)	6-1/16 x 9-1/2" and 6-1/8 x 9-1/2" Envelopes: White Kraft Envelope (24-lb.)	8098	21.84	176,860.32	30.00	242,940.00	65.00	526,370.00	60.00	485,880.00	
(g)	6-1/8 x 9-1/2" Envelopes: Colored Kraft Envelope (24-lb.)	10	20.84	208.40	45.00	450.00	80.00	800.00	100.00	1,000.00	
(h)	6-1/8 x 9-1/2" Envelopes: White Writing Envelope (20-lb.)	40	18.17	726.80	30.00	1,200.00	65.00	2,600.00	100.00	4,000.00	
(i)	9 x 11-1/2" Envelopes: White Kraft Envelope (24-lb.)	45	49.23	2,215.35	90.00	4,050.00	125.00	5,625.00	100.00	4,500.00	
(j)	9 x 11-1/2" Envelopes: White Kraft Envelope (28-lb.)	50	50.96	2,548.00	95.00	4,750.00	135.00	6,750.00	100.00	5,000.00	
(k)	9-1/2 x 12-1/4" and 9-1/2 x 12-1/2" Envelopes: Light-Brown (Kraft Shade) Envelope (24-lb.)	275	19.20	5,280.00	69.00	18,975.00	145.00	39,875.00	75.00	20,625.00	
(l)	9-1/2 x 12-1/4" and 9-1/2 x 12-1/2" Envelopes: Light-Brown (Kraft Shade) Envelope (28-lb.)	550	26.24	14,432.00	74.00	40,700.00	155.00	85,250.00	85.00	46,750.00	
(m)	10 x 13" Envelopes: Green Kraft Envelope (28-lb.)	2	76.05	152.10	1,700.00	3,400.00	650.00	1,300.00	500.00	1,000.00	
	<b>CONTRACTOR TOTALS</b>			\$1,293,365.80		\$995,778.00		\$3,477,307.50		\$1,379,392.50	
	<b>DISCOUNT</b>		0.00%	\$0.00	0.00%	\$0.00	0.00%	\$0.00			
	<b>DISCOUNTED TOTALS</b>			\$1,293,365.80		\$995,778.00		\$3,477,307.50		\$1,379,392.50	
				<b>AWARDED - ST</b>							
Prepared By:	Natalie Taylor										
Reviewed By:	Starr Thompson										

U.S. GOVERNMENT PUBLISHING OFFICE  
Washington, DC

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

**ENVELOPES**

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 **February 29, 2024**, plus up to two (2) 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, **February 24, 2023** at the U.S. Government Publishing Office, APSDC. Due to the COVID-19 pandemic, this will NOT be a public bid opening.

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

**BIDDERS, PLEASE NOTE:** *This program was formerly Program 552-S.* These specifications have been extensively revised; therefore, all bidders are cautioned to familiarize themselves with all provisions of these specifications before bidding.

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

For information of a technical nature, contact Starr Thompson at [sthompson@gpo.gov](mailto:sthompson@gpo.gov) or (202) 512-2114.

## SECTION 1 - GENERAL TERMS AND CONDITIONS

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

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

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

**SUBCONTRACTING:** The predominant production function shall be either the printing of the envelopes or the construction of the envelopes. The predominant production function for printing contractors shall be printing the envelopes, and the predominant production function for envelope contractors shall be the construction of the envelopes. Bidders who must subcontract both the printing and construction operations will be declared non-responsible.

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

Product Quality Levels:

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

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. Proofs/Electronic Media
P-9. Solid Screen Tint Color Match	Pantone Matching System

**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 three (3) years as a result of, and including, any extension added under this clause. Further extension may be negotiated under the "EXTENSION OF CONTRACT TERM" clause. See also "ECONOMIC PRICE ADJUSTMENT" for authorized pricing adjustments(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 periodically 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 29, 2024**, 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 is the percentage variation 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 **November 30, 2022**, called the base index. The percentage change (plus or minus) of the variable index from the base index will be the economic adjustment for the period being considered for adjustment.

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

**PAPER PRICE ADJUSTMENT:** Paper prices charged under this contract will be adjusted in accordance with “Table 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 for All Paper will apply to all paper required under this contract.
2. The applicable index figures for the month of **February 2023** will establish the base index.
3. There shall be no price adjustment for the first three (3) production 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 is being considered for adjustment.
5. Beginning with order placement in the fourth month, index variances will be calculated in accordance with the following formula:

$$\frac{X - \text{base index}}{\text{base index}} \times 100 = \underline{\hspace{2cm}} \%$$

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

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

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

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

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

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

As part of the financial determination, the contractor in line for award may be required to provide one or more of the following financial documents:

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

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

**POSTAWARD CONFERENCE:** Unless waived by the Contracting Officer, the total requirements of the job as indicated in these specifications will be reviewed by Government representatives with the contractor's representatives at the Social Security Administration (Baltimore, MD) immediately after award. At agency's option, teleconferencing may be utilized to accomplish the postaward conference.

**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 February 29, 2024**, plus for such additional period(s) as the contract is extended. All print orders issued hereunder are subject to the terms and conditions of the contract. The contract shall control in the event of conflict with any print order. A print order shall be “issued” upon notification by the Government for purposes of the contract when it is electronically transmitted or otherwise physically furnished to the contractor in conformance with the schedule.

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

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

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

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

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

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

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

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

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

**PAYMENT:** Submitting 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: <http://www.gpo.gov/finance/index.htm>.

***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 envelopes requiring such operations as composition, electronic prepress, printing, construction, packing, and distribution.

**TITLE:** Envelopes.

**FREQUENCY OF ORDERS, QUANTITY, AND TRIM SIZES:** Based on departmental estimates, the breakdown for approximate quantities and approximate number of orders per year for each product are as follows:

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

***Finished Size: #9 (3-7/8 x 8-7/8")***

Description	Orders Per Year	Quantity Per Order
White Writing Envelope with Security Tint	4 to 10	10,000 to 1,000,000
Colored Writing Envelope	1 to 4	5,000 to 100,000
Colored Writing Envelope with Window and Security Tint	2 to 4	5,000 to 250,000

***Finished Size: #10 (4-1/8 x 9-1/2")***

Description	Orders Per Year	Quantity Per Order
White Writing Envelope	1 to 4	5,000 to 20,000
White Writing Envelope with Security Tint	1 to 10	5,000 to 1,000,000
White Writing Envelope with Window	1 to 4	5,000 to 150,000
White Writing Envelope with Window and Security Tint	5 to 13	5,000 to 2,500,000

***Finished Size: 4-1/4 x 9-1/2"***

Description	Orders Per Year	Quantity Per Order
White Writing Envelope with Window and Security Tint	1 or 2	5,000 to 25,000

***Finished Size: 5-3/4 x 8-3/4"***

Description	Orders Per Year	Quantity Per Order
Colored Writing Envelope with Window and Security Tint	1 to 3	20,000 to 250,000

***Finished Size: 5-3/4 x 9-1/2"***

Description	Orders Per Year	Quantity Per Order
Light-Brown (Kraft Shade) Envelope	1 or 2	5,000 to 25,000
Light-Brown (Kraft Shade) Envelope with Window and Security Tint (black confetti)	2 to 4	10,000 to 200,000

***Finished Size: 6-1/16 x 9-1/2"***

Description	Orders Per Year	Quantity Per Order
White Kraft Envelope with Window and Security Tint	1 or 2	5,000 to 2,500,000

***Finished Size: 6-1/8 x 9-1/2"***

Description	Orders Per Year	Quantity Per Order
White Kraft Envelope with Security Tint	1 or 5	5,000 to 100,000
White Kraft Envelope with Window and Security Tint	5 to 15	2,500 to 3,500,000
Colored Kraft Envelope with Security Tint	1 to 3	5,000 to 125,000
Colored Kraft Envelope with Window and Security Tint	1 to 3	5,000 to 25,000
White Kraft Envelope with Double Window and Security Tint	1	3,000
White Writing Envelope with Pistol Window and Security Tint	2 or 3	10,000 to 30,000

***Finished Size: 9 x 11-1/2”***

Description	Orders Per Year	Quantity Per Order
White Kraft Envelope	1 or 2	5,000 to 50,000
White Kraft Envelope with Window and Security Tint	1 to 4	50,000 to 350,000

***Finished Size: 9-1/2 x 12-1/4”***

Description	Orders Per Year	Quantity Per Order
Light-Brown (Kraft Shade) Envelope	2 to 4	100,000 to 500,000

***Finished Size: 9-1/2 x 12-1/2”***

Description	Orders Per Year	Quantity Per Order
Light-Brown (Kraft Shade) Envelope	2 to 4	5,000 to 100,000

***Finished Size: 10 x 13”***

Description	Orders Per Year	Quantity Per Order
Green Kraft Envelope with String and Button	1 or 2	1,000 to 5,000

*NOTE: Preprinting or stockpiling of any of the envelopes is at the contractor’s own risk. The Government shall not purchase nor reimburse the contractor for costs incurred for any excess or surplus envelopes left over at the end of the contract term.*

**GOVERNMENT TO FURNISH:** A PDF file containing agency seal/logo will be furnished via email with each print order. PDF sample to be used as copy for composition. Specification sheet will be furnished with every print order.

When applicable distribution files will be provided in Microsoft Excel, Microsoft Word, .txt, or ASCII files.

***Distribution Data:*** The distribution data will be transmitted electronically via email.

One of two standard file formats will be applied to the data, as follows:

- Automated Distribution Management System - Fixed length flat ASCII. (See Exhibit A.)
- Direct Delivery – Comma Quote Delimited. (See Exhibit B.)

Distribution files consist of address data and quantity requirements for addressees receiving individual distribution.

***Exhibits –***

- Exhibit A: Automated Distribution Management System
- Exhibit B: Record Layout for Electronic Transmission Records for Direct Delivery
- Exhibit C: Bar Code Marking Requirements
- Exhibit D: Certificate of Selection for Yellow Labels
- Exhibit E: Yellow Label Template
- Exhibit F: Proof Sample

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

**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.

**COMPOSITION:** All envelopes ordered will require the contractor to set up to eight (8) lines of type with agency seal/logo. Contractor to match type of furnished PDF sample.

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

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.

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. The Government will not accept, as digital deliverables, PostScript files, Adobe Acrobat Portable Document Format (PDF) files, or any proprietary file formats other than those supplied, unless specified by the Government. (The Government will accept PDF files as digital deliverables when furnished by the Government.)

**PROOFS:** When ordered, one (1) "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. Proofs must show envelope flap and window position, if applicable.

NOTE: Proofs must show envelopes before construction. (See Exhibit F.)

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

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

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

Government Paper Specification Standards No. 13 - [https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/vol\\_13.pdf](https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/vol_13.pdf).

All paper used in each order must be of a uniform shade.

**#9 (3-7/8 x 8-7/8") Envelopes:** White, Green, Blue, Pink, Yellow, Buff, and Goldenrod Writing Envelopes, basis weight: 20 lbs. per 500 sheets, 17 x 22", equal to JCP Code V20.

**#10 (4-1/8 x 9-1/2") Envelopes:** White Writing Envelope, basis weight: 24 lbs. per 500 sheets, 17 x 22", equal to JCP Code V20.

**4-1/4 x 9-1/2":** White Writing Envelope, basis weight: 24 lbs. per 500 sheets, 17 x 22", equal to JCP Code V20.

**5-3/4 x 8-3/4":** Green, Blue, Pink, Yellow, Buff, and Goldenrod Writing Envelope, basis weight: 24 lbs. per 500 sheets, 17 x 22", equal to JCP Code V20.

**5-3/4 x 9-1/2”:** Light-Brown (Kraft Shade) Envelope, basis weight: 24 lbs. per 500 sheets, 17 x 22”, equal to JCP Code V10.

**6-1/16 x 9-1/2”:** White Kraft Envelope, basis weight: 24 lbs. per 500 sheets, 17 x 22”, equal to JCP Code V15.

**6-1/8 x 9-1/2”:**

White and Colored Kraft Envelope, basis weight: 24 lbs. per 500 sheets, 17 x 22”, equal to JCP Code V15.  
NOTE: Colors required are Green, Buff, and Goldenrod. Envelopes to be tinted to achieve the required color.

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

**9 x 11-1/2”:** White Kraft Envelope, basis weight: 24 and 28 lbs. per 500 sheets, 17 x 22”, equal to JCP Code V15.

**9-1/2 x 12-1/4” and 9-1/2 x 12-1/2”:** Light-Brown (Kraft Shade) Envelope, basis weights: 24 and 28 lbs. per 500 sheets, 17 x 22”, equal to JCP Code V10.

**10 x 13” (String and Button):** Kraft Envelope, basis weight: 28 lbs. per 500 sheets, 17 x 22”, equal to JCP Code V15. NOTE: Envelope to be tinted Light Green Sage matching Pantone 5665.

#### **PRINTING:**

**6-1/8 x 9-1/2 (with Pistol Window and Security Tint)** – Print in black and one Pantone ink color. Match Pantone number as indicated on the print order.

**Balance of Envelopes** – Print in black or in one Pantone ink color. Match Pantone number as indicated on the print order.

Envelopes print face only (after construction) or face and back (after construction), as ordered.

**Security Tint:** When required, envelopes may require a security tint (lining is acceptable) printed on the inside (back – before manufacture) in black ink. Unless otherwise specified, contractor may use their own design but must guarantee that the product will ensure complete opacity and prevent show through of any material contained therein. (See “FREQUENCY OF ORDERS, QUANTITY, AND TRIM SIZES.”)

**All Envelopes:** Envelope printing (e.g., IMb barcodes, Facing Identification Mark (FIM), print/color contrast ratio, etc.), must meet U.S. automation standards/requirements dictated in the current USPS Domestic Mail Manual. The barcode and FIM for Business and Courtesy Reply envelopes must be placed on the mailing pieces according to regulations in the USPS Domestic mail manual.

**MARGINS:** Unless otherwise specified, contractor must maintain margins as indicated on the print order or furnished electronic file.

**String and Button Envelopes:** *Left margin:* 7/8” to first vertical ruled line; *Right margin:* 7/8” to first vertical ruled line; *Top margin:* 2-1/2” to first horizontal ruled line.

#### **CONSTRUCTION:**

**All Envelopes:** The Government will specify type of seam required (i.e., high-cut diagonal seam or any seam) for all envelopes. The term “any seam” (e.g., side, high-cut diagonal, center, etc.) may be determined by the contractor.

Each print order will contain the specifications for the construction of the envelope type being ordered. These specifications shall include envelope size, seam type, flap depth, and if required, window size and location and security tint requirements.

Envelopes shall be sufficiently high cut so as to prevent the flap adhesive from contacting the envelope contents. The sealed seam shall not adhere to the inside of the envelope. Envelopes shall be free from cuts, folds, tears, machine marks, foreign matter, dirt, ink smears, and adhesive stains.

All envelopes (except for String and Button Envelopes) must meet the criteria specified in the current USPS Domestic Mail Manual.

**Envelope Windows:** Size and location of the window will be indicated on the print order and must meet the criteria specified in the current USPS Domestic Mail Manual. The print order with attached instructions will show the type of window, size of window, and indicate whether window corners are to be rounded or slightly rounded.

**Envelope:**

**Window Specifications:**

#9 (3-7/8 x 8-7/8"):	Window:	1 x 3-1/2"
	Location:	4-3/8" left, 7/8" bottom
	Window:	1 x 3-3/4"
	Location:	1-1/16" right, 7/8" bottom
#10 (4-1/8 x 9-1/2"):	Window:	1-1/4 x 4-3/4"
	Location:	3/4" left, 1/2" bottom
	Window:	1-1/8 x 4-1/2"
	Location:	3/4" left, 1/2" bottom
	Window:	1-1/8 x 4-5/8"
	Location:	3/4" left, 1/2" bottom
	Window:	1-1/8 x 4-3/4"
	Location:	3/4" left, 1/2" bottom
	Window:	1-1/2 x 3-3/4"
	Location:	3/4" left, 1/2" bottom
	Window:	1-3/8 x 4-3/4"
	Location:	3/4" left, 1/2" bottom
	Window:	1-1/4 x 4"
	Location:	3/4" left, 1/2" bottom
Window:	1-1/4 x 4-3/4"	
Location:	3/4" left, 1/2" bottom	
4-1/4 x 9-1/2":	Window:	1-1/4 x 4-3/4"
	Location:	3/4" left, 1/2" bottom
5-3/4 x 8-3/4":	Window:	1-1/2 x 3-1/2"
	Location:	3-3/4" left, 3/4" bottom

5-3/4 x 9-1/2":	Window:	1-1/4 x 4-3/4"
	Location:	3/4" left, 2" bottom
	Window:	1-1/4 x 4-3/4"
	Location:	4-3/4" left, 4-3/4" bottom
6-1/16 x 9-1/2":	Window:	1-1/2 x 4-1/4"
	Location:	3/4" left, 2-1/2" bottom
6-1/8 x 9-1/2":	Window:	1-1/2 x 4-1/4"
	Location:	3/4" left, 2" bottom
	Window:	1-1/8 x 4-3/4"
	Location:	3/4" left, 1/2" bottom
	Pistol Window:	3 x 8-1/2"
		1/2" left, 2-5/8" bottom
6-1/8 x 9-1/2": Double Window	Window 1:	1-1/4 x 3-1/4"
	Location:	11/16" left, 4-3/8" bottom
	Window 2:	1-3/4 x 4-1/4"
	Location:	3/4" left, 1-3/8" bottom
9 x 11-1/2":	Window:	1-1/4 x 4"
	Location:	3/4" left, 2-1/8" top

**Windows:** The window shall have a semi-transparent, low-gloss, poly-type window material that will not deteriorate from normal heat exposure during thermograph or engraving. The poly-type material must be securely glued on all sides so as not to interfere with insertion of contents. The poly-type window material must be free of smudges, lines, or any distortion that would interfere with USPS automated readability.

**Flap Adhesive:** All sealing flap adhesive shall be the water-activated type of such a consistency to prevent premature sealing of the flap and curling of the envelope after drying.

The adhesive on the sealing flaps of the envelopes shall have a minimum thickness of 0.0006", uniformly applied. The flaps shall not stick to the body of the envelope, but shall be capable of being quickly and securely sealed using finger tips after moistening the adhesive. When opened 15 to 20 seconds after sealing, the flap shall pull fibers from the body of the envelope from not less than 75% of the adhesive area. The flap adhesive must cover at least 60% of the area of the flap beyond the throat.

**Size of Flap:** Unless specified on the print order, the minimum flap size shall be as follows:

For envelopes less than 6-1/8 x 11-1/2": The sealing flap must exceed the throat by at least 1-1/2".

For envelopes equal to or larger than 6-1/8 x 11-1/2": The sealing flap must exceed the throat by at least 1-3/4". The exception to this is if the automated inserting and sealing machine requires a smaller flap.

**String and Button Envelopes:** Envelopes are open end with a 2-inch ungummed flap along the 10-inch top dimension. Bottom seal must overlap 1-inch and seal with water-resistant adhesive. Envelope must contain a hard fiber black button on the outside of the flap and on the back of the envelope. The button on the outside of the flap must have a suitable hard fiber reinforcement patch inside of the metal eyelet and a black string of not less than 10 inches. The black button on the back of the envelope must have a metal eyelet that penetrates two plies of paper at the seam overlap.

Punch eight (8) round, 9/32" diameter holes. Punch *horizontally*: 3-3/4", center-to-center. Punch *vertically*: 1-7/8", center-to-center. Holes must not be punched through lined area. Upon request sample will be furnished with first print order.

**PACKING:**

***White and Colored Writing Envelopes:*** Box in quantities of 500 per box. Pack boxes in shipping containers (five (5) boxes per shipping container).

***Kraft Envelopes:*** Pack suitable in shipping containers not to exceed 40 pounds when fully packed. Envelopes must not be packed in oversized containers.

***String and Button Envelopes:*** Pack 250 envelopes per shipping container.

***All Envelopes:*** Envelopes shall be securely packed in containers so as to prevent curling or warping due to excessive space. Print orders may specify envelopes be separated into lots of 50 or 100 with separation slips, fillers, or by turning up the flap.

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

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 or split during mailing/shipping process.

Pallets are required.

**LABELING AND MARKING:**

Contractor to download the "Labeling and Marking Specifications" form (GPO Form 905, Rev. 7-15) from GPO.gov, fill in appropriate blanks, and attach to shipping containers.

If mailed create and affix an address label to each shipping container. At contractor's option, addresses may be imaged directly onto each shipping container.

Contractor is to use the following return address on all shipping containers: Social Security Administration, Attn: Warehousing Supervisor/Team Leader, Supply Building Warehouse, 6301 Security Boulevard, Baltimore, MD 21235-6301.

When more than one container is necessary for a single destination, containers must be marked 1 of 3; 2 of 3; 3 of 3, etc.

Each container should be marked with arrows and the word "UP" indicating the top of the container.

The month and year of production along with the requisition number, envelope number (ENV-) purchase order number, inventory control number (when applicable) (ICN), and/or product descriptions should also be noted on container.

NOTE: The destination address in the "TO" box does not have to be filled in on the individual shipping container labels when packed on pallets. In lieu thereof, complete filled in labels, including 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.

**BARCODING:** Shipping containers must be barcoded using 3/8" high, standard 3 of 9 (Code 39) barcode system, for non-contact reading, in accordance with Mil. Std. 1189. The barcode must have a human-readable interpretation (HRI) printed above and below the 3 of 9 barcode. (See Exhibit C.)

Barcode Markings shall include the following information:

- Inventory Control Number (ICN)
- Envelope Number (ENV)
- Quantity Per Container
- Unit of Issue (Example: Box of 500)
- Department Requisition Number
- Print Order Number

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

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

These randomly selected copies must be packed separately and identified by a special label (GPO Form 2678-Departmental Random Copies (Blue Label) that must be printed on blue paper and affixed to each affected container. This form can be downloaded from GPO.gov. The container and its contents shall be recorded separately on all shipping documents and sent to: SSA, Attn: SSA analyst submitting the order to the contractor, DMIM, 1300 Annex Building, 6401 Security Boulevard, Baltimore, MD 21235-6401.

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

A copy of the signed Certificate of Selection of Random Copies must accompany the invoice sent to U.S. Government Publishing Office, Financial Management 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 certify that the copies were selected as directed using GPO Form 917 – Certificate of Selection of Random Copies which can be located on GPO.gov. Copies will be paid for at the running rate offered in the contractor's bid, and their cost will not be a consideration for award. A copy of the print order must be included with the samples.

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

**DEPARTMENTAL RANDOM COPIES (YELLOW LABEL):** All orders must be divided into equal sublots in accordance with the chart below. A random copy must be selected from each subplot. Do not choose copies from



the same general area in each subplot. The contractor will be required to certify that copies were selected as directed using GPO Form 917-Certificate of Selection of Random Copies (located on GPO.gov). The random copies constitute a part of the total quantity ordered, and no additional charge will be allowed.

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

These randomly selected copies must be packed separately and identified by a special Government-furnished YELLOW LABEL, affixed to each affected container. The container and its contents shall be recorded separately on all shipping documents and sent to: SSA, Attn: SSA analyst submitting the order to the contractor, DMIM, 1300 Annex Building, 6401 Security Boulevard, Baltimore, MD 21235-6401.

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

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

**DISTRIBUTION:** Ship f.o.b. contractor's city to approximately five (5) SSA addresses located within a 75-mile radius of the Social Security Administration Headquarters, and one (1) fulfillment facility address located within a 200-mile radius of the Social Security Administration Headquarters, 6401 Security Boulevard, Baltimore, MD 21235.

An occasional shipment may be for outside the 75-mile radius of Baltimore, MD. If required, contractor to ship f.o.b. contractor's city.

All shipping is reimbursable (see "Reimbursable Freight" specified below).

Detailed shipping instructions with address and quantities will be furnished with the print order and sent by email. The contractor cannot deviate from these instructions without first consulting and obtaining permission from SSA.

**Reimbursable Freight:** Shipments are to be shipped by reimbursable freight.

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

All shipping/ mailing costs are to be billed on the contractor's billing invoices 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.

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., prevailing local time, on standard Government workdays.

Entrances to the receiving platforms for each of the five (5) addresses at the Social Security Administration have maximum height clearances. It is the responsibility of the contractor to provide shipment to the platforms as follows:

1500 Woodlawn Drive, Baltimore, MD 21241  
6301 Security Boulevard, Baltimore, MD 21235

Clearance is 13'3"  
Clearance is 13'6"

6401 Security Boulevard, Baltimore, MD 21235	Clearance is 13'3"
300 North Greene Street, Baltimore, MD 21290	Clearance is 13'6"
2700 Lord Baltimore Drive, Woodlawn, MD 21244	Clearance is 14'0"

Hours of operation for above locations are 8:30 a.m. to 2:30 p.m., prevailing local time, on standard Government workdays.

The maximum pallet height (including height of actual pallet) for the Social Security Administration locations is 53 inches.

Height restrictions for the fulfillment facility address location will be made available at time of award.

The contractor is responsible for all costs incurred in transporting this product to the small package common carrier or the post office.

If mailed, all copies mailed must conform to the appropriate regulations in the USPS manuals for "Domestic Mail" or "International Mail," as applicable.

**Shipping Documentation:** Within 72 hours of completion of each order, contractor must email all supporting shipping (and mailing, if applicable) documentation and one (1) 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. NOTE: Contractor must identify the print order number in the subject line of all emails.

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

Print orders will be furnished via email.

When applicable, furnished material and proofs must be picked up from and delivered to: SSA, Attn: SSA analyst that submitted the print order to the contractor, DMIM, 1300 Annex Building, 6401 Security Boulevard, Baltimore, MD 21235-6401. Inside pickup and delivery required.

When ordered, PDF soft proofs are to be emailed to SSA analyst that submitted the print order to the contractor.

No definite schedule for pickup of material/placement of orders can be predetermined. NOTE: The ordering agency anticipates issuing orders shortly after contract award.

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.

The numbers under the column headed "WD After" represent the number of workdays allowed to complete that certain part of the schedule after completion of the preceding part.

**Orders for Writing and Kraft Envelopes:**

	<u>WD After</u>
When ordered, contractor submit proofs .....	2
When ordered, Government to hold proofs for review.....	2
*Quantities of 5,000 up to and including 99,999 copies .....	15
Quantities of 100,000 up to and including 999,999 copies .....	17
Quantities of 1,000,000 up to and including 1,500,000 copies .....	22

For orders over 1,500,000 copies, one (1) additional workday will be allowed for each 500,000 copies, or fraction thereof, in excess of 1,500,000 copies.

NOTE: \*Schedule begins here when proofs are not required

**Green Kraft Envelopes with String and Button:**

	<u>WD After</u>
When ordered, contractor submit proofs .....	2
When ordered, Government to hold proofs for review.....	1
Quantities of 1,000 up to and including 5,000 copies .....	25

**Partial Shipment Orders:**

Occasionally, a partial shipment of approximately 15% of the total order may be required with the following schedule requirements:

	<u>WD After</u>
Quantities up to and including 4,999 copies.....	8
Quantities of 5,000 up to and including 99,999 copies .....	10
Quantities of 100,000 up to and including 999,000 copies .....	12
Quantities over 1,000,000 copies .....	17

**All Schedules: Maximum production time for any print order must not exceed 30 workdays after proof approval (if ordered).**

The ship/deliver date indicated on the print order is the date products ordered for shipping/ mailing f.o.b. contractor’s city must be picked up by the small package common carrier or delivered to the post office.

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

For compliance reporting purposes, the contractor must notify the U.S. Government Publishing Office of the date of shipment or delivery, as applicable. Upon completion of each order, contractor must contact the Shared Support Services Compliance Section via email at [compliance@gpo.gov](mailto:compliance@gpo.gov) or via telephone at (202) 512-0520. Personnel receiving the email or call will be unable to respond to questions of a technical nature or to transfer any inquiries.

**SECTION 3 - DETERMINATION OF AWARD**

The Government will determine the lowest bid by applying the prices offered in the "SCHEDULE OF PRICES" to the following units of production which are the estimated requirements to produce one (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."

I.		67		III. (a)	300	
				(b)	290	
				(c)	11,640	
				(d)	325	
		(1)	(2)	(e)	110	
				(f)	8,098	
II. 1.	(a)	3	300	(g)	10	
	(b)	4	90	(h)	40	
	(c)	3	200	(i)	45	
	(d)	10	590	(j)	50	
				(k)	275	
	2.	(a)	1	10	(l)	550
		(b)	5	825	(m)	2
		(c)	2	125		
		(d)	14	10,680		
		(e)	22	11,640		
	3.	(a)	3	325		
		(b)	3	325		
	4.	(a)	1	10		
		(b)	3	100		
		(c)	4	110		
	5.	(a)	4	37		
		(b)	12	8108		
		(c)	1	3		
		(d)	2	40		
		(e)	1	3		
	6.	(a)	1	45		
		(b)	1	50		
		(c)	1	45		
	7.	(a)	7	825		
		(b)	7	825		
	8.	(a)	1	2		
		(b)	1	2		

#### **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), NA (Not Applicable), 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 1,000 will be prorated at the per-1,000 rate.

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

**I. PROOFS:** Prices offered must be all-inclusive.

PDF Soft Proof.....per file.....\$\_\_\_\_\_

**II. PRINTING, CONSTRUCTION, PACKING, AND DISTRIBUTION:** Prices offered shall include the cost of all required materials and operations (including composition) necessary for the printing, construction, packing, and distribution of the products listed in accordance with these specifications.

	<u>Makeready and/or Setup</u> (1)	<u>Running Per 1,000 Copies</u> (2)
1. #9 (3-7/8 x 8-7/8") Envelopes:		
(a) Without Window: Printing one side only in a single ink color, including construction..... per envelope.....	\$_____	\$_____
(b) Without Window and With Security Tint: Printing one side only in a single ink color, including construction..... per envelope.....	\$_____	\$_____
(c) With Window and Security Tint: Printing one side only in a single ink color, including construction ..... per envelope.....	\$_____	\$_____
(d) Printing second side in a single ink color ..... per envelope.....	\$_____	\$_____
2. #10 (4-1/8 x 9-1/2") and 4-1/4 x 9-1/2" Envelopes:		
(a) Without Window: Printing one side only in a single ink color, including construction..... per envelope.....	\$_____	\$_____
(b) Without Window and With Security Tint: Printing one side only in a single ink color, including construction..... per envelope.....	\$_____	\$_____
(c) With Window: Printing one side only in a single ink color, including construction..... per envelope.....	\$_____	\$_____
(d) With Window and Security Tint: Printing one side only in a single ink color, including construction ..... per envelope.....	\$_____	\$_____
(e) Printing second side in a single ink color ..... per envelope.....	\$_____	\$_____

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

	<u>Makeready and/or Setup</u> (1)	<u>Running Per 1,000 Copies</u> (2)
3. 5-3/4 x 8-3/4" Envelopes:		
(a) With Window and Security Tint:		
Printing one side only in a single ink color, including construction ..... per envelope.....	\$ _____	\$ _____
(b) Printing second side in a single ink color .....	\$ _____	\$ _____
4. 5-3/4 x 9-1/2" Envelopes:		
(a) Without Window:		
Printing one side only in a single ink color, including construction..... per envelope.....	\$ _____	\$ _____
(b) With Window and Security Tint:		
Printing one side only in a single ink color, including construction ..... per envelope.....	\$ _____	\$ _____
(c) Printing second side in a single ink color .....	\$ _____	\$ _____
5. 6-1/16 x 9-1/2" and 6-1/8 x 9-1/2" Envelopes:		
(a) Without Window and With Security Tint:		
Printing one side only in a single ink color, including construction..... per envelope.....	\$ _____	\$ _____
(b) With Window and Security Tint:		
Printing one side only in a single ink color, including construction ..... per envelope.....	\$ _____	\$ _____
(c) With Double Window and Security Tint:		
Printing one side only in a single ink color, including construction ..... per envelope.....	\$ _____	\$ _____
(d) With Pistol Window and Security Tint:		
Printing one side only in two ink colors, Including construction ..... per envelope.....	\$ _____	\$ _____
(e) Printing second side in a single ink color .....	\$ _____	\$ _____

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

		<u>Makeready and/or Setup</u> (1)	<u>Running Per 1,000 Copies</u> (2)
6.	9 x 11-1/2" Envelopes:		
	(a) Without Window: Printing one side only in a single ink color, including construction..... per envelope.....	\$ _____	\$ _____
	(b) With Window and Security Tint: Printing one side only in a single ink color, including construction..... per envelope.....	\$ _____	\$ _____
	(c) Printing second side in a single ink color ..... per envelope.....	\$ _____	\$ _____
7.	9-1/2 x 12-1/4" and 9-1/2 x 12-1/2" Envelopes:		
	(a) Without Window: Printing one side only in a single ink color, including construction..... per envelope.....	\$ _____	\$ _____
	(b) Printing second side in a single ink color ..... per envelope.....	\$ _____	\$ _____
8.	10 x 13" Envelopes:		
	(a) Without Window: Printing one side only in a single ink color, including construction..... per envelope.....	\$ _____	\$ _____
	(b) Printing second side in a single ink color ..... per envelope.....	\$ _____	\$ _____

**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. 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:

Envelopes – Each envelope.

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



Per 1,000  
Envelopes

- (a) #9 (3-7/8 x 8-7/8") Envelopes: White Writing Envelope (20-lb.).....\$ \_\_\_\_\_
- (b) #9 (3-7/8 x 8-7/8") Envelopes: Colored Writing Envelope (20-lb.).....\$ \_\_\_\_\_
- (c) #10 (4-1/8 x 9-1/2") and 4-1/4 x 9-1/2" Envelopes: White Writing Envelope (24-lb.) .....\$ \_\_\_\_\_
- (d) 5-3/4 x 8-3/4" Envelopes: Colored Writing Envelope (24-lb.) .....\$ \_\_\_\_\_
- (e) 5-3/4 x 9-1/2" Envelopes: Light-Brown (Kraft Shade) Envelope (24-lb.).....\$ \_\_\_\_\_
- (f) 6-1/16 x 9-1/2" and 6-1/8 x 9-1/2" Envelopes: White Kraft Envelope (24-lb.).....\$ \_\_\_\_\_
- (g) 6-1/8 x 9-1/2" Envelopes: Colored Kraft Envelope (24-lb.) .....\$ \_\_\_\_\_
- (h) 6-1/8 x 9-1/2" Envelopes: White Writing Envelope (20-lb.) .....\$ \_\_\_\_\_
- (i) 9 x 11-1/2" Envelopes: White Kraft Envelope (24 -lb.).....\$ \_\_\_\_\_
- (j) 9 x 11-1/2" Envelopes: White Kraft Envelope (28-lb.).....\$ \_\_\_\_\_
  
- (k) 9-1/2 x 12-1/4" and 9-1/2 x 12-1/2" Envelopes:  
Light-Brown (Kraft Shade) Envelope (24-lb.) .....\$ \_\_\_\_\_
- (l) 9-1/2 x 12-1/4" and 9-1/2 x 12-1/2" Envelopes:  
Light-Brown (Kraft Shade) Envelope (28-lb.) .....\$ \_\_\_\_\_
- (m) 10 x 13" Envelopes: Green Kraft Envelope (28-lb.) .....\$ \_\_\_\_\_

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

**SHIPMENTS:** Shipments will be made from: City \_\_\_\_\_ State \_\_\_\_\_.

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

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

**AMENDMENT(S):** Bidder hereby acknowledges amendment(s) number(ed) \_\_\_\_\_.

**BID ACCEPTANCE PERIOD:** In compliance with the above, the undersigned agree, if this bid is accepted within \_\_\_\_\_ calendar days (60 calendar days unless a different period is inserted by the bidder) from the date for receipt of bids, to furnish the specified items at the price set opposite each item, delivered at the designated point(s), in exact accordance with specifications. *NOTE: Failure to provide a 60-day bid acceptance period may result in expiration of the bid prior to award.*

**BIDDER'S NAME AND SIGNATURE:** Unless specific written exception is taken, the bidder, by signing and submitting a bid, agrees with and accepts responsibility for all certifications and representations as required by the solicitation and GPO Contract Terms – Publication 310.2. When responding by email, fill out and return one copy of all pages in "SECTION 4. – SCHEDULE OF PRICES," including initialing/signing where indicated. Valid electronic signatures will be accepted in accordance with the Uniform Electronic Transactions Act, §2. Electronic signatures must be verifiable of the person authorized by the company to sign bids.

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

Bidder \_\_\_\_\_  
(Contractor's Name) (GPO Contractor's Code)

\_\_\_\_\_  
(Street Address)

\_\_\_\_\_  
(City – State – Zip Code)

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

\_\_\_\_\_  
(Printed Name) (Telephone Number)

\_\_\_\_\_  
(Email) (Fax Number)

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**THIS SECTION FOR GPO USE ONLY**

Certified by: \_\_\_\_\_ Date: \_\_\_\_\_ Contracting Officer: \_\_\_\_\_ Date: \_\_\_\_\_  
(Initials) (Initials)

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# EXHIBIT A

March 2011

Social Security Administration  
Office of Publications Management

Publications and Distribution Management Team

## AUTOMATED DISTRIBUTION MANAGEMENT SYSTEM (ADMS)

This FIXED LENGTH RECORD LAYOUT will be used to create mailing labels from the ADMS for SSA print jobs. The distribution data (on disk or transmitted electronically) must be imported, using the layout below, into any label making program and/or software. *For example, the data can be imported into Microsoft Word, Excel, and Access.*

<u>FIELD</u>	<u>POSITIONS</u>	<u>LENGTH</u>	<u>FORMAT</u>
Label-Line-1	1 - 30	30	
Acct Number	1 - 5	5	character
Not Used	6 - 7	2	spaces
First Class Ind	8 - 12	5	character
Not used	13 - 14	2	spaces
Dist. List Number	15 - 18	4	character
Not used	19 - 20	2	spaces
Slash	21 -	1	character
Quantity	22 - 26	5	character
Not Used	27 -	1	spaces
Location	28 - 30	3	character
Label-line-2 (1st address line)	31 - 60	30	character
Label-line-3 (2nd address line)	61 - 90	30	character
Label-line-4 (opt address line)	91 - 120	30	character
Label-line-5 (opt address line)	121 - 150	30	character
Label-line-6 (opt address line)	151 - 180	30	character
City	151 - 168	18	character
State	169 - 170	2	character
ZIPcode	171 - 180	10	character
Label-line-7 (opt *****)	181 - 210	30	
Postal-Net-Code	181 - 194	14	character
Not used	195 - 210	16	spaces
<u>Summary Record</u>	1 - 210	210	
Summary Data	1 - 132	132	character
Not Used	133 - 210	78	spaces
<u>Last record</u>	1 - 210	210	
EOF Indicator	1 - 3	3	character
Not Used	4 - 210	207	spaces

Record-Length = 210 characters

Block-Size = 8400 characters

For further information contact:

Justin Sirois 410-965-4155 (Justin.Sirois@ssa.gov)

## EXHIBIT B

MARCH, 2011

### RECORD LAYOUT FOR ELECTRONIC TRANSMISSION RECORDS FOR DIRECT DELIVERY (OSWM)

#### 1). Record Layout for Header

Field Name	Type	Description	Size	Mandatory
ICN	A/N	Item Control Number	6	Yes
UI	A/N	Unit of Issue	2	Yes
Description	A/N	Pubs/Form/item	16	Yes
REC Number	A/N	Requisition Number	8	Yes
PJR Number	A/N	Purchase Number	8	Yes
ISM	A/N	Inventory Specialist	1	Yes
Date (YYMMDD)	A/N	Date File Created	6	Yes
Time (HHMMSS)	A/N	Time File Created	6	Yes

#### 2). Record Layout for Detail Record

Field Name	Type	Description	Size	Mandatory
Zone	A/N	Fostal zone * Optional (fill with 2 space)	2	No
Office	A/N	Office Code	6	Yes
Ship Method	A/N	Mode of Shipping *BL* is Bill of Lading 1CLS is FIRST CLASS	4	Yes
Qty	A/N	Quantity	6	Yes
Address 1	A/N	Office Name	35	Yes
Address 2	A/N	Bldg./Room number	35	Yes
Address 3	A/N	Address	35	Yes
City	A/N	City	22	Yes
State	A/N	State	2	Yes
Filler	A/N	Not Used (Space)	1	Yes
Zip	A/N	Zip Code	5	Yes
Filler	A/N	Not Used (Space)	5	Yes

EXHIBIT C

DISPLAY SAMPLE ONLY  
(DO NOT PRINT!)







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

EXHIBIT D

SOCIAL SECURITY ADMINISTRATION

**CERTIFICATE OF SELECTION**

**OF**

**"YELLOW LABEL" RANDOM COPIES**

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

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

**The penalty for making false statements  
to the U.S. Government is 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

<b>FROM:</b>		<b>FOR USPS DELIVERY APPLY POSTAGE</b>
<small>AGENCY</small>	<small>INTERNAL CONTROL NUMBER (ICN)</small>	
<small>REQUESTION NO.</small>	<small>WAREHOUSE REQUESTION NO.</small>	
<small>BFO JACKET NO.</small>	<small>TITLE</small>	
<small>BFO ORDER NO.</small>	<small>PRODUCT DESCRIPTION</small>	
<small>PROGRAM and PRINT ORDER NO.</small>	<b>TO:</b>	
<small>FORM or PUBLICATION NO. and DATE</small>		
<small>QUANTITY PER CONTAINER</small>		
<small>PACKAGES PER CONTAINER</small>		
<small>OF</small>		

YELLOW LABEL SAMPLE © Social Security Administration 07/19/2022/1

**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!**





