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 November 1, 2022 and ending October 31, 2023, 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 opened at 11:00 a.m., prevailing Washington, DC Time, on October 14, 2022, at the Government Publishing Office, Washington, DC. (Due to the COVID-19 pandemic, this will NOT be a public bid opening.)

BID SUBMISSION: Due to the COVID-19 pandemic, the physical office will NOT be open. Based on this, bidders must submit email bids to bidsapsdc@gpo.gov for this solicitation. No other method of bid submission will be accepted at this time.

The Program 423-S 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 687-S. These specifications have been revised; therefore, all bidders are cautioned to familiarize themselves with all provisions of these specifications before bidding.


For information of a technical nature, call David Love at (202) 512-0307 or email dlove@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. 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)).


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:

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

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 **November 1, 2022 to October 31, 2023**, and the second and any succeeding period(s) will extend for 12 months from the end of the last preceding period, except that the length of the final period may vary. The first day of the second and any succeeding period(s) will be the effective date of the economic price adjustment for that period.

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

The economic price adjustment will be the percentage difference between Index averages as specified in this paragraph. An index called the variable index will be calculated by averaging the monthly Indexes from the 12-month interval ending three (3) months prior to the beginning of the period being considered for adjustment. This average is then compared to the average of the monthly Indexes for the 12-month interval ending **July 31, 2022**, 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.

**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.
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 November 1, 2022 to October 31, 2023, plus for such additional period(s) as the contract is extended. All print orders issued hereunder are subject to the terms and conditions of the contract. The contract shall control in the event of conflict with any print order. A print order shall be "issued" upon notification by the Government for purposes of the contract when it is electronically transmitted or otherwise physically furnished to the contractor in conformance with the schedule.

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

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

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

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

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

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

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

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

1. Illegibility of bid.
2. Emails over 75 MB may not be received by GPO due to size limitations for receiving emails.
3. The bidder’s email provider may have different size limitations for sending email; however, bidders are advised not to exceed GPO’s stated limit.
4. When the email bid is received by GPO, it will remain unopened until the specified bid opening time. Government personnel will not validate receipt of the emailed bid prior to bid opening. GPO will use the prevailing time (specified as the local time zone) and the exact time that the email is received by GPO’s email server as the official time stamp for bid receipt at the specified location.
PAYMENT: Submitting all invoices for payment via the GPO fax gateway (if no samples are required), utilizing the GPO barcode coversheet program application, is the most efficient method of invoicing. Instruction for using this method can be found at the following web address:


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 line 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 4 to 8 orders per year.

QUANTITY: Approximately 250 up to 15,000 copies per order.
An occasional order may be issued for up to 100,000 copies.
Some orders may also include additional GPO rider copies for GPO Superintendent of Documents.

NUMBER OF PAGES: Approximately 40 to 1,200 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
   All files will be created in current versions or near current versions of the above-mentioned programs.
   All platform system and software upgrades (for specified applications) which may occur during the term of the contract must be supported by the contractor. The contractor must provide the upgrades within one (1) month of notification by the Government.
   Fonts: All printer and screen fonts will be furnished, or embedded as applicable, except for 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
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.

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. 13” dated September 2019.

Government Paper Specification Standards No. 13 –


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

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

**Text:**

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

**Cover:**

White 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.
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, Perfect Bound, 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.

Cover: Prints head-to-head, head-to-foot, head-to-side or one-side-only and/or spine in a single ink color. 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.

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** –

Insert single copies 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** – Contractor to download GPO Form 905 (R. 7-15) – Labeling and Marking Specifications which can be located on [www.GPO.gov](http://www.GPO.gov), fill in appropriate blanks, and attach to shipping containers.

Contractor must include all delivery information on the shipping container labels, including ZIP+4 codes.

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:

<table>
<thead>
<tr>
<th>Zip Code</th>
<th>Ship To</th>
</tr>
</thead>
</table>
| 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** –

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

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

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

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

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

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

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

<table>
<thead>
<tr>
<th>Quantity Ordered</th>
<th>Number of Sublots</th>
</tr>
</thead>
<tbody>
<tr>
<td>500 - 3,200</td>
<td>50</td>
</tr>
<tr>
<td>3,201 - 10,000</td>
<td>80</td>
</tr>
<tr>
<td>10,001 - 35,000</td>
<td>125</td>
</tr>
<tr>
<td>35,001 and over</td>
<td>200</td>
</tr>
</tbody>
</table>

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 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 sublot. 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.

<table>
<thead>
<tr>
<th>Quantity Ordered</th>
<th>Number of Sublots</th>
</tr>
</thead>
<tbody>
<tr>
<td>500 - 10,000</td>
<td>10</td>
</tr>
<tr>
<td>10,000 - 35,000</td>
<td>15</td>
</tr>
<tr>
<td>35,000 and over</td>
<td>20</td>
</tr>
</tbody>
</table>

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:

- Deliver f.o.b. destination to approximately six (6) addresses located within a 75-miles radius of SSA, 6401 Security Boulevard, Baltimore, MD area
- Mail/ship f.o.b. contractor’s city to up to approximately 2,500 destinations nationwide via SPCC or USPS.
- Deliver f.o.b. destination approximately 15 to 20 copies (GPO File and Depository Copies) to two addresses within the Washington, DC area. *
- When ordered, mail f.o.b. contractor’s city to multiple addresses nationwide (GPO Subscription Copies) *

NOTE: See “GPO COPIES” below for more information.

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

Deliver f.o.b. destination 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 Blvd. Baltimore, MD 21235.

The maximum pallet height 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.

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

1. 1500 Woodlawn Drive, Baltimore, MD 21241  
   Clearance is 13’3”
2. 6301 Security Boulevard, Baltimore, MD 21235  
   Clearance is 13’6”
3. 6401 Security Boulevard, Baltimore, MD 21235  
   Clearance is 13’3”
4. 300 North Greene Street, Baltimore, MD 21290  
   Clearance is 13’6”
5. 2700 Lord Baltimore Drive, Woodlawn, MD 21244  
   Clearance is 14’0”

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

**NOTE**: Historically, approximately 90% of all orders will deliver to these facilities and therefore must be included in the contractor’s bid prices

**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 shipment 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:

1. Automation (5-digit);
2. Automation (3-digit);
3. Automation (AADC);
4. Automation (Mixed AADC);
5. Non-automation (Presorted); and

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 appropriately 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.

GPO Copies

1 copy to be delivered to: U.S. Government Publishing Office, Federal Depository Library Program, Mail Stop: FDLP, 44 H Street, NW Loading Dock, Washington, DC 20401. Item No, 0517-B

10 copies to be delivered to: U.S. Serials and Government Documents Section, U.S./Anglo Division, 101 Independence Ave., SE, Stop 4276, Washington, DC 20540-4276. Marked: Depository File Copies


* Quantity to be confirmed on the print order but should be approximately 25 copies or less.

Shipping/Mailing Documentation

Upon completion of each order the contractor must notify the ordering agency (on the same day the order ships/mails) 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/mailing method, and title of publication.

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

All expenses incidental to picking up and/ or returning Government Furnished Materials, submitting proofs, and furnishing sample copies must be borne by the contractor.
SCHEDULE: Adherence to this schedule must be maintained. Contractor must not start production of any job prior to receipt of the individual print order (GPO Form 2511).

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

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.

• 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.

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. 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)).

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

The ship/deliver date indicated on the print order is the date products ordered for 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 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 (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.

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

<table>
<thead>
<tr>
<th>I.</th>
<th>(a)</th>
<th>12</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>(b)</td>
<td>2,444</td>
</tr>
<tr>
<td></td>
<td>(c)</td>
<td>2</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>II.</th>
<th>(1)</th>
<th>(2)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>(a)</td>
<td>132</td>
</tr>
<tr>
<td></td>
<td>(b)</td>
<td>248</td>
</tr>
<tr>
<td></td>
<td>(c)</td>
<td>2,418</td>
</tr>
<tr>
<td></td>
<td>(d)</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>(e)</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>(f)</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>(g)</td>
<td>23</td>
</tr>
</tbody>
</table>

| III. | (a) | 376 |
|      | (b) | 3,843 |
|      | (c) | 222 |
|      | (d) | 7 |

| IV.  | (a) | 1,244 |
|      | (b) | 398 |
|      | (c) | 16 |

| V.   | 1. (a) | 1,625 |
|      | (b) | 30 |
| 2.   | (a) | 1,232 |
|      | (b) | 1,212 |
|      | (c) | 6 |
SECTION 4 - SCHEDULE OF PRICES

Bids offered are f.o.b. destination for five (5) addresses located within a 75-mile radius and one (1) address within a 200-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) 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) and (b) for text pages and line items (d) through (e) for covers.

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

<table>
<thead>
<tr>
<th>MakeReady and/or Setup (1)</th>
<th>Running Per 1,000 Copies (2)</th>
</tr>
</thead>
<tbody>
<tr>
<td>(a) Saddle-Stitched products: Printing text in a single ink color, including binding per page</td>
<td>$__________ $__________</td>
</tr>
<tr>
<td>(b) Perfect-Bound products: Printing text in a single ink color, including binding per page</td>
<td>$__________ $__________</td>
</tr>
<tr>
<td>(c) Loose-Leaf products: Printing text or cover(s) in a single ink color, including binding per page</td>
<td>$__________ $__________</td>
</tr>
<tr>
<td>(d) Separate Cover: Printing Covers in a single ink color, Including binding per side</td>
<td>$__________ $__________</td>
</tr>
<tr>
<td>(e) Separate cover: Printing Covers in a color in addition to the first single ink color per color per side</td>
<td>$__________ $__________</td>
</tr>
<tr>
<td>(f) Separate Cover: Aqueous Coating or Varnishing covers 1 &amp; 4 per side</td>
<td>$__________ $__________</td>
</tr>
<tr>
<td>(g) Tab Dividers: Printing in black ink includes binding per tab divider</td>
<td>$__________ $__________</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Per 1,000 leaves</th>
</tr>
</thead>
<tbody>
<tr>
<td>(a) White Uncoated Text (50-lb.)..........................</td>
</tr>
<tr>
<td>(b) White Uncoated Text (60-lb.)..........................</td>
</tr>
<tr>
<td>(c) White Gloss-Coated Cover (80-lb.)......................</td>
</tr>
<tr>
<td>(d) White Index (90-lb.).........................................</td>
</tr>
</tbody>
</table>

(Initials)
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, each thickness of cover stock will be counted as three leaves.

(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 containers ............... per container....................... $ _________

   (b) Palletizing ................................................................. per pallet......................... $ _________

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

   (a) Single or multiple copies in kraft envelope
       (up to 200 leaves)........................................................ per envelope.................. $ _________

   (b) Single or multiple copies over 200 leaves, up to 12 lbs.,
       in cushioned shipping bags, or wrapped in shipping
       bundles (maximum gross weight 14 lbs.). .................. per bag or bundle........... $ _________

   (c) Quantities over 12 lbs., up to 36 lbs., 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)
### DISPLAY SAMPLE ONLY
(Do Not Print!)

<table>
<thead>
<tr>
<th>TO:</th>
<th>DEPT.</th>
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<tbody>
<tr>
<td></td>
<td>SSA</td>
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<table>
<thead>
<tr>
<th>DEPT. REQUISITION NO.</th>
<th>2-00316</th>
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<tbody>
<tr>
<td>GPO JACKET NO.</td>
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</table>

<table>
<thead>
<tr>
<th>STOCK NO.</th>
<th>QUANTITY PER CONTAINER</th>
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</thead>
<tbody>
<tr>
<td>HA501-U5-SP</td>
<td>00012 HD</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CONTROL NO.</th>
<th>PACKAGES PER CONTAINER</th>
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</thead>
<tbody>
<tr>
<td>383460</td>
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<table>
<thead>
<tr>
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<th>TITLE</th>
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<tbody>
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</table>

<table>
<thead>
<tr>
<th>FROM</th>
<th>PROGRAM PRINT ORDER NO.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>00838</td>
</tr>
<tr>
<td>FROM</td>
<td>FOR USPS DELIVERY APPLY POSTAGE</td>
</tr>
<tr>
<td>------</td>
<td>--------------------------------</td>
</tr>
<tr>
<td>DEPT.</td>
<td>DEPARTMENTAL RANDOM COPIES (BLUE LABEL)</td>
</tr>
<tr>
<td>DEPT. REQUISITION NO.</td>
<td>STOCK/PROPERTY NO.</td>
</tr>
<tr>
<td>GPO JACKET NO.</td>
<td>CONTROL NO.</td>
</tr>
<tr>
<td>GPO ORDER NO.</td>
<td>SUB. ID NO.</td>
</tr>
<tr>
<td>PROGRAM/PRINT ORDER NO.</td>
<td>TITLE</td>
</tr>
<tr>
<td>FORM OR PUBLICATION NO./DATE</td>
<td>TO: (DEPARTMENT ADDRESS)</td>
</tr>
<tr>
<td>QUANTITY PER CONTAINER</td>
<td></td>
</tr>
<tr>
<td>PACKAGES PER CONTAINER</td>
<td></td>
</tr>
</tbody>
</table>

DISTRIBUTE THESE COPIES LAST
DO NOT OPEN UNTIL READY FOR USE
Random copies, certificate, and specifications must be forwarded in accordance with the attached mailing label.

A dated copy of this form, signed by an authorized company official and a copy of the specifications must be included with the shipment.

The contractor must select random copies in accordance with the specified selection plan.

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

I hereby certify that the random copies produced under jacket

P.O. (Program)  

Name of Company

Signature of Certifying Official

Printed Name and Title of Certifying Official

Date

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

RANDOM COPIES

OF

CERTIFICATE OF SELECTION

U.S. GOVERNMENT PRINTING OFFICE
<table>
<thead>
<tr>
<th>FROM:</th>
<th>FOR USPS DELIVERY</th>
</tr>
</thead>
<tbody>
<tr>
<td>AGENCY</td>
<td>APPLY POSTAGE</td>
</tr>
<tr>
<td>REQUISITION NO.</td>
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<td>GPO JACKET NO.</td>
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<td>GPO ORDER NO.</td>
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<tr>
<td>PROGRAM and PRINT ORDER NO</td>
<td></td>
</tr>
<tr>
<td>FORM or PUBLICATION NO and DATE</td>
<td></td>
</tr>
<tr>
<td>QUANTITY PER CONTAINER</td>
<td></td>
</tr>
<tr>
<td>PACKAGES PER CONTAINER</td>
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</table>

**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!
Random copies, certificates and specifications must be forwarded in accordance with the attached mailing label with the shipment.

A dated copy of this form, signed by an authorized company official and a copy of the specifications must be included.

The contractor must select random copies in accordance with the specified selection plan.

Instructions:

Printed name and title of certifying official:

Signature of certifying official:

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

By (Name of Company)

Program P.O.:

I hereby certify that the random copies produced under Jacket:

YELLOW LABEL RANDOM COPIES

OF CERTIFICATE OF SELECTION

SOCIAL SECURITY ADMINISTRATION

18 U.S.C. 1001

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

Exhibit E