

U.S. GOVERNMENT PUBLISHING OFFICE

Washington, DC

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

***SSA Copier Paper Contract***

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 (for April 1, 2026) and ending March 31, 2027, plus up to four (4) 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.

**The period from Date of Award and ending June 30, 2026 will be used by the contractor for programming and work performance testing; actual, live production begins July 1, 2026.**

**NOTE:** The purchase order issue date is not expected to have an effective “Term of Program” prior to April 1, 2026. No programming and testing, as required by these specifications, is allowed on this contract prior to April 1, 2026, or Date of Award. In the event that the purchase order is issued before April 1, 2026 the contract base term will begin April 1, 2026. The base term year may be for less than a full 12 months.

**BIDDERS, PLEASE NOTE:** These specifications have been revised from the previous solicitation. “QUANTITY”, “PACKING (All Shipments)”, “SECTION 4 – SCHEDULE OF PRICES”, and all dates have been revised.

**BID OPENING:** Bids shall be opened virtually at 11:00 a.m., Eastern Time (ET), on February 10, 2026, at the U.S. Government Publishing Office. All parties interested in attending the bid opening shall email [bids@gpo.gov](mailto:bids@gpo.gov) one (1) hour prior to the bid opening date and time to request a Microsoft Teams live stream link. This must be a separate email from the bid submission. The link will be emailed prior to the bid opening.

**BID SUBMISSION:** Bidders must email bids to [bids@gpo.gov](mailto:bids@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 the bid opening date and time specified above will not be considered for award.***

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

For information of a technical nature, contact Jennifer Yarbrough at [jyarbrough@gpo.gov](mailto:jyarbrough@gpo.gov) or (202) 213-3458.

## 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)).

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

**SUBCONTRACTING:** The predominant production function of this contract is the reporting requirements (see “DAILY COMPLETION STATUS REPORT” specified herein). Bidders who must subcontract this operation will be declared non-responsible.

*The prime contractor is responsible for enforcing all contract requirements outsourced to a subcontractor.*

**OPTION TO EXTEND THE TERM OF THE CONTRACT:** The Government has the option to extend the term of this contract for a period of 12 months by written notice to the contractor not later than 30 days before the contract expires. If the Government exercises this option, the extended contract shall be considered to include this clause, except, the total duration of the contract may not exceed five (5) years as a result of, and including, any extension(s) added under this clause. Further extension may be negotiated under the “EXTENSION OF CONTRACT TERM” clause.

**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.

**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:

*NOTE: For the purpose of this contract, the Paper Price Adjustment will be based on the date of actual production. Actual, live production begins July 1, 2026.*

1. BLS code 0913-01 for “Offset and Text” will apply to all paper required under this contract.
2. The applicable index figures for the month of June 2026 will establish the Base Index.
3. There shall be no price adjustment for the first three 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 being considered for adjustment.
5. Beginning with order placement in the fourth month, index variances will be calculated in accordance with the following formula:

$$\frac{X - \text{Base Index}}{\text{Base Index}} \times 100 = \text{___ \%}$$

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

6. The contract adjustment amount, if any, will be the percentage calculated in 5 above less 5%.
7. Adjustments under this clause will be applied to the contractor's bid price(s) for Item I., "PAPER, PACKING, AND DISTRIBUTION" in the "SCHEDULE OF PRICES" and will be effective on the first day of any month for which prices are to be adjusted. *(NOTE: Adjustments do not apply to reimbursable shipping and mailing costs.)*

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.

**BUY AMERICAN ACT:** In conjunction with the preaward survey (see "PREAWARD SURVEY" specified herein), the prospective contractor must state the paper supplier(s)/mill(s) that will be used and must be in compliance with the Buy American Act. Refer to GPO Contract Terms (GPO Publication 310.2, Rev. 01-18).

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

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

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

The brand of the xerographic copier paper and the postconsumer fiber content of each brand that will be supplied on this contract shall be listed in each letter of commitment from each paper supplier(s). If the paper supplier is other than the paper mill, the letter of commitment from each supplier must also specify the paper mill(s) and location(s) where the paper is manufactured.

These 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.

If the Government, during the preaward survey, concludes that the contractor does not or cannot meet all of the requirements as described in this contract, the contractor will be declared non-responsible.

Additionally, the preaward survey will include a review of all subcontractors involved, along with their specific functions; and the contractor's production plan and task order production plan, as required by this specification.

**PREAWARD PRODUCTION PLANS:** As part of the preaward survey, the contractor shall present, in writing, to the Contracting Officer within three (3) workdays of being notified to do so by the Contracting Officer or his/her representative, detailed plans for each of the following activities. The workday after notification to submit will be the first day of the schedule. If the Government requests additional information after review of plans, the contractor must submit updated plans within two (2) workdays of request.

**Option Years** - For each option year that may be exercised, the contractor will be required to review their production plans and re-submit in writing the above plans detailing any changes and/or revisions that may have occurred. The revised plans are subject to Government approval. The revised plans must be submitted to the Contracting Officer or his/her representative within five (5) workdays of notification of the option year being exercised. NOTE: If there are no changes/revisions, the contractor will be required to submit to the Contracting Officer or his/her representative a statement confirming that the current plans are still in effect.

***These proposed plans are subject to review and approval by the Government, and award will not be made prior to approval of same. The Government reserves the right to waive some or all of these plans.***

**Information Sheet** – If the contractor is currently producing on other GPO contracts, they must submit an information sheet specifying how the workload(s) on this contract will fit into the pre-existing Government production without hampering the production/distribution schedules for all the contracts.

At a minimum, the information sheet must include a list of the contracts currently held and the production/distribution schedules for each of those contracts. The sheet must also specify which of those contracts would run concurrently with the projected schedule for this contract.

**Production Plan** – The contractor is to provide a detailed plan of the following:

- (a) Number of warehouses and locations;
- (b) List of all distribution outlets that will be used in the performance of this contract;
- (c) Capacity that is available for this contract;
- (d) Explanation of how contractor can ensure they can meet the specified volumes and specified schedule;
- (e) Shipping/transportation methods (for both task orders and stand-alone bulk orders) from warehouse/distribution outlet to final shipping destination.

The contractor must disclose in their production plan their intentions for the use of any subcontractors for any materials necessary under this contract. If a subcontractor will be used, the plan must include the same information required from the contractor for all items contained under “PREAWARD SURVEY.” If a subcontractor for any operation is added at any time after award, the contractor must submit the subcontractor’s proposed plans which are subject to review and approval by the Government.

**Task Order Production Plan:** This plan shall include how copier paper requests placed via task orders are received and processed at the contractor facility. The plan must also explain how the contractor will process task orders, track copier paper requests through an internal workflow, and ensure all copier paper requests are shipped and reported as completed or reported as canceled in accordance with the schedule.

NOTE: See “FREQUENCY OF ORDERS” and “DISTRIBUTION” for more information regarding the copier paper requests.

**PREAWARD PAPER SAMPLES:** The Government reserves the right waive the preaward paper samples.

Bidders must have the required paper samples ready to submit at the time of the bid opening date (specified on page 1) and submit the samples within two (2) workdays of request. Only the contractor being considered for award will be required to submit their paper samples for testing.

Samples must be submitted from each supplier/paper mill for which a letter of commitment was furnished.

The sample requirement is not less than 25 sheets each of the required paper, as specified under "STOCK/PAPER."

Each sheet is to be 8-1/2 x 11" in size.

All samples submitted by a paper mill(s) or a contractor must be labeled as to the JCP Code, paper weight, and paper manufacturer. Additionally, the package must clearly identify the jacket and program numbers and contractor on whose behalf the paper samples are being submitted. *Any package not properly identified/labeled and/or has less than the specified 25 sheets will not be tested. NOTE: Random paper samples received by a paper supplier/mill that do not identify the contractor on whose behalf the samples are submitted WILL NOT BE TESTED OR RETURNED.*

Samples will be inspected and tested and must comply with the specifications as to kind and quality of materials.

The preaward paper samples are to be submitted to: U.S. Government Publishing Office, Chief of Testing and Technical Services, Attn: Lowell Brown, Loading Dock, Stop: QC, 44 H Street, NW, Washington, DC 20401. *NOTE: All samples are to be delivered via overnight carrier. Samples are NOT to be sent through the USPS. At time of delivery to GPO, contractor must notify Jennifer Yarbrough at [jyarbrough@gpo.gov](mailto:jyarbrough@gpo.gov) AND [QCIMD@gpo.gov](mailto:QCIMD@gpo.gov). Email notification must include the jacket/program numbers, name of the contractor, paper supplier/mill, shipper, and all tracking numbers.*

If the paper samples are disapproved (or determined to be "not equal") by the Government, the Government, at its option, may require the contractor to submit additional samples for inspection and test, in the time and under the terms and conditions specified in the notice of rejection.

In the event the additional samples are disapproved by the Government, the contractor shall be deemed to have failed to comply with the applicable requirements of these specifications for stock/paper, which may be reason for a determination of non-responsibility.

Samples will not be returned to the contractor. No charges will be allowed for costs incurred for the preaward paper samples.

**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, immediately after award. The postaward conference will be held via teleconference.

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

**ASSIGNMENT OF JACKETS, PURCHASE, TASK, AND PRINT ORDERS:** A GPO jacket number will be assigned and a purchase order issued to the contractor to cover the work performed. The purchase order will be supplemented by an individual daily electronic task order or a print order for each job placed with the contractor. A print order will be issued weekly and will indicate the quantity completed (task orders) or to be produced (stand-alone orders) and any other information pertinent to the order.

**ORDERING:** Items to be furnished under the contract must be ordered by the issuance of weekly print orders (supplemented by daily electronic task orders) and stand-alone print orders. Orders may be issued under the contract from Date of Award through March 31, 2027, plus for such additional periods as the contract is extended. All print orders and task orders issued hereunder are subject to the terms and conditions of the contract. The contract shall control in the event of conflict with any print order or task order.

Task orders will be “issued” daily for purposes of the contract and will detail the daily volume of copier paper requests required. A print order (GPO Form 2511) will be used for billing purposes; will be issued weekly for task orders, and as needed, for stand-alone orders; and will cover all copier paper requests that have been reported as completed during the previous week (task orders) or to be produced (stand-alone orders).

A print order or task 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 receiving payment. 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: <https://www.gpo.gov/how-to-work-with-us/agency/billing-and-payment>.

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

## SECTION 2. – SPECIFICATIONS

**SCOPE:** These specifications cover the ordering and distribution of copier paper requiring such operations as packing, distribution, and reporting.

**TITLE:** SSA Copier Paper Contract.

### FREQUENCY OF ORDERS:

An electronic task order will be issued daily (Monday through Friday). NOTE: There may be an occasional workday when there is no task order issued.

For the purpose of this contract, “copier paper requests” are different requests as required by SSA’s various field offices (approximately 1,400). The daily task orders will consist of multiple paper requests (i.e., different and/or multiple orders for one or both sizes) by SSA’s field offices (see “QUANTITY” below for more information). Each paper request will have its own identifying number (REQ-FY-#####).

A print order will be issued weekly and will indicate the total number of *completed* copier paper requests per status updates provided by the contractor (i.e., the copier paper requests were reported as complete by the contractor’s status update files from the previous week) and total number of cartons of paper delivered/shipped/mailed on those completed task orders (see “DAILY COMPLETION STATUS REPORT” for more information).

Approximately 1 to 4 separate print orders may be issued for stand-alone shipments (i.e., no task orders).

When required, a separate task order/print order will be issued for the preproduction work performance test and a separate print order will be issued for the postaward paper samples (see “PREPRODUCTION WORK PERFORMANCE TEST” and “POSTAWARD PAPER SAMPLES” specified herein.)

**QUANTITY:** It is impossible to determine the number of copier paper requests which will be ordered on a task order. It is estimated that the daily task orders issued will be for approximately 1 to 150 copier paper requests of various quantities ranging from 1 to 50 cartons of copier paper per individual request.

When issued, the stand-alone print orders may be for approximately 500 to 2,500 cartons per order. (NOTE: Each stand-alone print order will be for only one size copier paper to one address.)

A carton of copier paper contains 10 wrapped packages (or reams) with each ream holding 500 sheets, totaling 5,000 sheets per carton.

The Government reserves the right to increase or decrease by up to and including 25% of the total number of cartons of copier paper ordered annually.

### TRIM SIZES:

Letter: 8-1/2 x 11”.

Legal: 8-1/2 x 14”.

**GOVERNMENT TO FURNISH:** Daily task orders and weekly print orders (GPO Form 2511). Each weekly print order will contain an attached compiled completion sheet for all completed copier paper requests reported by the contractor via the daily status update report. This attached sheet is to be considered part of the print order. (See “ASSIGNMENT OF JACKETS, PURCHASE, TASK, AND PRINT ORDERS” and “ORDERING” specified herein.)

Stand-alone print orders.

**Daily Transmission:** Daily task orders will be provided in Microsoft Excel format (.xlsx) via email. These daily task orders contain copier paper request information placed by SSA's field offices. Each row of the task order will contain the necessary information the contractor will need to ship each respective copier paper request. NOTE: The task order file naming convention will be <Program Number>\_Task Order\_<Date>.xlsx.

**EXHIBITS:** The following exhibits were originally in MS Excel and are available in that format upon request.

Exhibit A - Sample Task Order

Exhibit B – Status Update File Template

**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.

It is anticipated that the contractor shall have an existing network of warehouses/distribution outlets to be capable of meeting the distribution schedules as specified; however, it is not required as long as the contractor can meet the requirements of the contract, including volumes and schedule.

**PREPRODUCTION WORK PERFORMANCE TEST:** The purpose of this test is to determine if the end-to-end operations of the contractor's workflow for completing task order requested copier paper requests will meet the needs of SSA. This test will cover the receiving and processing of a test task order; distribution; and response to SSA with Status Update file.

The contractor will receive a test task order consisting of 66 copier paper requests.

The contractor will deliver/ship/mail (in accordance with "DISTRIBUTION") the test copier paper requests to the address(es) as specified in the task order file. All orders shall use the stock/paper as specified herein and be labeled as required.

The test will consist of 66 copier paper requests for 3 to 6 cartons per request (for a total of 295 cartons). The breakdown of number of cartons/request will be provided in the test task order.

**Work Performance Test Schedule:** The testing period will cover a total of five (5) workdays.

SSA will email the test task order to the contractor at the beginning of day one, and the contractor must provide confirmation of receipt of the task order within one (1) hour of receipt of the task order.

The contractor must deliver/ship/mail each request before the end of the fifth workday from the start of the test.

As copier paper requests are completed (i.e., delivered/shipped/mailed), the contractor must provide the daily status update files to SSA. The daily status update file must be provided each day of the test including the first day (even though no orders may have been completed). This is to check the format of the report for accuracy.

This test schedule will act as a true representation of the workflow.

The Government will approve, conditionally approve, or disapprove the test deliverables (status update files and paper) required for this test within 10 workdays of receipt thereof. Approval or conditional approval shall not relieve the contractor from complying with the specifications and all other terms and conditions of the contract. A conditional approval shall state any further action required by the contractor. A notice of disapproval shall state the reasons therefore.

If the test is disapproved by the Government, the Government, at its option, may require the contractor to perform an additional test, or just the failed portion of the test, in the time and under the terms and conditions specified in the notice of rejection. This additional test shall be at no additional cost to the Government. The Government will require the time specified above to inspect and test review any additional deliverables required.

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

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

Upon successful completion of all test requirements, SSA will issue a print order. The contractor will be reimbursed for all applicable costs in accordance with the contractor's submitted bid prices in the "SCHEDULE OF PRICES" and for all mailing/shipping costs (as applicable) in accordance with the requirements under "DISTRIBUTION." If the contractor fails to meet all test requirements, they will not be reimbursed for any associated costs.

The test shall be performed at the facilities in which the contract functions will be performed as stated in the production plans.

**POSTAWARD PAPER SAMPLES (When Ordered):** The sample requirement is not less than 25 sheets each of the required paper, as specified under "STOCK/PAPER."

NOTE: If, at any point during the term of the contract, the contractor uses a new paper supplier/mill for which a letter of commitment was not furnished nor samples tested prior to award, paper samples will be required from the new supplier/mill for testing.

Each sheet is to be 8-1/2 x 11" in size.

Samples submitted by the contractor or a paper supplier/mill must be labeled as to the JCP Code, paper weight, and paper manufacturer. Additionally, the package must clearly identify the jacket and program numbers and contractor on whose behalf the paper samples are being submitted. *Any package not properly identified/labeled and/or has less than the specified 25 sheets will not be tested. NOTE: Random paper samples received by a paper supplier/mill that does not identify the contractor on whose behalf the samples are submitted WILL NOT BE TESTED OR RETURNED.*

Samples will be inspected and tested and must comply with the specifications as to kind and quality of materials.

Paper samples are to be submitted within five (5) workdays of receipt of print order.

The paper samples are to be submitted to: U.S. Government Publishing Office, Chief of Testing and Technical Services, Attn: Lowell Brown, Loading Dock, Stop: QC, 44 H Street, NW, Washington, DC 20401. *NOTE: All samples are to be delivered via overnight carrier. Samples are NOT to be sent through the USPS. At time of delivery to GPO, contractor must notify Jennifer Yarbrough at [jyarbrough@gpo.gov](mailto:jyarbrough@gpo.gov) AND [QCIMD@gpo.gov](mailto:QCIMD@gpo.gov). Email notification must include the jacket/program numbers, name of the contractor, paper supplier/mill, shipper, and all tracking numbers.*

The Government will approve, conditionally approve, or disapprove the samples within 10 workdays of the receipt thereof. Approval or conditional approval shall not relieve the contractor from complying with the specifications and all other terms and conditions of the contract. A conditional approval shall state any further action required by the contractor. A notice of disapproval (or determined to be "not equal") shall state the reasons therefor.

If the paper samples are disapproved (or determined to be "not equal") by the Government, the Government, at its option, may require the contractor to submit additional samples for inspection and test, in the time and under the terms and conditions specified in the notice of rejection. Such additional samples shall be furnished, and necessary changes made, at no additional cost to the Government and with no extension in the shipping schedule. The Government will require the time specified above to inspect and test any additional samples required.

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

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

Samples will not be returned to the contractor. All costs, including the costs of all samples, shall be charged in accordance with the applicable line item in the "SCHEDULE OF PRICES."

**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).

Shipments of any product shall perform satisfactorily on laser printer and high-speed photocopying equipment. There shall not be more than one paper-caused jam or one document with unacceptable image quality due to the paper per 5,000 continuous-copy run at atmospheric conditions of 72 degrees Fahrenheit (plus or minus 8 degrees) and 50% (plus or minus 20%) relative humidity.

All paper supplied for each copier paper request/stand-alone order must be of a uniform shade.

White Plain Copier, Xerographic, basis weight: 20 lbs. per 500 sheets, 17 x 22", equal to JCP Code O-65.

**PACKING (All Shipments):**

The copier paper shall be wrapped and securely sealed in 500-sheet packages/reams in moisture resistant commercial wrapping (such as a material having a vapor transmission rate equal to or less than that of one (1) mil polyethylene).

The 10 wrapped packages/reams shall be packed in appropriately-sized cartons in accordance with industry standards.

All shipments must be packed with materials of sufficient strength and durability and in such a manner which will guarantee that the product will not be damaged, and the wrapped packages and cartons will not open nor split during the delivery/shipping/mailing process.

If the number of cartons to a single destination warrants skids or pallets, the cartons shall be packed on the skids/pallets in accordance with industry standards.

## **LABELING AND MARKING:**

*Delivery/Shipping:* Contractor to download GPO Form 905 (Rev. 7-15), Labeling and Marking Specifications, which can be located at [gpo.gov](http://gpo.gov), fill in appropriate blanks, and attach to cartons.

*Mailing:* Contractor to create and affix an address label to each carton. At contractor's option, addresses may be imaged directly onto each carton.

All cartons and skids/pallets must be distinctly marked with labels to show the task order (request) number or print order number (as applicable), type of paper, brand, quantity, size, and weight. All required addressing information shall be included with each order.

When more than one carton is necessary for a single destination, cartons must be marked as to the number of cartons in the shipment (1 of 3; 2 of 3; 3 of 3, etc.).

The requisition number, purchase order number, inventory control number (ICN) (when applicable), and/or product descriptions should also be noted on the cartons.

**NOTE:** The destination address in the "TO" box does not have to be filled in on the individual carton labels when packed on skids/pallets. In lieu thereof, complete, filled-in labels, including the destination address, must be attached to all four sides of each skid/pallet. In addition to regular markings, contractor to fill in the ICN, when applicable, on all labeling.

## **DISTRIBUTION:**

### ***Task Orders:***

- Deliver/ship f.o.b. destination to multiple addresses nationwide within the Continental United States (CONUS).
- Ship/mail f.o.b. contractor's city (reimbursable) to multiple addresses outside the Continental United States (OCONUS) – to include Alaska, Hawaii, and the American Territories/Possessions.

### ***Stand-Alone Orders:***

- Ship/mail f.o.b. contractor's city (reimbursable) to one (1) address within the Continental United States (see "NOTE" below).

The contractor will be responsible for selection of carrier(s) using the most reasonable method to ensure prompt delivery and safe arrival at all destinations.

For OCONUS task order shipments and CONUS stand-alone order shipments, the contractor is to ship or mail reimbursable by traceable means – whichever method is most economical to the Government. Contractor will be reimbursed for all shipping mailing costs (actual costs) upon receipt of shipping mailing documents/receipts with their billing invoice for payment.

**NOTE:** Occasionally, stand-alone shipments will need to be made to two (2) addresses at the Social Security Administration Headquarters. The entrances to the receiving platforms for the two (2) 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:

- 6301 Security Boulevard, Baltimore, MD 21235 – Clearance is 13'6"
- 6201 Security Boulevard, Baltimore, MD 21235 – Clearance is 17'

The hours of operation for the above locations are 6:00 a.m. to 2:00 p.m., prevailing local time, on standard Government workdays.

The contractor is required to contact SSA the workday prior to a shipment's arrival and provide the following information:

- Contractor name
- Truck logo (carrier name)
- Order number
- Delivery date
- Truck driver's name (if applicable)
- Truck tag number (if applicable)

The driver must have a valid state-issued driver's license along with a copy of the shipping ticket/commercial bill of lading or other delivery document.

All expenses incidental to 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 task order or print order (GPO Form 2511), as applicable.

Print orders and task orders to be furnished via email. (NOTE: Contractor to notify SSA if a task order was not received the previous evening.)

For the stand-alone orders, no definite schedule for placement of orders can be predetermined.

The following schedule begins the workday after notification of availability of task order or print order (as applicable); the workday after notification will be the first workday of the schedule.

Contractor shall make complete distribution within five (5) workdays of receipt of task order or print order, as applicable.

*Task Order Billing Invoice:* Within three (3) workdays of issuance of a print order, contractor must email a PDF copy of their billing invoice to the SSA program lead. The program lead information will be provided after award.

*Stand-Alone Order Billing Invoice and Shipping Documentation:* Within three (3) workdays of completion of each stand-alone order, contractor must email all supporting mailing and shipping 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.

The ship/deliver date indicated on the task order or print order, as applicable, is the date products ordered for delivery/shipping f.o.b. destination must be delivered to the destinations specified and the date products ordered for shipping mailing f.o.b. contractor's city must be picked up by small package carrier or delivered to the postal service.

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, 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.

**DAILY COMPLETION STATUS REPORT (Task Orders Only):** A completion status report for each daily task order will be created by the contractor at the end of each workday summarizing what was completed and shipped.

The purpose of the Daily Status Update file is to provide information back to SSA on the previous day's completed task order requested copier paper requests.

The update file must be provided daily (Monday through Friday) to SSA by 9:00 a.m., EST, and must adhere to the following which includes, but is not limited to:

- The file format for Daily Status Updates must be Excel “.xlsx.”
- The file will contain information on requested copier paper requests that were shipped or cancelled the previous workday.
- The Daily Status Update files will follow a standard format (see Exhibit B).
- The contractor will be notified 20 workdays in advance of any file format changes.
- Example of Excel Format Name: “StatusUpdate\_Copy Paper ##PROGRAM NUMBER##\_YYYY-MM-DD.xlsx” (YYYY-MM-DD will be replaced with the actual date on which the file is being provided.)
- These files will be transmitted to SSA via email.

If the contractor elects to distribute orders on Saturday and Sunday, then those updates will be included on the following Monday's status update report.

### **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. 1. (a) 71,000  
(b) 1,323

2. (a) 990  
(b) 10

3. (a) 3,000  
(b) 50

II. 1

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#### **SECTION 4. – SCHEDULE OF PRICES**

Bids offered are f.o.b. contractor's city for all mailing/shipping and f.o.b. destination for all other consignments.

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.

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

**I. PAPER, PACKING, AND DISTRIBUTION:** Prices offered shall include the cost of all required materials and operations necessary for the paper, packing, and distribution of the products listed in accordance with these specifications.

For Task Order CONUS destinations, the prices submitted for items I.1.(a) and (b) must include the cost of all packing, labeling and marking, and distribution.

For Task Order OCONUS destinations and for Stand-Alone Order CONUS destinations, the prices submitted for items I.2.(a) and (b) and I.3.(a) and (b) must include the cost of all packing and labeling and marking. Distribution will be reimbursable in accordance with the requirements specified under "DISTRIBUTION."

***1. Task Order CONUS Destinations (f.o.b. destination – shipping included):***

(a) 8-1/2 x 11": White Plain Copier, Xerographic (20-lb.) ..... per carton/per request .....\$ \_\_\_\_\_

(b) 8-1/2 x 14": White Plain Copier, Xerographic (20-lb.) ..... per carton/per request .....\$ \_\_\_\_\_

***2. Task Order OCONUS Destinations (f.o.b. contractor's city – shipping reimbursable):***

(a) 8-1/2 x 11": White Plain Copier, Xerographic (20-lb.) ..... per carton/per request .....\$ \_\_\_\_\_

(b) 8-1/2 x 14": White Plain Copier, Xerographic (20-lb.) ..... per carton/per request .....\$ \_\_\_\_\_

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

**3. *Stand-Alone Order CONUS Destinations (f.o.b. contractor's city – shipping reimbursable):***

(a) 8-1/2 x 11": White Plain Copier, Xerographic (20-lb.) ..... per carton/per order.....\$ \_\_\_\_\_  
(b) 8-1/2 x 14": White Plain Copier, Xerographic (20-lb.) ..... per carton/per order.....\$ \_\_\_\_\_

**II. ADDITIONAL OPERATIONS:**

Postaward paper samples .....per order.....\$ \_\_\_\_\_

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(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 (90 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. *Failure to provide a 90-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 \_\_\_\_\_  
(Printed Name, Signature, and Title of Person Authorized to Sign this Bid) \_\_\_\_\_ (Date)

\_\_\_\_\_ (Person to be Contacted) \_\_\_\_\_ (Telephone Number)

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

**THIS SECTION FOR GPO USE ONLY**

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

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

## **Exhibits A and B**

## **Exhibit A**

### **Sample Task Order**

## **Exhibit B**

### **Status Update File Template**