

**BID OPENING:** Bids shall be opened at 11:00 AM., prevailing Eastern Standard Time (EST), on February 17, 2023 by the U.S. Government Publishing Office, in Washington, DC 20401. Due to the COVID-19 pandemic, this will NOT be a public bid opening.

**BID SUBMISSION:** NOTE: Due to the COVID-19 pandemic, the physical office will NOT be open. Based on this, vendors MUST submit e-mail bids to [bidsapsdc@gpo.gov](mailto:bidsapsdc@gpo.gov) for this solicitation. No other method of bid submission will be accepted at this time.

The Jacket Number 420-986 and bid opening date must be specified in the subject line of the e-mailed bid submission. Bids received after 11:00 AM EST on the bid opening date specified above will not be considered for award.

For information regarding the solicitation requirements prior to award please email at [sgaumer@gpo.gov](mailto:sgaumer@gpo.gov). For contract administration after award, contact APS DC at 202-512-0046.

**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. Emails over 75 MB may not be received by GPO due to size limitations for receiving emails.
2. The vendor's email provider may have different size limitations for sending e-mail, however vendors are advised not to exceed GPO's stated limit. The bidder's email provider may have different size limitations for sending email; however, bidders are advised not to exceed GPO's stated limit.
3. Illegibility of bid.
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 e-mailed bid prior to bid opening. GPO will use the prevailing time (specified as the local time zone) and the exact time that the e-mail is received by GPO's email server as the official time stamp for bid receipt at the specified location.

**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 (revised 9-19)).

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

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

**NOTE:** Any operations or functions that will be subcontracted for the performance of this contract must be disclosed prior to award. As part of the responsibility, the Government may evaluate the capability of any subcontractor(s) to be utilized in the performance of this contract.

**POSTAWARD CONFERENCE:** Unless waived by the contracting Officer, in order to insure that the prospective contractor fully understands the total requirements of the job as indicated in these specifications, the specifications will be reviewed by Government representatives with the contractor's representatives via teleconference after award.

**PRODUCT:** 6-1/8 x 9-1/2 Window Envelope w/ Security Tint

**TITLE:** Envelope Reprints: 20041/552-S

**FORM No.:** ENV-00033

**QUANTITY:** 3,500,010 Window Envelopes

**TRIM SIZE:** 6-1/8 x 9-1/2 (Constructed)

**PAGES:** 2 (Before Construction)

**GOVERNMENT TO FURNISH (GFM):** Receive via email;

One (1) Purchase order.

One (1) PDF file. Contractor will print in black ink capital letters. Print incomplete corner card as follows:

**“SOCIAL SECURITY ADMINISTRATION”**

Leave 3/4” space below corner card address, and then print a line.

Under the line, print the words, **“OFFICIAL BUSINESS”**. UNBOLD

The front logo location is .16” from the left fold line of the envelope to the leftmost edge of the logo and .37” from the top fold line to the topmost edge of the logo.

The logo and tagline are located on the back flap of the envelope, centered horizontally and vertically.

GPO Form 917 (Certificate of Selection).

GPO Form 2678 (departmental random copies-blue label).

Contractor can download the "Labeling and Marking Specifications" form (GPO Form 905, R. 7-15) from [gpo.gov](http://gpo.gov), fill in appropriate blanks, and attach to shipping containers.

**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.

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

The contractor shall create or change any necessary trapping, set proper screen angles and screen frequency, and define file output selection for the imaging device being utilized. Furnished files must be imaged as necessary to meet the assigned quality level.

**PROOFS:** E-MAIL PROOFS (indicate margins): CONTRACTOR MUST NOT PRINT PRIOR TO RECEIVING AN "OK TO PRINT". One set of E-Mailed Electronic Page Proofs. 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. Proofs must show envelope flap and window position.

E-Mailed proofs (marked with Jacket/Req. Number plus return name and E-Mail address) directly to the Agency at [matthew.thomas@ssa.gov](mailto:matthew.thomas@ssa.gov). Contractor must call GPO Contract Compliance Section at (202) 512-0520 immediately upon E-Mailing proofs and immediately upon receiving the returned proofs (or OK E-Mail) back from the Department. Proofs will be withheld not more than (2) workdays from receipt at the Department to receipt in the contractor's plant.

**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. [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)

JCP Code\* V15, White Kraft Envelope, Basis Size 17 X 22", 24 lbs.

### **DIGITAL PRINTING IS NOT ACCEPTABLE.**

**PRINTING:** Print face only (before construction) in Black ink, consisting of 2 lines of type, one rule and agency logo in the upper left corner along the 9-1/2" side and 2 lines of type, one rule and agency logo on the flap side centered on the 9-1/2" side printing head to head.

**SECURITY FEATURE:** Print or tint envelope on the inside (back before construction) in Black, lining not acceptable. Contractor may use his own design but must guarantee that the product will ensure complete opacity and prevent show through of any material contained therein.

**CONSTRUCTION:** Open side, High cut diagonal seams, with gummed flap. Flap **MUST** measure 2-1/2" from fold to flapt point. Need 1/8" clearance from side to side of tapered flap. Window, size 1 1/2" x 4 1/4", with slightly rounded corners located 3/4" from left and 2 inches from the bottom. Cover with a suitable transparent material securely glued to the inside. Window material must be secure and fully attached, especially along the top edge.

Envelopes must meet specifications for machine inserting on Pitney Bowes and Bell & Howell inserters.

**INK:** Black

**MARGINS:** Adequate gripper. Follow electronic file.

**PACKING:** Package in original boxes of 500 and suitably in cartons and shipping containers. Cannot exceed 40lbs.

**MARK ALL CARTONS WITH THE FOLLOWING INFORMATION:**

Job Title: Envelope Reprints: 20041/552-S

Req. No.: 2-00178

Jacket No.: 420-986

Print Order No.: 20041

Env. No.: ENV-00033

Quantity:

Number of Boxes: EX. Box 1 of 4, Box 2 of 4...

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

**Product Quality Levels:**

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

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

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

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

<u>Attribute</u>	<u>Specified Standard</u>
P-7. Type Quality and Uniformity	Ok'd proofs/Furnished Electronic File
P-9. Solid and Screen Tint Color Match	Pantone Matching System

**2DISTRIBUTION:** Contractor must notify the ordering agency on the same day that the product ships/delivers via e-mail sent to matthew.thomas@ssa.gov and cc: sgaumer@gpo.gov. The subject line of this message shall be "Distribution Notice for Jacket 420-986, Requisition 2-00178". This notice must provide all applicable tracking numbers, shipping method, and Title. Contractor must be able to provide copies of all delivery, mailing, and shipping receipts upon agency request.

Deliver 3,500,000 copies (includes 200 Departmental Random "Blue Label" copies) via traceable means to: NPC North, Ward Warehouse, 700 N. 3<sup>rd</sup> Ave., Altoona, PA 16601.

**NOTE:** For the "Blue Label" Copies -- A copy of the Government furnished certificate (GPO Form 917) must accompany the voucher sent to GPO, Financial Management Service, for payment. Failure to furnish the certificate may result in delay in processing the voucher. NOTE: Form is also available at <https://www.gpo.gov/pdfs/vendors/sfas/Form917.pdf>.

Deliver 10 copies "Yellow labels" via traceable means to: SSA, Attn: Matthew Thomas, 1300 Annex Building, 6401 Security Blvd., Baltimore, MD 21235-6401.

**SCHEDULE:** The Purchase Order and GFM will be available via e-mail or contractor's FTP site after award no later than February 22, 2023.

**F.O.B. destination, Contractor must deliver a minimum of 500,000 envelopes on or before 04/14/2023; Another partial of 500,000 on or before 05/05/2023; Remaining balance of 2,500,000 on or before 05/30/2023. This schedule must be kept otherwise the agency will reach a work stoppage. \*500,000 is the minimum on the first delivery, contractor may ship additional quantities at their discretion.**

Contractors are to report information regarding each order for compliance reporting purposes and include date of delivery (or shipment if applicable) for proofs and delivery schedules in accordance with the contract requirements by contacting Shared Support Services Compliance Section via e-mail to [compliance@gpo.gov](mailto:compliance@gpo.gov) or by calling (202) 512-0520 or faxing (202) 512-1364. Personnel receiving the e-mail or call will be unable to respond to questions of a technical nature or transfer any inquiries.

**OFFERS:** Offers must include the cost of all materials and operations for the total quantity ordered in accordance with these specifications. In addition, a price must be submitted for each additional 1000 copies. The price for additional quantities must be based on a continuing run, exclusive of all basic or preliminary charges and will not be a factor for determination of award.

**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 pre-award 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 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.

**PAYMENT:** Submitting invoices for payment via the GPO fax gateway (if no samples are required) utilizing the GPO barcode coversheet program application is the most efficient method of invoicing.

Instruction for using this method can be found at the following web address:  
<http://winapps.access.gpo.gov/fms/vouchers/barcode/instructions.html>.

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

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



