Program:	**306-S**													
Term:	**July 12, 2016 to June 30, 2017**													
Title:	**Adult and Childhood Disability Starter Kits (Spanish & English)**													
			GRAY GRAPHICS		**MPM COMM. LLC**		**NPC, INC.**		**T/T COMM.**		**WBC INC.**		**CURRENT CONTRACTOR**	
		BASIS OF	**CAPITOL HEIGHTS, MD**		**WALDORF, MD**		**CLAYSBURG, PA**		**COLUMBUS, OH**		**ALBUQUERQUE, NM**		**STANDARD REGISTER**	
ITEM NO.	DESCRIPTION	AWARD	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST
I.	**PREPRESS:**													
(a)	Trim/Page-size unit produced from electronic file.....													
	.....per page.....	22	$3.00	$66.00	$15.00	$330.00	$1.00	$22.00	$49.00	$1,078.00	$5.00	$110.00	NC	$0.00
(b)	Digital content proofs.....per trim/page-size													
	unit.....	44	$5.00	$220.00	$15.00	$660.00	$1.25	$55.00	$16.00	$704.00	$5.00	$220.00	NC	$0.00
(c)	System Timework.....per hour.....	1	$85.00	$85.00	$95.00	$95.00	$150.00	$150.00	$135.00	$135.00	$80.00	$80.00	NC	$0.00
II.	**PRINTING AND BINDING/CONSTRUCTION:**													
1	**Adult Disabillty Starter Kit:**													
(a)	Item 1 (envelope):													
	Printing in black ink with security tint.....per envelope.....													
1	**Makeready and/or Setup.....**	4	$100.00	$400.00	$500.00	$2,000.00	NC	$0.00	NC	$0.00	$88.00	$352.00	NC	$0.00
2	**Running Per 1,000 Copies.....**	1,200	$62.00	$74,400.00	$53.12	$63,744.00	$23.00	$27,600.00	$98.60	$118,320.00	$57.80	$69,360.00	$76.50	$91,800.00
(b)	Item 2 (fact sheet): Printing in black ink.....per fact sheet.....													
1	**Makeready and/or Setup.....**	4	$200.00	$800.00	$500.00	$2,000.00	$50.00	$200.00	NC	$0.00	$45.00	$180.00	NC	$0.00
2	**Running Per 1,000 Copies.....**	1,200	$12.00	$14,400.00	$8.00	$9,600.00	$10.23	$12,276.00	$15.00	$18,000.00	$45.00	$54,000.00	$16.25	$19,500.00
(c)	Item 3 (checklist): Printing in black ink.....per checklist.....													
1	**Makeready and/or Setup.....**	4	$175.00	$700.00	$500.00	$2,000.00	$50.00	$200.00	NC	$0.00	$40.00	$160.00	NC	$0.00
2	**Running Per 1,000 Copies.....**	1,200	$11.00	$13,200.00	$8.00	$9,600.00	$6.92	$8,304.00	$15.00	$18,000.00	$30.00	$36,000.00	$16.25	$19,500.00
(d)	Item 4 (worksheet): Printing in black ink.....per worksheet.....													
1	**Makeready and/or Setup.....**	4	$200.00	$800.00	$500.00	$2,000.00	$50.00	$200.00	NC	$0.00	$45.00	$180.00	NC	$0.00
2	**Running Per 1,000 Copies.....**	1,200	$12.00	$14,400.00	$8.00	$9,600.00	$10.24	$12,288.00	$15.00	$18,000.00	$45.00	$54,000.00	$16.25	$19,500.00
2	**Childhood Disabillty Starter Kit:**													
(a)	Item 1 (envelope):													
	Printing in black with security tint.....per envelope.....													
1	**Makeready and/or Setup.....**	4	$100.00	$400.00	$500.00	$2,000.00	NC	$0.00	NC	$0.00	$88.00	$352.00	NC	$0.00
2	**Running Per 1,000 Copies.....**	300	$64.00	$19,200.00	$53.12	$15,936.00	$23.00	$6,900.00	$98.60	$29,580.00	$57.80	$17,340.00	$76.50	$22,950.00
(b)	Item 2 (fact sheet): Printing in black ink.....per fact sheet.....													
1	**Makeready and/or Setup.....**	4	$200.00	$800.00	$500.00	$2,000.00	$10.00	$40.00	NC	$0.00	$45.00	$180.00	NC	$0.00
2	**Running Per 1,000 Copies.....**	300	$13.00	$3,900.00	$8.00	$2,400.00	$1.88	$564.00	$15.00	$4,500.00	$45.00	$13,500.00	$16.25	$4,875.00
(c)	Item 3 (checklist): Printing in black ink.....per checklist.....													
1	**Makeready and/or Setup.....**	4	$175.00	$700.00	$500.00	$2,000.00	$10.00	$40.00	NC	$0.00	$40.00	$160.00	NC	$0.00
2	**Running Per 1,000 Copies.....**	300	$12.00	$3,600.00	$8.00	$2,400.00	$2.31	$693.00	$15.00	$4,500.00	$30.00	$9,000.00	$16.25	$4,875.00
(d)	Item 4 (worksheet): Printing in black ink.....per worksheet.....													
1	**Makeready and/or Setup.....**	4	$200.00	$800.00	$500.00	$2,000.00	$10.00	$40.00	NC	$0.00	$45.00	$180.00	NC	$0.00
2	**Running Per 1,000 Copies.....**	300	$13.00	$3,900.00	$8.00	$2,400.00	$1.88	$564.00	$15.00	$4,500.00	$45.00	$13,500.00	$16.25	$4,875.00
III.	**PAPER:**													
(a)	White Wove (24-lb.).....per 1,000 leaves.....	1,500	$20.00	$30,000.00	$12.00	$18,000.00	$23.03	$34,545.00	$52.00	$78,000.00	$20.00	$30,000.00	$10.00	$15,000.00
(b)	White Offset Book (60-lb.).....per 1,000 leaves.....	4,500	$8.00	$36,000.00	$6.25	$28,125.00	$7.38	$33,210.00	$8.70	$39,150.00	$10.00	$45,000.00	$3.50	$15,750.00
IV.	**ADDITIONAL OPERATIONS:**													
(a)	Shrink-film packaging (must include the cost of assembling kits).....													
	.....per 1,000 packages.....	60	$250.00	$15,000.00	$1,000.00	$60,000.00	$1,767.00	$106,020.00	$3,260.00	$195,600.00	$150.00	$9,000.00	NC	$0.00
(b)	Creating address labels from electronic media.....													
	.....per 1,000 labels.....	5	$40.00	$200.00	$75.00	$375.00	$50.00	$250.00	$14.00	$70.00	$30.00	$150.00	NC	$0.00
(c)	Creating duplicate address labels.....per label.....	52	$0.10	$5.20	$2.00	$104.00	$10.00	$520.00	$0.14	$7.28	$0.10	$5.20	NC	$0.00
V.	**PACKING:**													
1	Bulk Shipment:													
(a)	Packing and sealing shipping containers.....per container.....	1,155	$2.00	$2,310.00	$3.25	$3,753.75	$2.25	$2,598.75	$0.58	$669.90	$1.00	$1,155.00	NC	$0.00
(b)	Palletizing.....per pallet.....	18	$20.00	$360.00	$50.00	$900.00	$10.00	$180.00	$25.00	$450.00	$45.00	$810.00	NC	$0.00
2	SPCC/USPS Shipment:					$0.00								
(a)	Quantities up to 12 pounds, in cushioned shipping bags, or wrapped in shipping													
	bundles (maximum gross weight 14pds.).....per bag or bundle.....	852	$1.50	$1,278.00	$6.00	$5,112.00	$1.74	$1,482.48	$15.00	$12,780.00	$1.80	$1,533.60	NC	$0.00
(b)	Quantities up to 12 pounds, up to 24pds wrapped in shipping bundles, or packed													
	in shipping containers (maximum gross weight 27 pds).....													
	per bundle or container.....	466	$2.00	$932.00	$6.00	$2,796.00	$2.30	$1,071.80	$20.00	$9,320.00	$2.50	$1,165.00	NC	$0.00
(c)	Quantities over 24pds, up to 36pds, packing in shipping containers													
	(maximum gross weight 40pds.).....per container.....	1451	$3.00	$4,353.00	$6.00	$8,706.00	$2.85	$4,135.35	$21.00	$30,471.00	$3.00	$4,353.00	NC	$0.00
	CONTRACTOR SUBTOTALS			$243,209.20		$260,636.75		$254,149.38		$583,835.18		$362,025.80		$218,625.00
	TOTALS FOR ITEM III PAPER			$66,000.00		$46,125.00		$67,755.00		$117,150.00		$75,000.00		$30,750.00
	SUBTOTALS LESS PAPER			$177,209.20		$214,511.75		$186,394.38		$466,685.18		$287,025.80		$187,875.00
	ACCELERATED SCHEDULE (25%)	0.25		$44,302.30		$53,627.94		$46,598.60		$116,671.30		$71,756.45		$46,968.75
VI.	**PERCENTAGE INCREASE**		**5.00%**	**$2,215.12**	**0.00%**	**$0.00**	**10.00%**	**$4,659.86**	**6.00%**	**$7,000.28**	**20.00%**	**$14,351.29**	**1.50%**	**$704.53**
	CONTR'S SUBTOTALS + PERCENTAGE INCR			$245,424.32		$260,636.75		$258,809.24		$590,835.46		$376,377.09		$234,843.75
	DISCOUNT		**2.00%**	**$4,908.49**	**0.00%**	**$0.00**	**0.25%**	**$647.02**	**0.00%**	**$0.00**	**1.00%**	**$3,763.77**	**$0.00**	**$0.00**
	DISCOUNTED TOTAL			$240,515.83		$260,636.75		$258,162.22		$590,835.46		$372,613.32		$234,843.75

U.S. GOVERNMENT PUBLISHING OFFICE GPO

WASHINGTON, DC
www.gpo.gov

July 12, 2016

AMENDMENT NO. 1 RE: PROGRAM 306-S SPECIFICATIONS AMENDED

Bid opening date is extended from July 12, 2016, to July 20, 2016.

Remainder of specifications same. Acknowledge on bid or amend bid by letter to U.S. Government Publishing Office -- Bid Section, -- Room C-161, Stop: PPSB, -- Washington, DC 20401, M/F: Program number, bid opening time and date. Failure to acknowledge receipt of this amendment, by amendment number, prior to bid opening time, may be reason for bid being judged nonresponsive.

Authorized by:

James A. McWilliams

JAMES A. MCWILLIAMS
Customer Services

Written by: rh

U.S. GOVERNMENT PUBLISHING OFFICE

Washington, DC

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

Adult and Childhood Disability Starter Kits
(English and Spanish)

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 **July 1, 2016** and ending **June 30, 2017** plus up to ***four (4)*** optional 12-month extension period(s) that may be added in accordance with the "OPTION TO EXTEND THE TERM OF THE CONTRACT" clause in Section 1 of this contract.

BID OPENING: Bids shall be publicly opened at 11:00 a.m., prevailing Washington, DC time on **July 12, 2016.**

BID SUBMISSION: Submit bid in pre-addressed envelope furnished with solicitation or send to: U.S. Government Publishing Office, Bid Section, Room C-848, Stop: CSPS, 732 North Capitol Street, NW, Washington, DC 20401. Facsimile bids in response to this solicitation are permitted. Facsimile bids may be submitted directly to the GPO Bid Section, Fax No. (202) 512-1782. The program number and bid opening date must be specified with the bid. Refer to Facsimile Bids in Solicitation Provisions of GPO Contract Terms, GPO Publication 310.2, as revised June 2001. Hand delivered bids are to be taken to: GPO Bookstore, 710 North Capitol Street, NW, Washington, DC, between the hours of 8:00 a.m. and 4:00 p.m., prevailing Washington, DC, time, Monday through Friday. The contractor is to follow the instructions in the Bid Submission/Opening area. If further instruction or assistance is required, call (202) 512-0526.

BIDDERS, PLEASE NOTE: These specifications have been revised; therefore, all bidders are cautioned to familiarize themselves with all provisions of these specifications before bidding. This program was formally 546-S

- **QUANTITY**
- **PROOFS**
- **PRIOR TO PRODUCTION SAMPLES**
- **YELLOW LABEL COPIES**
- **SCHEDULE**

Abstracts of contract prices are available at http://www.gpo.gov/gpo/abstracts/abstract.action?region=DC

For information of a technical nature call **Rose Hood** (202) 512-0310 or e-mail aps-team1@gpo.gov.

SECTION 1 – GENERAL TERMS AND CONDITIONS

GPO CONTRACT TERMS: Any contract which results from this Invitation for Bid will be subject to the applicable provisions, clauses, and supplemental specifications of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 6-01)) and GPO Contract Terms, Quality Assurance through Attributes Program for Printing and Binding (GPO Publication 310.1, effective May 1979 (Rev. August 2002)).

GPO Contract Terms (GPO Publication 310.2) – http://www.gpo.gov/pdfs/vendors/sfas/terms.pdf.

GPO QATAP (GPO Publication 310.1) – http://www.gpo.gov/pdfs/vendors/sfas/qatap.pdf.

DISPUTES: GPO Publication 310.2, GPO Contract Terms, Contract Clause 5. Disputes, is hereby replaced with the June 2008 clause found at www.gpo.gov/pdfs/vendors/contractdisputes.pdf. This June 2008 clause also cancels and supersedes any other disputes language currently included in existing contractual actions.

SUBCONTRACTING: The predominant production function is the printing of the inserts. Any bidder who can not perform this function will be declared non-responsible. Contractor may subcontract the print production of the envelopes.

Note: The contractor shall be responsible for enforcing all contract requirements outsourced to a subcontractor

If the Contractor wishes to add a subcontractor at any time after award the subcontractor must be approved by the Government prior to production starting in that facility. If the sub-contractor is not approved by the Government then the contractor must submit a new subcontractor's information to the Government for approval 30 calendar days prior to the start of production at that facility.

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

Product Quality Levels:

(a) Printing (page related) Attributes – Level III.
(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:

Attribute	Specified Standard
P-7. Type Quality and Uniformity	O.K. Press Sheets
P-8. Halftone Match (Single and Double Impression)	O.K. Press Sheets
P-9. Solid and Screen Tint Color Match	O.K. Press Sheets

Special Instructions: In the event that inspection of press sheets is waived by the Government, the following listed alternate standards (in order of precedence) shall become the Specified Standards:

P-7. Pre-production samples / Approved Proofs / Government furnished electronic media.

P-8. Pre-production samples / Approved Proofs / Government furnished electronic media.

P-9. Pantone Matching System

OPTION TO EXTEND THE TERM OF THE CONTRACT: The Government has the option to extend the term of this contract for a period of 12 months by written notice to the contractor not later than 30 days before the contract expires. If the Government exercises this option, the extended contract shall be considered to include this clause, except, the total duration of the contract may not exceed **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. 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.

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

For the purpose of this clause, performance under this contract will be divided into successive periods. The first period will extend from **July 1, 2016** to **June 30, 2017**, 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 **March 31, 2017**, 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.

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 of all of the contractor's computer, printing, assembly and shipping equipment which will be used on this contract or to require other evidence of technical, production, managerial, financial, and similar abilities to perform, prior to the award of a contract.

POSTAWARD CONFERENCE: In order to ensure that the contractor fully understands the total requirements of the job as indicated in these specifications, Government representatives reserve the right to conduct a conference with the contractor's representatives at the Social Security Administration (SSA), Baltimore, MD, immediately after award.

ASSIGNMENT OF JACKETS, PURCHASE AND PRINT ORDERS: A GPO purchase order will be issued to the contractor to cover work performed. The purchase order will be supplemented by an individual Print Order and various jacket numbers 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 **July 1, 2016** through **June 30, 2017**, 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" for purposes of the contract, when it is either deposited in the U.S. Postal Service mail or otherwise furnished to the contractor in conformance with the schedule.

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

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

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

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

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

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

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

PAYMENT: Submit all vouchers via FAX utilizing the GPO barcode coversheet program application.

Instructions for the GPO barcode coversheet program application can be found at the following web address:

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

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

NOTE: 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 Adult and Childhood (English and Spanish) Disability Starter Kits consisting of fact sheets, checklists, forms and mail-out envelopes requiring such operations as electronic prepress, printing, binding, assembly, packing and distribution.

TITLE: Adult and Childhood Disability Starter Kits (English and Spanish).

FREQUENCY OF ORDERS: Approximately 2 to 8 orders per year. (More than one type of kit may be ordered on a single print order.)

QUANTITY:

Adult Disability Starter Kit *(English):*	Approximately 400,000 to 700,000 kits per order
Adult Disability Starter Kit *(Spanish):*	Approximately 10,000 to 30,000 kits per order
Childhood Disability Starter Kit *(English):*	Approximately 100,000 to 300,000 kits per order.
Childhood Disability Starter Kit *(Spanish):*	Approximately 3,000 to 10,000 kits per order.

NOTE: The Government reserves the right to increase the quantity by up to 20% of the total number of kits ordered annually. Also see REQUIREMENTS (page 4 of 21)

NUMBER OF PAGES:

Item 2 (fact sheet):	1 leaf – printed face and back
Item 3 (checklist):	1 leaf – printed face only
Item 4 (worksheet):	1 leaf – printed face and back

TRIM SIZE:

Item 1 (mail-out envelope):	9 x 11-1/4” finished size
Item 2 (fact sheet):	8-1/2 x 11”
Item 3 (checklist):	8-1/2 x 11”
Item 4 (worksheet):	8-1/2 x 11”

GOVERNMENT TO FURNISH: The furnished electronic media will be supplied as follows:

Platform: Macintosh OSX; IBM or compatible using MS Windows

Storage Media: CD-R/RW; DVD-R/RW; E-mail; FTP

Files will be furnished in native application format, PostScript format and/or PDF format.

Software: QuarkXPress, Adobe InDesign, Adobe Illustrator and Adobe Photoshop, Adobe Acrobat

Files using QuarkXPress or Adobe software will be created in current versions or near current versions of the above mentioned programs.

Files will be furnished in native application format and Postscript format OR Portable Data Format (PDF).

Note: **All platform system and software upgrades (for specified applications) which may occur during the term of the contract must be supported by the contractor.**

Fonts: All screen and printer fonts will be furnished or fonts will have been converted to paths.

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: A visual of the furnished electronic files will be provided.

GPO Form 952 - Desktop Publishing - Disk Information

Camera copy for the "Postage and Fees Paid" mailing permit.

One reproduction proof, Form 905 (Rev. 6/03) with labeling and marking specifications.

GPO Form 892 - Proof label/prior to production sample label.

Blue and Yellow labels and selection certificates for shipping Departmental Random Copies.

Exhibit A: Automated Distribution Management System

Exhibit B: Direct Delivery

Distribution Files:

Two standard file formats can be applied to the data on the disk or electronic transmissions:

- Automated Distribution Management System (Exhibit A under GOVERNMENT TO FURNISH)
- Direct Delivery (Exhibit B under GOVERNMENT TO FURNISH)

Data contained on disk or transmitted electronically will be in ASCII format.

Label records will contain one addressee per record.

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

CONTRACTOR TO FURNISH:

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

The Contractor must be able to accept files electronically via a contractor-hosted FTP server. Appropriate log-in instructions and protocol must be provided at the 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 reproduction image.

Any errors, media damage, or data corruption that might interfere with proper file image processing must be reported to Matthew Thomas (410- 965-9620, or Matthew.Thomas@ssa.gov).

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

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

All halftones are to be at the equivalent of 133-line screen, or better.

DIGITAL DELIVERABLES: 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, Adobe Acrobat Portable Document Format (PDF) files, or any proprietary file formats other than those supplied, unless specified by the Government. *NOTE: Government will accept PDF files as digital deliverables when furnished by the Government*

PROOFS: Proofs will be required on the first order and any order that a copy change is required.

Three sets of digital content proofs of all items in each kit ordered.

Proofs must be created using the same Raster Image Processor (RIP) that will be used to produce the product. 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.

NOTE: One or more sets of revised digital color content proofs may be required before the Government will give an "O.K. to print".

Contractor must call GPO Contract Compliance Section at (202) 512-0520 immediately upon sending/delivering proofs and immediately upon notification that the proofs are available for pickup at the department. Proofs will be withheld not more than 2 workdays from receipt in the department to when they are made available for pickup at the department.

PDF PROOF: At the option of the government the contractor may 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 proofs will be evaluated for text flow and image position.

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

NOTE: THE CONTRACTOR MUST NOT PRINT PRIOR TO RECEIPT OF AN "OK TO PRINT."

PRIOR TO PRODUCTION SAMPLES: 25 prior to production samples are required for the first print order placed on this contract. Each sample shall be printed and constructed (including die cutting) as specified, and must be of the size, kind, and quality that the contractor will furnish.

NOTE: All costs for these samples shall be included in the contract price for the production quantity.

Samples will be inspected and tested and must comply with the specifications as to printing, construction, kind, and quality of materials. All samples will be tested for usage and construction.

Samples are to be submitted to: Social Security Administration, ATTN: Matthew Thomas (410 965-9620), 1368 Annex, 6401 Security Boulevard, Baltimore, MD 21235-6401. The container and accompanying documentation shall be marked "PREPRODUCTION SAMPLES" and shall include the GPO jacket, purchase order, and program numbers.

The samples must be submitted in sufficient time to allow Government testing of the samples and production and delivery of the first print order in accordance with the shipping date specified.

The Government will approve, conditionally approve, or disapprove the samples as required. 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.

(See SCHEDULE on page 15 of 21)

If the samples are disapproved 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 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 article 12 "Notice of Compliance with Schedules" of contract clauses in GPO Contract Terms (GPO Pub. 310.2, effective December 1, 1987, Rev. 6-01).

Manufacture of the final product prior to approval of the sample submitted is at the contractor's risk. Samples will not be returned to the contractor. All costs, including the cost of all samples, shall be included in the contract price for the production quantity.

All samples shall be manufactured at the facilities in which the contract production quantities are to be manufactured.

STOCK/PAPER: As noted on the individual print order.

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

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

Color of paper furnished shall be of a uniform shade and a close match by visual inspection of the JCP color sample(s). The Contracting Officer reserves the right to reject shipments of any order printed on paper the color of which, in their opinion, materially differs from that of the color sample(s).specified.

Color of paper should remain consistent between different print runs throughout the term of the contract.

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

For all kits:

Item 1 (mail-out envelope): White Wove, basis weight 24 lbs. per 500 sheets, 17 x 22", equal to JCP Code V20.

Item 2 (fact sheet, checklist, and worksheet): Offset Book, White, basis weight 60 lbs. per 500 sheets, 25 x 38", equal to JCP Code A60.

PRINTING:

NOTE: The Government reserves the right to make changes to the format(s)/text at any time during the term of the contract. Notification of a proposed change will be given with sufficient time for the contractor to make the change and submit proofs to the Government. The Government shall not be required to purchase from the contractor any surplus inventory.

Adult Disability Kits (English and Spanish):

Item 1 (mail-out envelope): Print face (before construction) black ink only. Image on the side opposite the seams consists of a halftone and solid area printing in black. Image on the seam side consists of two lines of type matter printing in black.

Print back (before construction) in black ink only. A security tint (lining is acceptable) is required. Contractor may use its own design but must guarantee that the product will ensure complete opacity and prevent show through of any material contained therein.

All printing shall comply with all applicable U.S. Postal Service regulations. The envelope shall accept printing without feathering or penetrating to the reverse side.

Item 2 (fact sheet): Print face and back, head-to-head in black Ink. Image consists of type and line matter with type reversing out.

Item 3 (checklist): Print face only in black**.** Image consists of type and line matter

Item 4 (worksheet): Print face and back, head-to-head type and line matter in black ink only.

Childhood Disability Kit (English and Spanish):

Item 1 (mail-out envelope): Print face (before construction) in black ink only. Image on the side opposite the seams consists of type and line matter printing in black and a halftone printing in black. Image on the seam side consists of five lines of type matter printing in black. Flexographic printing is unacceptable.

Print back (before construction) in black. A security tint (lining is acceptable) is required. Contractor may use its own design but must guarantee that the product will ensure complete opacity and prevent show through of any material contained therein.

All printing shall comply with all applicable U.S. Postal Service regulations. The envelope shall accept printing without feathering or penetrating to the reverse side.

Item 2 (fact sheet): Print face and back, head-to-head in black ink. Image consists of type and line matter and a halftone in black ink only.

Item 3 (checklist): Print face only in black**.** Image consists of type and line matter

Item 4 (worksheet): Print face and back, head-to-head type and line matter in black ink only.

PRESS SHEET INSPECTION: Final makeready press sheets will 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 QATAP 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 Guidelines for Contractors Holding Press Sheet Inspections (GPO Publication 315.3 dated January 2015).

NOTE: 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 3/16 x 3/16" minimum solid color patches; tint patches of 25, 50, and 75%; dot gain scale; and gray balance patches for process color (if applicable). These areas must be repeated across the entire press sheet.

NOTE: At the Government's option, the Press Sheet Inspection may be waived.

MARGINS: Inadequate gripper margins for Item 1. Adequate gripper margins for Items 2, 3 and 4. Follow margins on furnished copy or electronic media.

CONSTRUCTION:

Item 1: Envelopes are to be constructed open side with side seams and a side gummed flap. Flap depth must be a minimum of 1-1/2" and must be coated with a remoistenable glue that will securely seal envelope without adhering to the contents. Face of envelope to contain a 4 x 1-1/4" die-cut address window with slightly rounded corners. All sizes may be adjusted slightly if end product is suitable for the intended usage.

Die cut window is to be positioned 3/4" from left edge, 2-1/8" from top and 4-1/4" from the right edge of envelope. Window is to be covered with a suitable poly-type, transparent, low gloss material that must be clear of smudges, lines, and distortions. The poly-type material must securely affix to the inside of the envelope so as not to interfere with the insertion of the contents. The window material must meet the current U.S. Postal Service standards and requirements.

NOTE: The Social Security number on the sample letter MUST NOT show through the envelope window. Sample letters will be provided at the Post-Award Conference.

BINDING: Items 2, 3 and 4: Trim four (4) sides.

CONSTRUCTION and BINDING INSPECTION: Binding and construction operations will be inspected and approved at the contractor's plant for the purpose of establishing specified standards throughout the production. Upon approval, contractor is charged with maintaining those standards throughout production.

ASSEMBLY/PACKING: For each kit, gather in sequence one (1) copy each of Items 2, 3 and 4 with Item 2 on top. Insert Items 2, 3 and 4 into mail-out envelope (Item 1) with Item 2 facing the front of the envelope (window side).

Note After inserting, do not seal envelopes (Item 1).

All kits are to be shrink-wrapped in quantities of 25 kits. Chipboard or equal must be placed on the top and bottom in the cartons to insure a snug fit.

Bulk Shipments

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

Pallets may be required.

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 the USPS or a small package carrier delivery system.

The contractor is responsible for proper packaging of all items shipped; additional packaging information may be found in chapter one of the USPS Domestic Mail Manual.

SPCC / USPS Shipments

Quantities up to 12 pounds must be inserted into cushioned shipping bags or wrapped in shipping bundles (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.

> NOTE: Cushioned shipping bags must be made with an exterior ply of at least 60 pounds basis weight and must be sealed with heavy duty steel stitches spaced no more than 2-1/2 inches apart and not more than 1-1/4 inches 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 pounds, up to 24 pounds, must be wrapped in shipping bundles or packed in small shipping containers (maximum gross weight 27 pounds).

Quantities over 24 pounds, up to 36 pounds, must be packed in shipping containers (maximum gross weight 40 pounds).

LABELING AND MARKING (package and/or container label):

Bulk Shipments

Reproduce shipping container label from furnished repro, fill in appropriate blanks and attach to shipping containers.

In addition to regular markings, include the following information on the shipping container label for each of the kits ordered:

Adult Disability Kit (English)	**SSA-1170 KIT**	ICN 475315
Adult Disability Kit (Spanish)	**SSA-1170-KIT-SP**	ICN 486719
Childhood Disability Kit (English)	**SSA-1171-KIT**	ICN 474000
Childhood Disability Kit (Spanish)	**SSA-1171-KIT-SP**	ICN 486784

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.

Material shipped to 6301 Security Boulevard, Baltimore, MD, should be in cartons labeled with the number of copies and the inventory control number in addition to the standard GPO shipping label.

Bar Code Markings: The Inventory Control Number (ICN), National Stock Number (NSN), Quantity Per Container, Unit of Issue, Revision Date, Department Requisition Number, and Print Order Number (if applicable), must be bar coded on shipping containers, using 10 (3/8") high standard 3 or 9 (code 39) bar code system, for non-contact reading, in accordance with Mil. Std. 1189. In addition, the bar code must have a human readable interpretation (HRI) printed above or below the 3 or 9 bar code. (See Exhibit C).

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

SPCC / USPS Shipments

Affix a label to the back of each unit of mail packaged in cushioned shipping bags, shipping bundles and containers.

Contractor is responsible for duplicating original labels for each destination as needed.

When label duplication is required, the contractor must indicate the quantity contained in the container on each label required for that particular destination. Labels must be completely covered with transparent tape.

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 execute a statement furnished by GPO 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.

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

These randomly selected copies must be packed separately and identified by a special Government-furnished blue label, affixed to each affected container. The container and its contents shall be recorded separately on all shipping documents and sent to: **Social Security Administration, ATTN: Matthew Thomas (410 965-9620), 6401 Security Boulevard, 1368 Annex, Baltimore, MD 21235-6401.**

A copy of the PRINT ORDER/SPECIFICATION and a signed Government-furnished Certificate of Selection must be included.

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 execute a statement furnished by GPO certifying that copies were selected as directed. 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.

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 copy of the print order must be included.

A U.S. Postal Service approved Certificate of Mailing, identified by Program, Jacket and Print Order number(s) 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 charges will be allowed.

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

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

A copy of the PRINT ORDER/SPECIFICATION and a signed Government-furnished certificate of selection must be included.

A U.S.P.S. approved Certificate of Mailing, identified by Program, Jacket and Print Order numbers must be furnished with billing as evidence of mailing.

DISTRIBUTION:

F.O.B. Destination

Deliver departmental copies to approximately five (5) addresses in Baltimore, MD and approximately one (1) address in Falls Church, VA.

Complete addresses and quantities will be furnished with the print orders.

Contractor must examine furnished labels and distribution list in order to consolidate all f.o.b. destination shipments.

Entrance to the receiving platform for each of the four 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:

1500 Woodlawn Drive, Baltimore, MD -- 13’3”
6301 Security Boulevard, Baltimore, MD -- 13’6”
6401 Security Boulevard, Baltimore, MD -- 13’3”
300 North Greene Street, Baltimore, MD -- 13’6”

Deliveries to the Social Security Administration, Receiving Clerk, Middle River Warehouse, 2800 Eastern Boulevard, Baltimore, MD 21220, must be driver assisted/tailgate deliveries at destination. No clearance required.

Deliver f.o.b. destination 25 assembled kits of each kit ordered to the Social Security Administration, Attn: Judy Sobus, 4629 Annex Building, 6401 Security Boulevard, Baltimore, MD 21235.

F.O.B. Contractor’s City

The contractor will be required to mail/ship parcels via Small Package Common Carrier (SPCC) or USPS parcel post to as many as 2,500 destinations. Specific instructions will be provided with each print order.

Note: Shipments to APO, FPO, and post office addresses, regardless of total weight of shipment, must be made by reimbursable U.S. Postal Service.

Contractor must ship by SPCC or USPS, when specified on the print order. Shipping must be by a traceable means. Contractor will be reimbursed for all shipping costs by submitting all shipping receipts with billing invoice for payment.

SMALL PACKAGE COMMON CARRIER: - The Social Security Administration will provide the Small Package Common Carrier (SPCC) at the post award meeting. All shipments (including those under 13 oz) to destinations to all 50 states as well as Puerto Rico shall be made via the SPCC (UPS Ground).

Contractor is responsible for providing the carrier the following:

1. All packages addressed and sorted to meet the requirements of the SPCC.
2. Separate common carrier pickup record(s) for each print order. The contractor must annotate the pick up record(s) with the requisition number and print order number. The pick-up number should correspond to the number on the form(s) the contractor is required to obtain from the carrier for compliance purposes.
3. A shipping manifest which includes:

(a) Name of contractor, the requisition number, the print order number, the common carrier account/shipper number

(b) A listing which includes each addressee's region, office code, address city, state zip code, common carrier delivery zone, and weight of each package shipped to each addressee.

- Contractor will identify/group each listing by pick-up record number.
- Within each group, the listing should be in either office code or zip code order.
- Summary information for each group should include total number of packages, total weight, and total shipping costs.

(c) Contractor's shall ship via Ground Services **only** for all shipments in the 50 United States and Puerto Rico.

Contractor will assume all charges made should they inadvertently use any other service other than ground.

NOTE: The contractor will be required to provide tracking number(s) for each address, when requested. The email address to which the tracking data goes will be specified at the time of the request

All shipments outside the contiguous U.S.:

Contractor will be required to ship distribution **"outside"** of the Contiguous U.S. first before all other shipments and select a three (3) day delivery carrier whose shipping charges are the most economical, but also provide a package tracking ability. Contractor will be responsible for immediate payment of shipping costs and will be reimbursed by submitting completed shipping documentation with the billing voucher. Copies of all required documents must be sent to both SSA and GPO.

The contractor will be reimbursed for shipping to locations outside the U.S. and Puerto Rico by submitting his receipts with billing invoice for payment.

USPS PARCEL POST SHIPMENTS: If utilizing parcel post then mailing shall be made at the First Class rate, Par Avion, or Special Standard Mail rate.

International mail return addresses must show as the last line "UNITED STATES OF AMERICA." All SSA international mail must be endorsed "PAR AVION" as described in the USPS International Mail Manual.

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

Contractor must place the number that is on the top of the GPO form 712 (the number that starts with the letter (A)) in space provided on the US Postal Service Mailing Statements. If there is no provided space on the mailing statement place the number in the upper right margin of the mailing statement. Contractor must place the Federal Agency Cost Code number furnished by SSA in the space provided on the mailing statement. The contractor will use Federal Agency Cost Code: **276-00069,** on all mailing documents.

MAILING/SHIPPING DOCUMENTATION REPORTS: Within 72 hours of completion of each print order, the contractor shall provide all supporting distribution documentation to be e-mailed as a PDF to: Matthew.Thomas@ssa.gov summarizing each print order printed and shipped. The report will also require the contractor to provide the shipping method, tracking number and shipping cost. The contractor must identify the program and print order number in the subject line of all e-mails.

One copy of the billing invoice and all supporting documentation for each print order must be sent within 10 working days of the delivery date by e-mail to Matthew Thomas – **Matthew.Thomas@ssa.gov**

Upon completion of each order, all furnished material, films made, electronic media and 10 samples of each kit ordered must be returned to: Social Security Administration (SSA), ATTN: Matthew Thomas (410 965-9620), 6401 Security Boulevard, 1368 Annex, Baltimore, MD 21235-6401. All expenses incidental to picking up and returning materials, submitting proofs, and prior to production samples 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).

Furnished material and the first print order will be provided at the Post-Award Conference.

Furnished materials and proofs must be picked up from and delivered to: Social Security Administration, Division of Printing Management, ATTN: Matthew Thomas ((410) 965-9620) , 6401 Security Boulevard, 1368 Annex Building, Baltimore, MD 21235.

PROOFS: When required.

Proofs must be submitted to the Government within 3 workdays of receipt of notification of availability of print order and furnished materials.

Proofs will be withheld no more than 2 workdays from their receipt at SSA until they are made available for pickup by the contractor. (Note: The first workday after receipt of proofs at SSA is day one of the hold time.)

All transit time is included in the schedule.

PRIOR TO PRODUCTION SAMPLES: When required.

The prior to production samples must be submitted within 3 workdays of receipt of an "O.K. to print" on the proofs

Prior to production samples will be withheld no more than 2 workdays from their receipt at SSA until they are made available for pickup by the contractor. (Note: The first workday after receipt of proofs at SSA is day one of the hold time.)

All transit time is included in the schedule.

PRODUCTION AND DISTRIBUTION:

REGULAR SCHEDULE:

Orders for quantities up to 250,000 kits
Must complete production and distribution within 25 workdays after receipt of an "OK to print"

Orders for quantities over 250,000 kits up to and including 550,000 kits
Must complete production and distribution within 30 workdays after receipt of an "OK to print"

Orders for quantities over 550,000 kits up to and including 1,500,000 kits
Must complete production and distribution within 35 workdays after receipt of an "OK to print"

Orders for quantities over 1,500,000 kits up to and including 2,000,000 kits
Must complete production and distribution within 40 workdays after receipt of an "OK to print"

Orders for quantities over 2,000,000 kits up to and including 2,550,000 kits
Must complete production and distribution within 45 workdays after receipt of an "OK to print"

ACCELERATED SCHEDULE: Approximately **two (2) orders** may require an accelerated schedule as follows:

Orders for quantities up to 250,000 kits
Must complete production and distribution within 21 workdays after receipt of an "OK to print"

Orders for quantities over 250,000 kits up to and including 550,000 kits
Must complete production and distribution within 23 workdays after receipt of an "OK to print"

Orders for quantities over 550,000 kits up to and including 1,500,000 kits
Must complete production and distribution within 30 workdays after receipt of an "OK to print"

Orders for quantities over 1,500,000 kits up to and including 2,000,000 kits
Must complete production and distribution within 35 workdays after receipt of an "OK to print"

Orders for quantities over 2,000,000 kits up to and including 2,550,000 kits
Must complete production and distribution within 40 workdays after receipt of an "OK to print"

PRESS SHEET INSPECTION: The contractor must notify the GPO of the date and time the press sheet inspection and/or the binding/construction inspection can be performed. In order for proper arrangements to be made, notification must be given at least three (3) workdays prior to the inspection. Notify the U.S. Government Publishing Office, Agency Publishing Services Team 1, Washington, DC 20401, or telephone area code (202) 512-0310. Telephone calls will only be accepted between the hours of 8:00 a.m. and 2:00 p.m., prevailing Eastern Time. Note: See contract clauses, paragraph 14(e) (1), Inspections and Tests of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 6-01)).

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 received at the destination(s) specified and products ordered for SPCC/ USPS f.o.b. contractor's city must be picked up by the small package carrier or delivered to the Post Office.

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

For compliance reporting purposes, contractors are to report information regarding each order with date of shipment or delivery, as applicable, in accordance with the contract requirements by contacting the Shared Support Services Compliance Section via email at compliance@gpo.gov, via telephone at (202) 512-0520, or via facsimile at (202) 512-1364. Personnel receiving the email, call, or facsimile will be unable to respond to questions of a technical nature or to transfer any inquiries.

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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 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 under this contract for a like period of time.

PREMIUM PAYMENTS: Orders requiring the "ACCELERATED SCHEDULE" will be paid for at the premium rate in accordance with the contractor's offered percentage in the "SCHEDULE OF PRICES."

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

Percentages offered for premium priced work are additional to the basic prices offered for units of work. Premium payments, when authorized, will apply to all items except Item III., "PAPER" in the "SCHEDULE OF PRICES."

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

<u>It is estimated that up to approximately 25% of the orders on this contract will require an accelerated schedule</u>. Premium payments for an accelerated schedule will be evaluated for award. Evaluation will be effected by applying the percentage increase, offered for the accelerated schedule in the "SCHEDULE OF PRICES," (Item VI.), Percentage increase will be added to all items except Item III., "PAPER."

The following item designations correspond to those listed in the "SCHEDULE OF PRICES".

I.	(a)	22	
	(b)	44	
	(c)	1	
		(1)	**(2)**
II.	1.(a)	4	1,200
	(b)	4	1,200
	(c)	4	1,200
	(d)	4	1,200
	2.(a)	4	300
	(b)	4	300
	(c)	4	300
	(d)	4	300

III. (a). 1,500
(b). 4,500

IV. (a) 60
(b) 5
(c) 52

V. 1. (a) 1,155
(b) 18

2. (a) 852
(b) 466
(c) 1,451

SECTION 4 – SCHEDULE OF PRICES

Bids offered are f.o.b. destination for all bulk shipments and f.o.b. contractor's city for all reimbursable SPCC/USPS shipments.

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) 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 vouchers submitted to the GPO shall be based on the most economical method of production.

Fractional parts of 1,000 will be prorated at the per 1,000 rate.

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

I. PREPRESS:

(a) Trim/Page-size unit produced from electronic file ..... per page..... $_____

(b) Digital content proofs..... per trim/page-size unit..... $_____

(c) System Timework ..... per hour..... $_____

Electronic prepress operations which 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 line item I(c).

II. PRINTING AND BINDING/CONSTRUCTION: Prices offered shall include the cost of all required materials and operations (including prior to production samples) necessary for the complete printing and binding/construction of the product listed in accordance with these specifications.

	Makeready and/or Setup (1)	Running Per 1,000 Copies (2)
1. Adult Disability Starter Kit:		
(a) Item 1 (envelope): Printing in black ink with security tint..... per envelope.....	$_____	$_____

_____
(Initials)

(b) Item 2 (fact sheet): Printing in black ink..... per fact sheet.....$_____ $_____

(c) Item 3 (checklist): Printing in black ink..... per checklist.....$_____ $_____

(d) Item 4 (worksheet): Printing in black ink ..... per worksheet.....$_____ $_____

2. Childhood Disability Starter Kit:

(a) Item 1 (envelope):
Printing in black with security tint..... per envelope.....$_____ $_____

(b) Item 2 (fact sheet): Printing in black ink..... per fact sheet.....$_____ $_____

(c) Item 3 (checklist): Printing in black ink..... per checklist.....$_____ $_____

(d) Item 4 (worksheet): Printing in black ink ..... per worksheet.....$_____ $_____

III. PAPER: Payment for all paper supplied by the contractor under the terms of these specifications, as ordered on the individual print orders, will be based on the net number of leaves furnished for the product(s) ordered. The cost of any paper required for makeready or running spoilage must be included in the prices offered.

Computation of the net number of leaves will be based on the following:
Envelopes (Item 1): Each envelope
Text (Items 2, 3 and 4): Each page-size leaf

Per 1,000 leaves

(a) White Wove (24-lb.)..... $_____

(b) White Offset Book (60-lb.)..... $_____

IV. ADDITIONAL OPERATIONS:

(a) Shrink-film packaging (must include the cost of assembling kits)... per 1,000 packages ..... $_____

(b) Creating address labels from electronic media.....per 1,000 labels ..... $_____

(c) Creating duplicate address labels ..... per label ..... $_____

V. PACKING:

1. Bulk shipments (other than SPCC/USPS shipments): Must include the cost of bar code markings and chipboard.

(a) Packing and sealing shipping containers ..... per container ..... $_____

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

_____
(Initials)

2. SPCC/USPS Shipments: Must include the cost of affixing address labels.

(a) Quantities up to 12 pounds, in cushioned shipping bags, or wrapped in shipping bundles (maximum gross weight 14 pounds)..... per bag or bundle ..... $_____

(b) Quantities over 12 pounds, up to 24 pounds, wrapped in shipping bundles, or packed in shipping containers (maximum gross weight 27 pounds)..... per bundle or container ..... $_____

(c) Quantities over 24 pounds, up to 36 pounds, packed in shipping containers (maximum gross weight 40 pounds)..... per container ..... $_____

VI. PREMIUM PAYMENTS: Premium payments, when authorized, will apply to all items except Item III, "PAPER." Percentage increase will be added to all orders which require the "ACCELERATED SCHEDULE."

Percentage increase..... _____%

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

Post Office located at Street Address _____

City_____, State_____, Zip Code _____

INSTRUCTIONS FOR BID SUBMISSION: Fill out "Section 4. - Schedule of Prices," initialing or signing each page in the space(s) provided. Submit two copies (original and one exact duplicate) of the "Schedule of Prices" with two copies of the GPO Form 910, "BID" form. Do not enter bid prices on GPO Form 910; prices entered in the "Schedule of Prices" will prevail.

Bidder _____

_____

_____

(City - State)

By _____

(Signature and title of person authorized to sign this bid)

_____

(Person to be contacted) (Telephone Number)

Exhibit A: Automated Distribution Management System

MARCH, 2011

Social Security Administration
Office of Publications Management

Publications and Distribution Management Team

AUTOMATED DISTRIBUTION MANAGEMENT SYSTEM (ADMS)

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

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

****

Record-Length = 210 characters Block-Size =

8400 characters

****

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

1). **Record Layout for Header**

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

2). **Record Layout for Detail Record**

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