

Program No 0561-S Term 03/01/16 To 02/28/17												
TITLE: Miscellaneous Training Materials/Publications												
		Alcom Printing Harleysville, PA			A & W Graphics Dallas, TX		Data Intergrators Fredricksburg, VA		Digital Impressions Inc. Fredricksburg, VA		Digital Rio, Inc. Marieth, GA	
Item No.	Description	Basis of Award										
I. PRINTING/IMAGING & BINDING:												
<i>Running per 100 copies</i>												
(a)	Text: Printing/imaging in black ink only, including drilling.....per page	205,735	0.40	\$ 82,294.00	0.87	\$ 178,989.45	0.45	\$ 92,580.75	0.40	\$ 82,294.00	0.71	\$ 146,071.85
(b)	Front/Back Cover: Printing/imaging in black ink only.....per page	1,267	0.89	\$ 1,127.63	0.95	\$ 1,203.65	0.60	\$ 760.20	0.65	\$ 823.55	0.71	\$ 899.57
II. ADDITIONAL OPERATIONS:												
(a)	Kraft paper bands (minimum of 1.25").....per publication	63,326	0.10	\$ 6,332.60	0.07	\$ 4,432.82	0.05	\$ 3,166.30	0.04	\$ 2,533.04	0.01	\$ 633.26
III. PAPER:												
<i>Per 100 leaves</i>												
(a)	White Offset Book, (50lbs.).....	102,868	0.61	\$ 62,749.48	0.69	\$ 70,978.92	0.65	\$ 66,864.20	0.61	\$ 62,749.48	0.57	\$ 58,634.76
(b)	Colored Vellum-Finish Cover, (50-lbs.), or at Contractor's option, Colored Index, (90 lbs.).....	1,267	2.46	\$ 3,116.82	3.15	\$ 3,991.05	0.95	\$ 1,203.65	2.25	\$ 2,850.75	2.14	\$ 2,711.38
IV. PACKING, SEALING AND DISTRIBUTION:												
(a)	Single or multiple copies in envelopes, cushioned shipping bags, or wrapped in shipping bundles.....per envelope, bag or bundle	775	0.87	\$ 674.25	2.00	\$ 1,550.00	0.75	\$ 581.25	0.86	\$ 666.50	0.75	\$ 581.25
(b)	Quantities packed in shipping containers (maximum gross weight 40 lbs.).....per container	5,000	0.90	\$ 4,500.00	1.50	\$ 7,500.00	0.90	\$ 4,500.00	0.94	\$ 4,700.00	0.75	\$ 3,750.00
CONTRACTOR TOTALS				\$160,794.78		\$268,645.89		\$169,656.35		\$156,617.32		\$213,282.07
DISCOUNT			0.00%	\$0.00	1.00%	\$2,686.46	0.00%	\$0.00	2.00%	\$3,132.35	1.00%	\$2,132.82
DISCOUNTED TOTALS				\$160,794.78		\$265,959.43		\$169,656.35		\$153,484.97		\$211,149.25

Program No 0561-S Term 03/01/16 To 02/28/17												
TITLE: Miscellaneous Training Materials/Publications												
		F & S Service Company, LLC Eddyville, KY			Gray Graphics Capitol Heights, MD		WBC Inc. d/b/a Lithexcel Albuquerque, NM		Lopez Printing, Inc. San Antonio, TX		McDonald & Eudy Printers Inc. Temple Hills, MD	
Item No.	Description	Basis of Award										
I. PRINTING/IMAGING & BINDING:												
<i>Running per 100 copies</i>												
(a)	Text: Printing/imaging in black ink only, including drilling.....per page	205,735	0.015	\$ 3,086.03	0.65	\$ 133,727.75	2.50	\$ 514,337.50	0.65	\$ 133,727.75	1.50	\$ 308,602.50
(b)	Front/Back Cover: Printing/imaging in black ink only.....per page	1,267	0.02	\$ 25.34	1.00	\$ 1,267.00	3.00	\$ 3,801.00	0.50	\$ 633.50	3.00	\$ 3,801.00
II. ADDITIONAL OPERATIONS:												
(a)	Kraft paper bands (minimum of 1.25").....per publication	63,326	0.25	\$ 15,831.50	0.08	\$ 5,066.08	0.50	\$ 31,663.00	0.04	\$ 2,533.04	0.15	\$ 9,498.90
III. PAPER:												
<i>Per 100 leaves</i>												
(a)	White Offset Book, (50lbs.).....	102,868	1.00	\$ 102,868.00	0.50	\$ 51,434.00	1.10	\$ 113,154.80	0.65	\$ 66,864.20	0.65	\$ 66,864.20
(b)	Colored Vellum-Finish Cover, (50-lbs.), or at Contractor's option, Colored Index, (90 lbs.).....	1,267	1.65	\$ 2,090.55	5.00	\$ 6,335.00	5.00	\$ 6,335.00	2.00	\$ 2,534.00	5.00	\$ 6,335.00
IV. PACKING, SEALING AND DISTRIBUTION:												
(a)	Single or multiple copies in envelopes, cushioned shipping bags, or wrapped in shipping bundles.....per envelope, bag or bundle	775	0.45	\$ 348.75	0.90	\$ 697.50	1.80	\$ 1,395.00	1.00	\$ 775.00	1.00	\$ 775.00
(b)	Quantities packed in shipping containers (maximum gross weight 40 lbs.).....per container	5,000	5.50	\$ 27,500.00	1.25	\$ 6,250.00	2.50	\$ 12,500.00	1.00	\$ 5,000.00	2.50	\$ 12,500.00
CONTRACTOR TOTALS				\$151,750.17		\$204,777.33		\$683,186.30		\$212,067.49		\$408,376.60
DISCOUNT				2.00% \$3,035.00	2.00%	\$4,095.55	1.00%	\$6,831.86	2.00%	\$4,241.35	1.00%	\$4,083.77
DISCOUNTED TOTALS				\$148,715.17		\$200,681.78		\$676,354.44		\$207,826.14		\$404,292.83

Program No 0561-S Term 03/01/16 To 02/28/17									
TITLE: Miscellaneous Training Materials/Publications									
					Current Contractor				
					NPC, Inc.				
					Claysburg, PA				
			Basis of Award						
Item No.	Description								
I. PRINTING/IMAGING & BINDING:									
<i>Running per 100 copies</i>									
(a)	Text: Printing/imaging in black ink only, including drilling.....per page	205,735	1.16	\$ 238,652.60	0.35	\$ 72,007.25			
(b)	Front/Back Cover: Printing/imaging in black ink only.....per page	1,267	1.25	\$ 1,583.75	0.62	\$ 785.54			
II. ADDITIONAL OPERATIONS:									
(a)	Kraft paper bands (minimum of 1.25").....per publication	63,326	0.04	\$ 2,533.04	0.04	\$ 2,533.04			
III. PAPER:									
<i>Per 100 leaves</i>									
(a)	White Offset Book, (50lbs.).....	102,868	0.62	\$ 63,778.16	0.52	\$ 53,491.36			
(b)	Colored Vellum-Finish Cover, (50-lbs.), or at Contractor's option, Colored Index, (90 lbs.).....	1,267	2.94	\$ 3,724.98	2.25	\$ 2,850.75			
IV. PACKING, SEALING AND DISTRIBUTION:									
(a)	Single or multiple copies in envelopes, cushioned shipping bags, or wrapped in shipping bundles.....per envelope, bag or bundle	775	0.75	\$ 581.25	0.88	\$ 682.00			
(b)	Quantities packed in shipping containers (maximum gross weight 40 lbs.).....per container	5,000	1.00	\$ 5,000.00	0.94	\$ 4,700.00			
CONTRACTOR TOTALS				\$315,853.78		\$137,049.94			
DISCOUNT				0.25%	\$789.63	0.25%	\$342.62		
DISCOUNTED TOTALS				\$315,064.15		\$136,707.32			

U.S. GOVERNMENT PUBLISHING OFFICE

Washington, DC

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

Miscellaneous Training Materials/Publications

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 March 1, 2016 and ending February 28, 2017, plus up to Four optional 12-month extension period 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 a.m., prevailing Washington, DC time, on **February 18, 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: PPSGB, 732 N Capitol Street, NW, Washington, D.C. 20401-0001.

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: Bidders are instructed to adhere to all requirements of the solicitation. These specifications have been revised; therefore, all bidders are cautioned to familiarize themselves with all provisions of these specifications before bidding. Exhibits A, B, and C have been attached.

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

For information of a technical nature call Team 1 (202) 512-0310 and/or Aps-Team1@gpo.gov (No collect calls).

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 Pub. 310.2, effective December 1, 1987, Rev. 6 - 01) and GPO Contract Terms, Quality Assurance Through Attributes Program (GPO Pub. 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.

PRINTING/IMAGING: For the purpose of this contract, printing/imaging shall be defined as reproduction by means of the conventional lithographic printing process or by a method of imaging that is accomplished directly from supplied electronic files to a laser output device. Copies produced from scanned images/pages, or images/pages produced from "on glass" reproduction of a master will not be acceptable. Laser imaging of black and white pages should be output at a minimum of 600 DPI (physical resolution); interpolated or software enhanced resolution is unacceptable.

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 III.

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

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

QUALITY CONTROL PROCEDURES: The Contractor shall prior to start-up, put into effect within their own organization and maintain throughout the life of this contract, a quality control program that will ensure the Government's quality assurance, inspection, and acceptance provisions herein are met. The program must provide for periodic sampling during the run and provide for backing up and rerunning in the event of an unsatisfactory quality sample

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 this contract may not exceed 62 months 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

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.

PRE-AWARD 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 of all of the contractor's computer, printing, and mailing 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.

POST-AWARD CONFERENCE: Unless waived by the Contracting Officer, the total requirements of the job as indicated in these specifications will be reviewed by Government representatives with the contractor's representatives at the Social Security Administration (SSA), Baltimore, MD, immediately after award. NOTE: Person(s) that the contractor deems necessary for the successful implementation of the contract must attend.

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 work performed. The purchase order will be supplemented by an individual "Task Order" for each job placed with the contractor. A Print Order will be issued weekly and will indicate the total number of task orders placed and total number of copies produced that week. The print order will also indicate any other information pertinent to the particular task orders.

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 March 1, 2016 through February 28, 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.

The estimated quantities specified in the "Determination of Award" are not the total requirements of the Government activity but are the estimates of requirements in excess of the quantities that the Government activity may itself furnish using its own equipment, facilities, or employees. Except as this contract otherwise provides, the Government shall order from the Contractor all of that activities requirements for supplies and services specified in the "Determination of Award" that exceed the quantities that the Government activity may decide to furnish.

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.

PAYMENTS: Prior to submitting their billing invoice to GPO for payment, the contractor shall submit an itemized statement for billing for all work performed on an order to the ordering agency for examination and certification as to the correctness of the billing. Contractor must email their billing invoice and all necessary documentation to the email address specified on the print order.

After agency verification, contractor must submit the signed, verified billing invoice to: U.S. Government Publishing Office, Comptroller, Stop: FMCE, Financial Management Service, Washington, DC 20401.

When processing billing invoices for payment, contractor is to fax the completed invoice to GPO by utilizing the GPO barcode coversheet program application.

The barcode coversheet can be accessed at the following hyperlink below; contractor to follow the instructions as indicated: <http://winapps.access.gpo.gov/fms/vouchers/barcode/instructions.html>.

Facsimile transmission should only be used when no samples are required with the contractor's invoice, otherwise payment will be held up while the invoice is returned to the contractor for the required sample(s).

ALL invoice packages and envelopes MUST be mailed to: U.S. Government Publishing Office, Comptroller, Stop: FMCE, Financial Management Service, Washington, DC 20401.

Within seven (7) workdays of completion of a print order/task order, contractor must email a PDF copy of their billing invoice to: Matthew.Thomas@ssa.gov

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 fast turnaround printing/imaging of 91 self-or-separate cover loose-leaf publications covering eight (8) Training Courses (see below) and requiring such operations as printing/imaging in black, binding, packing, and distribution.

NOTE: The Government may increase the number of publications in a course at any time.

- SR Course Materials 8 Publications (approximately)
- Title II Course Materials 9 Publications (approximately)
- Title XVI Course Materials 13 Publications (approximately)
- Disability examiner (DE) Materials 11 Publications (approximately)
- TSR Course Materials 12 Publications (approximately)
- CA Course Materials 16 Publications (approximately)
- BA Course Materials 10 Publications (approximately)
- TST Course Materials 12 Publications (approximately)

OVERVIEW: Print Orders will be issued by training course. Print Orders for three (3) training courses (SR, Title II and Title XVI) will be placed weekly. Print Orders for five (5) training courses (DE, TSR, CA, BA, and TST) will be placed twice a month. Note: Placements of Print Orders are approximate. Print Orders will state the publication, and the number of copies required (i.e., print order issued for Title XVI Course Materials may require printing from 1 to all the publications specified for the course.) Publications when ordered will be referred to by SSA Publication Number.

TITLE: Miscellaneous Training Materials/Publications.

NUMBER/FREQUENCY OF ORDERS: Approximately 5 to 25 print orders per month. Print Orders for each course will be placed individually. Up to five print orders will be placed on the same day.

QUANTITY: 1 to 300 copies of each publication.

NOTE: The Government has the option to adjust the number of publications so that the balance of the maximum quantity for any publication ordered for less than 300 copies may be applied to another publication within the same print order. Therefore, the maximum quantity for each course is as follows:

- SR Court Materials (8 publications X's 300 copies) is 2,400 total publications.
- Title II Course Material (9 publications X's 300 copies) is 2,700 total publications.
- Title XVI Course Materials (13 publications X's 300 copies) is 3,900 total publications.
- DE Course Materials (11 publications X's 300 copies) is 3,300 total publications.
- TSR Course Materials (12 publications X's 300 copies) is 3,600 total publications.
- CA Course Materials (16 publications X's 300 copies) is 4,800 total publications.
- BA Course Materials (10 publications X's 300 copies) is 3,000 total publications.
- TST Course Materials (12 publications X's 300 copies) is 3,600 total publications.

NUMBER OF PAGES: Approximately 10 to 1,300 pages per publication.

TRIM SIZES: 8-½ x 11".

GOVERNMENT TO FURNISH: Electronic Media will be furnished as follows:

- Platform: Macintosh or Windows XP operating system.
- Storage Media: Files furnished via SFTP. On occasion: CD-R/RW; DVD-R/RW; E-mail.
- Software: Adobe Acrobat Professional (PDF), Microsoft Office 2010.

NOTE: All files will be created in the current versions or near current version of the aforementioned programs. All platform system and software upgrades (for specified applications) which may occur during the term of the contract must be supported by the contractor. **NOTE:** The contractor must provide the upgrades within (1) month of notification by the government.

Fonts: All printer and screen fonts will be furnished/embedded, as applicable.

The contractor is cautioned that furnished fonts are the property of the Government and/or its originator. All furnished fonts are to be eliminated from the contractor's archive immediately after completion of the contract.

Contractor will be required to print from electronic files that are to be maintained until a revision is issued. When a revision occurs the electronic file is to be updated to reflect the changes.

Social Security Administration (SSA) will transmit all distribution data electronically.

***NOTE:** It is the contractor's responsibility to develop a program to produce mailing labels.

The Government will require samples of distribution mailing labels before the release of first print order for mailing. Details will be provided at post-award meeting.

Distribution data will be emailed to contractor. Distribution files consist of address data (.txt file) and quantity requirements (.rtf file) for each address (See Exhibits A and B).

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 SFTP server. Appropriate log-on instructions and protocol must be provided at time of award. The SFTP site must have incoming and outgoing folders for transmission data and a PDF folder for the publications and forms PDFs. The incoming data files will be in Excel format and must be removed immediately upon receipt. Contractor's SFTP site must be available 24 hours a day, seven (7) days a week.

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, SSA, 410, 965-9620.

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 all changes to the copy.

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: The Government will accept PDF files as digital deliverables when furnished by the Government.

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. 12 dated March 2011."

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

Color of cover paper stock shall be of a uniform shade and a close match by visual inspection of the JCP and/or color sample(s) provided. The Contracting Officer reserves the right to reject shipments of any order printed on paper the color of which, in his/her opinion, materially differs from that of the color sample(s). Contractor will be required to submit paper samples of each color for approval prior to contract start-up or at any time the contractor changes its paper supplier.

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

The paper (both text and cover) to be used will be indicated on each print order. Cover colors are subject to change.

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

Cover: White, Dutch Blue, Venice Blue, Peach Tan, Victoria Green, Canary Yellow, Sun Orange, Kilarney Green, Vermillion Red, and Brown Vellum-Finish Cover, basis weight: 50 lbs., per 500 sheets, 20 x 26", equal to JCP Code L20.

Buff, Pink Salmon Index, basis weight: 90 lbs. per 500 sheets, 25 ½ x 50 ½", equal to JCP Code K10.

PRINTING/IMAGING:

Text: Print/image head to head or one side only in black ink.

Covers: Print/image head to head or one side only in black ink. Approximately 95% of the covers will print on cover 1 only. An occasional order may require printing on covers 2, 3, and 4.

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

MARGINS: Margins will be as indicated on the print/task order or electronic copy.

BINDING: Loose-leaf products gather in sequence indicated without stitches or side-stitch with one or two wire stitches (as ordered), and trim four sides.

One- or two-piece separate paper covers will be required. Separate covers when ordered trim flush.

Drilling: Drill all copies (text and cover) with three 9/32" diameter holes centered on the left side, or 4-¼" center to center. Center of holes to be 3/8" from left edge of product.

PACKING: It is the contractor's responsibility to assure that the correct package material is inserted into each kraft envelope/shipping bag/shipping bundle/shipping container.

When indicated on the Print Order, use Kraft paper bands (minimum width of 1.25"). The majority of orders will use kraft bands for each book.

Pack in envelopes, cushioned shipping bags, shipping bundles or shipping containers not to exceed 40 lbs. when fully packed **NOTE:** 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: Course materials should be packed as sets (one copy of each requested publication) per carton per shipment, unless orders are small enough to have multiple sets per carton. However, contractor must not exceed weight requirements.

Chipboard or equal must be placed top and bottom of shipping container.

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 during shipping.

LABELING AND MARKING: Using furnished distribution files, contractor must create and affix a label to each shipment packaged in kraft envelopes, cushioned shipping bag, shipping bundle, and shipping containers. At contractor's option, the address may be imaged directly onto shipment packages.

It is the contractor's responsibility to assure the correct label is affixed to each package and is responsible for duplicating labels for each destination as needed.

NOTE: Contractor must indicate the quantity contained in each container on each label required for that particular destination. Labels must be completely covered with transparent tape.

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

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.

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

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

These randomly selected copies must be packed separately and identified by a special Government-furnished BLUE LABEL, affixed to each affected container.

NOTE: The contractor shall store the containers as part of their inventory. The contractor will provide these blue label samples to the Government upon request. If the Government has not requested the blue labels before the run to which they were pulled from is exhausted, they may be used as part of the inventory at that time. The contractor is to produce these blue labels every time they print stock for their inventory.

A copy of the print order/specification and a signed Government-furnished certificate of selection must be included.

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

CUSTOMER RANDOM COPIES (YELLOW LABEL): All orders must be divided into equal sublots in

accordance with the chart below. A random copy must be selected from each subplot. Do not choose copies from the same general area in each subplot. The contractor will be required to execute a statement furnished by SSA 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.

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

These randomly selected copies must be packed separately and identified by a special Government-furnished YELLOW LABEL1, 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.

DISTRIBUTION: The contractor may be required to package and label shipments to approximately 500 destinations nationwide.

Complete delivery addresses and quantities will be furnished with the print order.

Deliver f.o.b. Destination: -With the first print order and/or after a software upgrade, one (1) copy of this order and all Government furnished material will be sent at contractor's expense by next day delivery to: Social Security Administration, Office of Learning, Suite 100, East High Rise, Attn: Edmondson/Garza/Edmond P., 6401 Security Boulevard, Baltimore, MD 21235-6401.

The package or envelope containing the samples shall be identified by the GPO jacket number, program, number, print order number, title, and include a facsimile of the print order on which they were ordered. The contractor will comply with the shipping schedule regardless of this requirement and will be notified only if there are deficiencies.

These copies shall be considered as "sample copies" and cannot be deducted from the total quantity ordered.

Deliver f.o.b. Contractor's City:

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 within the 48 contiguous states.

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.

SSA estimates between 40 and 200 manuals will be shipped to non-contiguous locations per year.

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

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.

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

Print orders/task orders will be furnished to contractor via SFTP site or email.

No definite schedule for the pickup (when applicable) of material can be predetermined.

The following schedule begins the workday after notification of the availability of print order and furnished material including electronic distribution; the workday after notification will be the first workday of the schedule..

Four (4) workdays will be allowed on each individual print order for up to 600,000 impressions*. One (1) additional workday will be allowed for each additional 200,000 impressions or portion thereof

*Impressions will be figured by multiplying the number of pages in a publication by the number of copies required. This will be done for each publication ordered on the print order and then the totals for each publication will be added together to get the total number of impressions required for the print order.

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

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

For compliance reporting purposes, contractors are to report information regarding each order with date of shipment or delivery, as applicable, in accordance with the contract requirements by contacting the Shared Support Services Compliance Section via email at compliance@gpo.gov, 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.

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 for a like period of time.

The following item designations correspond to those listed in the "**Schedule of Prices**".

- I. (a) 205,735
(b) 1,267
- II. (a) 63,326
- III. (a) 102,868
(b) 1,267
- IV. (a) 775
(b) 5,000

THIS PAGE IS INTENTIONALLY BLANK

SECTION 4.- SCHEDULE OF PRICES

Bids offered are F.O.B. Destination in the Baltimore/Washington, DC area and F.O.B. Contractor’s City for all other destinations.

Prices must include the cost of all required materials and operations for each item listed in accordance with these specifications

Bidder must make an entry in each of the spaces provided. Bids submitted with blank spaces, or 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 invoices submitted to the GPO shall be based on the most economical method of production.

Fractional parts of 100 will be prorated at the per - 100 rate.

Contractor’s billing invoice must be itemized in accordance with the line items in the “Schedule of Prices”.

I. **PRINTING/IMAGING & BINDING:** Prices offered shall include the cost of all required materials and operations (**except paper must be charged under item III. PAPER**), including the printing/imaging, gathering in sequence, trimming, drilling, and binding, necessary for the complete production of the product listed in accordance with these specifications. A charge will be allowed for each page whether printed or blank.

***Front or Back Cover will equal 2 Cover pages.**

Running per
100 Copies

- (a) **Text:** Printing/imaging in black ink only, including drilling.....per page\$_____
- (b) **Front/Back Cover:** Printing/imaging in black ink only.....per page\$_____

II. ADDITIONAL OPERATIONS:

- (a) Kraft paper bands (minimum of 1.25”).....per publication.....\$_____

(Initials)

III. PAPER: Payment for all paper supplied 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 will be based on the following:

Cover and Text pages (printed or blank) – 2 pages equals one leaf.

Per
100 Leaves

(a) White Offset Book, (50 lbs.)\$_____

(b) Colored Vellum-Finish Cover, (50-lbs.), or at Contractor's option, Colored Index, (90 lbs.)\$_____

IV. PACKING, SEALING AND DISTRIBUTION: Prices must be all-inclusive, as applicable, and must include the cost of generating and/or affixing labels, all necessary wrapping and packing materials, and labeling or marking, in accordance with these specifications.

(a) Single or multiple copies in envelopes, cushioned shipping bags, or wrapped in shipping bundles.....per envelope, bag or bundle ..\$_____

(b) Quantities packed in shipping containers (maximum gross weight 40 lbs.) per container.....\$_____

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)