

**Jacket:** 409-592 R-1  
**Title:** SSA Presentation Folder  
**Agency:** Social Security Administration  
**Bid Opening:** October 4, 2019 at 11:00AM

| Contractor Name              | Bid          | Terms |         | Discounted Total | Quantity |
|------------------------------|--------------|-------|---------|------------------|----------|
| Precision Printing           | \$148,000.00 | 0.0%  | 0 days  | \$148,000.00     | 811,000  |
| Monarch Litho                | \$148,000.00 | 0.25% | 20 days | \$147,630.00     | 808,808  |
| Gray Graphics                | \$148,000.00 | 1.0%  | 20 days | \$146,520.00     | 725,490  |
| Cenveo Worldwide Los Angeles | \$148,000.00 | 0.0%  | 0 days  | \$148,000.00     | 567,891  |

BID OPENING: October 4, 2019

BIDS SHALL BE PUBLICLY OPENED AT 11:00 A.M., PREVAILING WASHINGTON, D.C. TIME.

ANY QUESTIONS BEFORE AWARD CONCERNING THESE SPECIFICATIONS CALL BRIAN COLEMAN. AFTER AWARD, REFER ALL QUESTIONS TO YOUR CONTRACT ADMINISTRATOR WHOSE NAME APPEARS IN THE UPPER PORTION OF THE PURCHASE ORDER (202) 512-0310.

### FACSIMILE BID SPECIFICATIONS

U.S. Government Printing Office (GPO)  
Washington, D.C.

**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. 1-18)) and GPO Contract Terms, Quality Assurance Through Attributes Program for Printing and Binding (GPO Publication 310.1, effective May 1979 (Rev. 8-02)).

**PRODUCT:** Pocket Folder

**FIXED PRICE INDEFINITE QUANTITY:** Award will be based on the largest quantity of folders for \$148,000.00. Potential vendors must submit the fixed price of \$148,000.00 for the folders and the quantity they will produce for the fixed price. In the event of a tie quantity, the award will be determined by the overall lowest discounted cost. Additionally, a cost must be submitted for each additional 100 or 1,000 folders.

**TITLE:** SSA Presentation Folder

**TRIM SIZE:** Before Construction: Flat: 20-1/2 x 17" (includes 3/4" construction tabs left and right; and 5" pockets at the bottom). After Construction: 9-1/2 x 12".

**COLOR OF INK:** Four Color Process, plus Gloss Varnish

**PRINT PAGE:** Face Only (Before Construction)

**GOVERNMENT TO FURNISH:**

One CD ROM formatted on a Windows PC utilizing Adobe Acrobat. Files are in PDF format. Bleeds are furnished. Fonts are not furnished.

GPO Form 892 (R. 8/95) Proofs  
GPO Form 2678 (departmental random copies-blue label).  
GPO Form 917 (Certificate of Selection).

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

Prior to image processing, the contractor is responsible for performing a basic check (preflight) of the furnished publishing files to assure accurate output of the required reproduction image. Any errors, media damage or data corruption that might interfere with proper file imaging must be reported to the contract administrator in sufficient time to comply with the shipping schedule.

In addition, the contractor is responsible for creating or altering any necessary trapping, setting proper screen angles and screen frequency, and defining file output selection for the imaging device being utilized. All furnished files must be imaged as necessary to meet assigned quality level.

Identification markings such as register marks, commercial identification marks of any kind, etc., except GPO imprint, form number, and revision date, carried in the electronic files, 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.

**PROOFS:**

Two sets of digital color content proofs for the entire product. Direct to plate must be used to produce the final product with a minimum resolution of 2400 x 2400 dpi.

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, as applicable.

Plus

Two set(s) of inkjet proofs that are G7 profiled and use pigment-based inks. A proofing RIP that provides an option for high quality color matching (such as Device Links Technology and/or ICC Profiles Technology), and meets or exceeds industry tolerance to ISO 12647-7 Standard for Graphic Technology (as of 3/19/09, and future amendments) must be utilized plus GRACoL 2006 Coated #1 specifications (CGATS TR006) must be achieved. Output must be a minimum of 720 x 720 dpi on a GRACoL or SWOP certified proofing media. Proofs must contain the following color control strip to be evaluated for accuracy: IDEAlliance ISO 12647-7 Control Strip 2009 or 2013(i1).

Proofs must contain color control bars (such as Brunner, GATF, GRETAG, or RIT) for each color of ink on the sheet. Control bars must be placed parallel to the press's ink rollers and must show areas consisting of minimum 1/8 x 1/8" 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 consecutively across the sheet.

The make and model number of the proofing system utilized shall be furnished with the proofs. These proofs must contain all elements, be in press configuration, and indicate margins. Proofs will be used for color match on press. Direct to plate must be used to produce the final product with a minimum of 2400 x 2400 dpi.

Send proofs, together with the furnished media (electronic file) using the furnished proof label (GPO Form 892), which must be filled in by the contractor and used on all proof packages. Send proofs directly to: SSA, 6401 Security Blvd., Baltimore, MD 21235, Marked "Re-Deliver to: Attn: Justin Smith, 1363 Annex Bldg. (410-966-2173)."

Contractor must call GPO Contract Compliance Section at (202) 512-0520, or e-mail information to [compliance@gpo.gov](mailto:compliance@gpo.gov), 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 3 workdays from receipt in the department until they are made available for pickup by the contractor.

**CONTRACTOR MUST NOT PRINT PRIOR TO RECEIVING AN "OK TO PRINT".**

**PRESS SHEET INSPECTION:** (May Be Waived at the Governments Option): Call 202-512-1162, between the hours of 8:00 a.m. and 2:00 p.m., prevailing Eastern Time, with 3 workdays notice.

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. See GPO Publication 315.3 (Guidelines for Contractors Holding Press Sheet Inspections) issued 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 1/8 x 1/8" 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.

*Viewing Light:* Press sheets will be viewed under controlled conditions with 5000 degrees Kelvin overhead luminaries. The viewing conditions must conform to ISO 3664-2009; a viewing booth under controlled conditions with 5000 degrees Kelvin overhead luminaries with neutral gray surroundings must be provided.

NOTE: Must be printed on a press capable of printing four colors in a single pass through the press.

**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.

JCP Code\* L12, White, No. 2 Coated Cover, Gloss-Finish, Basis Size 20 x 26", Basis Weight 100 lbs. per 500 sheets

**PRINTING:**

Folder prints type/rule matter, images, and illustration in four color process on the face only. Bleeds three sides. After printing, coat the face only with a gloss varnish.

**CONSTRUCTION:** Construct folders with 5" deep inside pockets at the bottom with 3/4" wide construction tab reinforcements on the entire outside left and right edge of both leaves, to be securely glued to the inside of the leaves of both pockets. Die cut pockets with a full depth "V" cut at center fold, with rounded corners. Score all folds. Fold folders to a finished size of 9-1/2 x 12".

**MARGINS:** Inadequate gripper. Bleeds three sides. Follow electronic media.

**BINDING:**

See Description.

**PACKING:** Shrink Film Wrap in units of 25 folders. Pack in suitable shipping cartons.

**LABELING/MARKING:** MUST include on all shipping containers and labels the following Control Number: Identify by the Following:

ICN Number: 475323

Title: SSA Presentation Folder

Requisition Number: 9-00182/ PPREQ 19-02459

Jacket Number: 409-592

NUMBER OF BOXES: EX. Box 1 of 4, Box 2 of 4...

Note: Contractor must notify the ordering agency on the same day that the product ships/delivers, via e-mail to Justin Smith at Justin.smith@ssa.gov. The subject line of this message shall be "Distribution Notice for Jacket Number, Requisition Number, and Purchase Order Number". The notice must provide all applicable tracking numbers, shipping method, and Title. Contractor must be able to provide copies of all delivery, mailing, and shipping receipts upon agency request.

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

Product Quality Levels:

- (a) Printing Attributes -- Level III.
- (b) Finishing 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.

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

| ATTRIBUTE:   | SPECIFIED STANDARD/*ALTERNATE STANDARD: |
|--|---|
| P-7. Type Quality and Uniformity                   | O.K. Press Sheets/*OK Proofs            |
| P-8. Halftone Match (Single and Double Impression) | O.K. Press Sheets/*OK Proofs            |
| P-10. Process Color Match                          | O.K. Press Sheets/*OK Proofs            |

\*Special Instructions: If Press-Sheet Inspection is the Specified Standard and is later Waived, the listed Alternate Standard will become the Specified Standard.

**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 certify that copies were selected as directed using GPO Form 917 – Certificate of Selection of Random Copies (located on GPO.gov). The random copies constitute a part of the total quantity ordered, and no additional charge will be allowed.

| <u>Quantity<br/>Ordered</u> | <u>Number of<br/>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 packaged separately and identified by a special label (GPO Form 2678-Departmental Random Copies (Blue Label)) that must be printed on blue paper and affixed to each affected container. This form can be downloaded from GPO.gov. The container and its contents shall be recorded separately on all shipping documents and sent in accordance with the distribution list.

A copy of the print order/specification and a signed Certificate of Selection of Random Copies must be included.

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

**DISTRIBUTION:** F.O.B. DESTINATION: (TO BE DELIVERED ON OR BEFORE SCHEDULED DELIVERY DATE).

Deliver 100 folders to: Social Security Administration, Office of Communications, Room 3-P-9-C Annex Bldg., 6401 Security Blvd., Woodlawn, MD 21235, Attn: Tammy Thompson.

Deliver the balance of folders (including 200 blue label copies) to: Social Security Administration, Receiving Clerk, Supply Building, 6301 Security Blvd., Baltimore, MD 21235.

**SCHEDULE:** Furnished material will be available for pick up at the U.S. Government Printing Office, 27 G St., NW, Washington, DC 20401, on October 8, 2019.

Submit proofs as soon as the contractor deems necessary in order to comply with the shipping schedule. Proofs will be withheld 2 workdays from receipt until they are made available for pickup by the contractor.

Deliver copies to arrive at destinations on or before October 28, 2019.

Unscheduled material such as shipping documents, receipts or instructions, delivery lists, labels, etc., 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.

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

**PAYMENT:**

Submitting invoices for payment via the GPO fax gateway (if no samples are required) utilizing the GPO barcode coversheet program application is the most efficient method of invoicing. Instruction for using this method can be found at the following web address: <http://winapps.access.gpo.gov/fms/vouchers/barcode/instructions.html> Invoices may also be mailed to: U.S. Government Publishing Office, Office of Financial Management, Attn: Comptroller, Stop: FMCE, Washington, DC 20401.

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

**PREAWARD SURVEY:** In order to determine the responsibility of the prime contractor or any subcontractor, the Government reserves the right to conduct an on-site preaward survey at the contractor's/subcontractor's facility or to require other evidence of technical, production, managerial, financial, and similar abilities to perform, prior to the award of a contract. As part of the financial determination, the contractor in line for award may be required to provide one or more of the following financial documents:

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

The documents will be reviewed to validate that adequate financial resources are available to perform the contract requirements. Documents submitted will be kept confidential, and used only for the determination of responsibility by the Government. Failure to provide the requested information in the time specified by the

Government may result in the Contracting Officer not having adequate information to reach an affirmative determination of responsibility

**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 jacket 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 January 2018. 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 submission instructions posted in the Bid Submission/Opening area. If further instruction or assistance is required, call (202) 512-0526.

|                      |                   |                     |
|----------------------|-------------------|---------------------|
| <b>JACKET NUMBER</b> | <b>BID PRICE:</b> | <b>ADDITIONAL/M</b> |
| Jacket 409-592       | \$148,000.00      | \$                  |

**QUANTITY:** \_\_\_\_\_ folders

**SHIPMENT(S):** Shipments will be made from: City \_\_\_\_\_, State \_\_\_\_\_

The city(ies) indicated above will be used for evaluation of transportation charges when shipment f.o.b. contractor’s city is specified. If no shipping point is indicated above, it will be deemed that the bidder has selected the city and state shown below in the address block, and the bid will be evaluated and the contract awarded on that basis. If shipment is not made from evaluation point, the contractor will be responsible for any additional shipping costs incurred.

**DISCOUNTS:** Discounts are offered for payment as follows: \_\_\_\_\_ Percent, \_\_\_\_\_ calendar days. See Article 12 “Discounts” of Solicitation Provisions in GPO Contract Terms (Publication 310.2).

**AMENDMENT(S):** Bidder hereby acknowledges amendment(s) number(ed) \_\_\_\_\_

**BID ACCEPTANCE PERIOD:** In compliance with the above, the undersigned agree, if this bid is accepted within \_\_\_\_\_ calendar days (60 calendar days unless a different period is inserted by the bidder) from the date for receipt of bids, to furnish the specified items at the price set opposite each item, delivered at the designated points(s), in exact accordance with specifications.

**NOTE:** Failure to provide a 60-day bid acceptance period may result in expiration of the bid prior to award.

**BIDDER’S NAME AND SIGNATURE:** Unless specific written exception is taken, the bidder, by signing and submitting a bid, agrees with and accepts responsibility for all certifications and representations as required by the solicitation and GPO Contract Terms - Publication 310.2. When responding by fax or mail, fill out and return one copy.

Bidder \_\_\_\_\_  
(Contractor Name) (GPO Contractor’s Code)

\_\_\_\_\_  
(Street Address)

\_\_\_\_\_  
(City – State – Zip Code)

By \_\_\_\_\_  
(Printed Name, and Title of Person Authorized to Sign this Bid)

\_\_\_\_\_  
(Signature) (Date)

\_\_\_\_\_  
(Telephone Number) (Email Address)

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