

Program:	300-S									
Term:	May 1, 2021 to April 30, 2022									
Title:	Print Mail Faculty Notice Envelopes									
			<b>CENVEO WORLDWIDE, LIMITED</b>		<b>J. J. COLLINS PRINTERS</b>		<b>THE PRINT HOUSE</b>		<b>PRINTING RESOURCES, INC.</b>	
		BASIS OF	Mt. Pleasant, PA		Charleston, IL		Brooklyn, NY		Cleveland, OH	
ITEM NO.	DESCRIPTION	AWARD	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST
<b>I.</b>	<b>PRINTING, CONSTRUCTION. PACKING, DISTRIBUTION AND STORAGE:</b>									
	Printing face and back in black ink, including security tint, and construction.....per envelope.....									
(1)	<b>Makeready and/or Setup</b>	10	No Charge	\$0.00	No Charge	\$0.00	\$100.00	\$1,000.00	No Charge	\$0.00
(2)	<b>Running Per 1,000 Copies</b>	8,750	\$21.74	\$190,225.00	\$16.13	\$141,111.25	\$10.00	\$87,500.00	\$20.00	\$175,000.00
<b>II.</b>	<b>PAPER:</b>									
	Envelopes – Each envelope									
	White Kraft Envelope (24-lb.).....per 1,000 leaves....	8,750	\$18.18	\$159,075.00	\$15.03	\$131,538.75	\$30.00	\$262,500.00	\$21.64	\$189,350.00
	<b>CONTRACTOR TOTALS</b>			<b>\$349,300.00</b>		<b>\$272,650.00</b>		<b>\$351,000.00</b>		<b>\$364,350.00</b>
	<b>DISCOUNT</b>		<b>0.00%</b>	\$0.00	<b>0.00%</b>	\$0.00	<b>0.25%</b>	\$877.50	<b>0.00%</b>	\$0.00
	<b>DISCOUNTED TOTALS</b>			<b>\$349,300.00</b>		<b>\$272,650.00</b>		<b>\$350,122.50</b>		<b>\$364,350.00</b>
						<b>AWARDED</b>				

**U.S. GOVERNMENT PUBLISHING OFFICE**  
Washington, DC

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

**Print Mail Facility Notice Envelopes**

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 **May 1, 2021** and ending **April 30, 2022**, 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 opened at 11:00 a.m., prevailing Eastern Standard Time (EST), on **March 23, 2021**, at the Government Publishing Office, Washington, DC. (Due to the COVID-19 pandemic, this will NOT be a public bid opening.)

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

The Program 300-S and the bid opening date must be specified in the subject line of the emailed bid submission. *Bids received after 11:00 a.m. on the bid opening date specified above will not be considered for award.*

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

## SECTION 1 - GENERAL TERMS AND CONDITIONS

**GPO CONTRACT TERMS:** Any contract which results from this Invitation for Bid will be subject to the applicable provisions, clauses, and supplemental specifications of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 01-18)) and GPO Contract Terms, Quality Assurance through Attributes Program for Printing and Binding (GPO Publication 310.1, effective May 1979 (Rev. 09-19)).

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

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

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

**GPO IMPRINT REQUIREMENTS:** The GPO imprint requirement, GPO Contract Terms, Supplemental Specifications, No. 9, is waived for envelopes.

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

Product Quality Levels:

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

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

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

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

<u>Attribute</u>	<u>Specified Standard</u>
P-7. Type Quality and Uniformity	O.K Proofs/Electronic Media/Furnished Samples

**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 added under this clause. Further extension may be negotiated under the “EXTENSION OF CONTRACT TERM” clause. See also “ECONOMIC PRICE ADJUSTMENT” for authorized pricing adjustments(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 periodically 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.

For the purpose of this clause, performance under this contract will be divided into successive periods. The first period will extend from **May 1, 2021** to **April 30, 2022** 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 is the percentage variation 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 **January 31, 2021**, called the base index. The percentage change (plus or minus) of the variable index from the base index will be the economic 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.

**PAPER PRICE ADJUSTMENT:** Paper prices charged under this contract will be adjusted in accordance with “Table 9 - Producer Price Indexes and Percent Changes for Commodity Groupings and Individual Items” in Producer Price Indexes report, published by the Bureau of Labor Statistics (BLS), as follows:

1. BLS code 0913 for All Paper will apply to all paper required under this contract.
2. The applicable index figures for the month of **April 2021** will establish the base index.
3. There shall be no price adjustment for the first three (3) production months of the contract.
4. Price adjustments may be monthly thereafter, but only if the index varies by an amount (plus or minus) exceeding 5% by comparing the base index to the index for that month which is two months prior to the month is being considered for adjustment.

5. Beginning with order placement in the fourth month, index variances will be calculated in accordance with the following formula:

$$\frac{X - \text{base index}}{\text{base index}} \times 100 = \underline{\hspace{2cm}} \%$$

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

6. The contract adjustment amount, if any, will be the percentage calculated in 5 above less 5%.
7. Adjustments under this clause will be applied to the contractor's bid price(s) for Item II. "PAPER" in the "SCHEDULE OF PRICES" and will be effective on the first day of any month for which prices are to be adjusted.

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.

**PREAWARD SURVEY:** In order to determine the responsibility of the prime contractor/subcontractor, the Government reserves the right to conduct an on-site preaward survey at the contractor's/subcontractors' 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(s)
- 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.

**PREAWARD TEST:** The contractor being considered for award may be required to demonstrate their ability to produce the items required in these specifications at the requisite quality level by completing a preaward test. The Government reserves the right to waive the preaward test if there is other evidence that, in the opinion of the Contracting Officer, indicates that the contractor being considered for award has the capability to successfully produce the items required.

For the preaward test, the Government will furnish PDF files (consisting of PDF mockups) and/or hard copy samples that are representative of the materials to be furnished under these specifications. Files will be sent via email; hard copy samples will be shipped to the contractor.

The prospective contractor must produce 10,000 envelopes in accordance with the requirements specified herein. Samples must be printed on the required stock as specified herein. Samples must be boxed in units of 500 envelopes, boxes packed suitable in shipping containers, and if needed, shipping containers packed on pallets. All packing must be in accordance with the requirements under "PACKING" specified herein.

The preaward test samples will be inspected and tested for accuracy and conformance of materials to the furnished specifications and must comply with the specifications stated herein.

SSA will run the test samples through their inserters (BlueCrest, Inc. Mail Stream Evolution (MSE) and ZXOC inserters).

The test samples must be delivered to: PEB, Attn: Print Mail Facility, 6201 Security Blvd, Baltimore, MD 21235.

**NOTE:** On the same day of delivery of test samples to SSA, contractor must notify GPO of delivery with a confirming email to the contract administrator, David Love [email to: [dlove@gpo.gov](mailto:dlove@gpo.gov)]

Contractor must submit preaward test sample within 15 workdays of receipt of furnished test materials.

If the preaward test samples are disapproved by the Government, the contractor may be permitted, at the option of the Government, additional time to correct defects or to submit additional test samples if so notified by the Contracting Officer.

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

Failure to deliver the completed test files within the stated time period may disqualify the contractor from further consideration for award.

All operations necessary in the performance of this test shall be performed at the facilities and on the equipment in which the contract production will be performed.

No charges will be allowed for costs incurred in the performance of this preaward test.

**POSTAWARD CONFERENCE:** 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, Baltimore, MD, immediately after award. At the Government's option, the postaward conference may be held via teleconference.

**ASSIGNMENT OF JACKETS, PURCHASE 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 print order 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 **May 1, 2021** to **April 30, 2022**, 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" upon notification by the Government for purposes of the contract when it is electronically transmitted or otherwise physically furnished to the contractor in conformance with the schedule.

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

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

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

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

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

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

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

**ADDITIONAL EMAILED BID SUBMISSION PROVISIONS:** The Government will not be responsible for any failure attributable to the transmission or receipt of the emailed bid including, but not limited to, the following:

1. Illegibility of bid.
2. Emails over 75 MB may not be received by GPO due to size limitations for receiving emails.
3. The bidder's email provider may have different size limitations for sending email; however, bidders are advised not to exceed GPO's stated limit.
4. When the email bid is received by GPO, it will remain unopened until the specified bid opening time. Government personnel will not validate receipt of the emailed bid prior to bid opening. GPO will use the prevailing time (specified as the local time zone) and the exact time that the email is received by GPO's email server as the official time stamp for bid receipt at the specified location.

**PAYMENT:** Prior to submitting billing invoice to GPO for payment, the contractor shall submit an itemized statement for billing to the ordering agency for examination and certification as to the correctness of the billing. Unless otherwise specified, contractor to submit billing to: [matthew.thomas@ssa.gov](mailto:matthew.thomas@ssa.gov)

After agency verification, contractor must submit the signed, verified billing invoice to the U.S. Government Publishing Office for 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: <http://www.gpo.gov/finance/index.htm>.

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



## SECTION 2 - SPECIFICATIONS

**SCOPE:** These specifications cover the production of envelopes requiring such operations as composition, electronic prepress, printing, construction, packing, and distribution.

**TITLE:** Print Mail Facility Notice Envelopes.

**FREQUENCY OF ORDERS:** Approximately 4 to 6 orders per year.

**QUANTITY:** Approximately 1,500,000 to 3,000,000 copies per order.

The first print order issued will require that 750,000 copies of the quantity ordered be held by the contractor at their facility (see "STORAGE").

The Government reserves the right to increase or decrease the quantity stated by up to approximately 30%. Should an order be issued that falls within the 30% increase or decrease, the contractor will not be entitled to any additional money. Contractor must bill the quantity ordered at the awarded contract prices in accordance with the applicable line items in the "SCHEDULE OF PRICES."

SSA may require delivery shipments be made in increments. SSA will provide the contractor with an estimated delivery schedule with each print order and will notify the contractor 15 days prior to delivery if there are any changes to the quantity or shipment date.

For example, if SSA issues a print order for 1,750,000 envelopes with an estimated ship date of April 1, May 1, and June 1, with the quantity being divided into equal increments to be delivered each month, SSA will notify the contractor 15 days prior to confirm the shipment date or if the quantity has changed. SSA may need to move the April 1<sup>st</sup> shipment to April 5<sup>th</sup> for the amount of 600,000. The next two shipments may still remain on the estimated delivery date, but the quantities will need to decrease to equal the remaining balance of the 1,750,000 requested.

**NUMBER OF PAGES:** Face and back (after manufacturing).

**TRIM SIZE:** 6-1/16 x 9-1/2", plus flap.

**GOVERNMENT TO FURNISH:** A PDF file containing agency seals/logos will be furnished via email with each print order. Furnished hard copy sample to be used as copy for composition.

### **EXHIBITS:**

Exhibit A: Barcode Marking Requirements

Exhibit B: Certificate of Selection for Yellow Labels

Exhibit C: Yellow Label Template

Exhibit D: Proof Sample

Identification markings such as register marks, commercial identification marks of any kind, etc., carried in the electronic files or furnished sample, must not print on finished product.

**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.

**COMPOSITION:** All orders issued will require the contractor to set type as specified. Contractor may be required to set type for face and/or back of envelope including outside of flap. Contractor may be required to set type for the mailing indicia. Contractor to match type of furnished sample.

**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 production image. Any errors, media damage, or data corruption that might interfere with proper file image processing must be reported to the ordering agency as specified on the print order.

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.

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

**PROOFS:** One (1) press quality PDF soft proof (for content only) using the same Raster Image Processor (RIP) that will be used to produce the final printed product. PDF proof will be evaluated for text flow, image position, and color breaks. Proof will not be used for color match.

Proofs must show the layout of the envelope prior to construction. See Exhibit D.

If any contractor's errors are serious enough in the opinion of the Government 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.

The contractor must not print prior to receipt of an "O.K. to Print."

**STOCK/PAPER:** The specifications of all paper furnished must be in accordance with those listed herein or listed for the corresponding JCP Code numbers in the "Government Paper Specification Standards No. 13" dated September 2019. Government Paper Specification Standards No. 13 –

[https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/vol\\_13.pdf](https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/vol_13.pdf).

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

White Kraft Envelope, basis weight: 24 lbs. per 500 sheets, 17 x 22", equal to JCP Code V15.

**PRINTING: Digital printing is NOT allowed.**

**NOTE:** The GPO imprint requirement is waived and must not print on final product.

Print face and back (after construction) in black ink. Printing consists of text and line matter plus agency seal/logo.

Each order will require that a portion of the quantity (as specified on the print order) be printed with the ordering agency's G-11 permit on the face of the envelope. The remaining balance of the quantity will not have the G-11 permit printed on them.

**NOTE:** The majority of the envelopes will print with the G-11 permit.

Envelopes shall accept printing, ink writing, and bar coding without feathering, blurring, smearing, or penetrating to the reverse side. Printing on all envelopes shall be in accordance with the requirements for the style envelope ordered. All printing shall comply with all applicable USPS Regulations.

All envelopes will require a security tint. The security tint must print on the inside (after construction) of the envelope in black ink. Contractor may use their own design, but must guarantee that the product will ensure complete opacity and prevent show through of any material contained therein.

Envelope printing (e.g., IMB barcodes, facing identification marks (FIM), print/color contrast ratio, etc.), must meet U.S. automation standards/requirements dictated in the current USPS Domestic Mail Manual. The barcode and FIM for Business and Courtesy Reply envelopes must be placed on the mailing pieces according to regulations in the USPS Domestic mail manual.

***NOTE:** Preprinting or stockpiling of any of the envelopes is at the contractor's own risk. The Government shall not purchase nor reimburse the contractor for costs incurred for any excess or surplus envelopes left over at the end of the contract term.*

**MARGINS:** Maintain margins as indicated on the print order or furnished electronic file/furnished sample.

**CONSTRUCTION:**

***Envelopes must meet specifications for machine inserting on BlueCrest, Inc. Mail Stream Evolution (MSE) and ZXOC inserters.***

Envelopes shall be open side, with gummed, fold-over flap for sealing and shall contain high-cut diagonal seams. Envelopes shall be sufficiently high cut so as to prevent the flap adhesive from contacting the envelope contents. The sealed seam shall not adhere to the inside of the envelope. Envelopes shall be free from cuts, folds, tears, machine marks, foreign matter, dirt, ink smears, and adhesive stains.

***Size of Flap:*** Flap depth must be 1-3/4" due to inserter requirements.

***Flap Adhesive:*** All sealing flap adhesive shall be the water-activated type of such a consistency to prevent premature sealing of the flap and curling of the envelope after drying.

The adhesive on the sealing flaps of the envelopes shall have a minimum thickness of 0.0006 inch uniformly applied. The flaps shall not stick to the body of the envelope but shall be capable of being quickly and securely sealed using finger tips after moistening the adhesive. When opened 15 to 20 seconds after sealing, the flap shall pull fibers from the body of the envelope from not less than 75% of the adhesive area. The flap adhesive must cover at least 60% of the area of the flap beyond the throat.

**PACKING:** Envelopes must be packed in boxes of 500. All envelopes must be facing the same direction when packed in the envelope box. Contractor to insert a piece of cardboard or corrugated cardboard, 1/8" thick, in each box to reinforce the box strength.

Pack envelopes boxes suitable in shipping containers not to exceed 40 pounds when fully packed.

Envelopes shall be securely packed in containers so as to prevent curling or warping due to excessive space. Print order may specify envelopes be separated into lots of 50 or 100 with separation slips, fillers, or by turning up the flap.

Chipboard or equal must be placed on top and bottom to prevent bowing.

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 or split during the delivery process.

Pallets are required.

Maximum height of pallet when fully packed (including the pallet) is 53 inches.

Pallets must have cardboard sheets on both bottom and top of each pallet as a moisture deterrent. Each pallet should be shrink-wrapped and secured with tape around each pallet.

Additionally, the pallet must have cardboard sheets separating each layer of stacked containers on the pallet to reduce the chances of the containers crushing one another.

Failure of the contractor to meet the packing specification may result in non-acceptance by SSA at time of delivery. Correction of the packing specifications and re-shipment shall take place no later than 24 hours from the original delivery date at no additional cost to the Government.

**LABELING AND MARKING:** Contractor to download the “Labeling and Marking Specifications” form (GPO Form 905, Rev. 7-15) from [www.GPO.gov](http://www.GPO.gov), fill in appropriate blanks, and attach to shipping containers.

*Envelopes With G-11 Permit:* The product ID and ICN must appear on all envelope boxes and shipping containers, in addition to the order date, for the envelope product with the G-11 permit, as follows –

- Product ID: ENV-00018
- ICN: 671176

*Envelopes Without G-11 Permit:* The product ID and ICN must appear on all envelope boxes and shipping containers, in addition to the order date, for the envelopes without the G-11 permit, as follows –

- Product ID: ENV-00018
- ICN: 571176

**BARCODING:** Shipping containers must be barcoded using 3/8” high standard 3 of 9 (Code 39) barcode system, for non-contact reading, in accordance with Mil. Std 1189. The barcode must have a human-readable interpretation (HRI) printed above and below the 3 of 9 barcode. (See Exhibit A.) Barcode markings shall include the following information:

- Inventory Control Number (ICN)
- Product ID
- Quantity Per Container
- Unit of Issue
- Revision Date
- Requisition Number
- Print Order Number

**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 the copies were selected as directed using GPO Form 917 – Certificate of Selection of Random Copies which can be located on [www.GPO.gov](http://www.GPO.gov). 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 label, GPO Form 2678 – Departmental Random Copies (Blue Label), which must be printed on blue paper and affixed to each affected container. This form can be downloaded from [www.GPO.gov](http://www.GPO.gov). The container and its contents shall be recorded separately on all shipping documents and sent to: SSA, Attn: Matthew Thomas, Department of Printing Management, 1368 Annex Building, 6401 Security Boulevard, Baltimore, MD 21235-6401.

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

A copy of the signed 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.

**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 subplot. The contractor will be required to certify that the copies were selected as directed using GPO Form 917 – Certificate of Selection of Random Copies which can be located on [www.GPO.gov](http://www.GPO.gov). 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. A copy of the print order must be included with the samples.

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 U.S. Postal Service approved Certificate of Mailing, identified by GPO program, jacket, and print order numbers must be furnished with billing as evidence of mailing.

**COMPLIANCE TEST RANDOM COPIES:** As part of the ordered quantity, SSA will specify on the print order that the contractor pull a random assortment of compliance test random copies. The range to pull will be between 10 to 100 copies per 1,000 printed envelopes.

These copies will be randomly selected, packed separately, and labeled as “Compliance Test Random Copies” and be included with each scheduled shipment. The random selection of copies will only be random samplings of the shipments they are part of. The intention of these copies is for SSA to test envelopes on inserting equipment to ensure that the entirety of the production run will work with SSA’s inserting equipment. In the packing, the envelopes will need to state the beginning of each run and end of the run per set of envelopes.

During the compliance test, if any section of the envelopes begins jamming/failing, then SSA will test that segment of the production run. If after testing that section of the production run, if SSA encounters additional failures, then those envelopes will be deemed out of compliance, and the contractor will be required to reprint that section of the production run at no cost to SSA.

**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 the agency 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 YELLOW LABEL (see Exhibit C), 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.

***NOTE: Contractor to output Exhibit C and reproduce as many copies as is needed. Label must be reproduced on yellow stock.***

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

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

**DISTRIBUTION:** Deliver f.o.b. destination to approximately two (2) addresses located within a 75-miles radius of the Social Security Administration Headquarters, 6401 Security Boulevard, Baltimore, MD 21235.

Specific shipping instructions will be provided with each print order. The contractor cannot deviate from these instructions without first consulting and obtaining permission from SSA.

Entrances to the receiving platforms for the two (2) addresses at the Social Security Administration have maximum height clearances. It is the responsibility of the contractor to provide shipment to the platforms as follows:

- 6301 Security Boulevard, Baltimore, MD 21235 – Clearance is 13’6”
- 6201 Security Boulevard, Baltimore, MD 21235 – Clearance is 17’

The hours of operation for the above locations are 6:00 a.m. to 2:30 p.m., prevailing local time, on standard Government workdays.

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

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

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

In the event SSA is unable to receive the scheduled shipment at the designated location, SSA will notify the contractor via email (for documentation purposes) at least five (5) workdays prior to the scheduled delivery date, at which time an alternative delivery date and location will be provided. Any alternative delivery location will always be in the Baltimore, MD metropolitan area.

Upon completion of each order, contractor must notify the ordering agency (on the same day the order delivers) via email to the address indicated on the print order. The subject line of the email shall be "Distribution Notice for Program 300-S, Print Order XXXXX, Jacket Number XXX-XXX." The notice must provide all applicable tracking numbers, delivery methods, and title of product.

Within 72 hours of completion of each order, contractor must email all supporting delivery documentation and one (1) copy of the contractor's billing invoice. Contractor to email as a PDF file to the SSA analyst that submitted the print order to the contractor.

**NOTE:** Contractor must identify the program and print order numbers in the subject line of all emails.

Upon completion of each order, all hard copy samples furnished are to be destroyed.

All expenses incidental to picking up and returning furnished materials (as applicable), submitting proofs, and furnishing sample copies must be borne by the contractor.

**STORAGE:** The contractor will be required to store on a rotating basis approximately 750,000 envelopes at their facility in a temperature-controlled environment at all times throughout the term of the contract.

Envelopes must be stored at the envelope manufacturer's recommended temperature level to avoid damage to the envelopes while being stored. Envelope storage condition reports pertaining to temperature and relative humidity must be readily available to the SSA at all times.

Envelopes will be delivered on a "first-in, first-out" basis as follows –

- When the first print order is issued, the contractor must store 750,000 copies at their facility.
- When each subsequent print order is issued, the contractor must deliver the 750,000 copies from storage (from the previous order) as part of the shipment on the new order and replace the 750,000 copies in storage from the new order's quantity (e.g., the 750,000 envelopes from the first print order will be delivered on the second print order; 750,000 copies from the second print order's quantity will then be put in storage for the third print order; etc.)

**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).

When applicable, furnished material must be picked up from: SSA, Attn: SSA Specified Analyst, 6401 Security Boulevard, Baltimore, MD 21235-6401. Inside pickup and delivery required.

Proofs will be transferred to the agency via email to the SSA analyst who submitted the print order.

No definite schedule for pickup of material/placement of orders can be predetermined.

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

The numbers under the column headed "WD After" represent the number of workdays allowed to complete that certain part of the schedule after completion of the preceding part.

WD After

Contractor to submit PDF soft proof.....	2
Government to hold proof for review.....	2
Contractor must complete production and distribution on orders for 1,500,000 copies .....	15

One (1) additional workday will be allowed for each 100,000 copies (or fraction thereof) in excess of 1,500,000.

**NOTE:** On an occasional order, a partial shipment of up to and including 500,000 copies may be required within five (5) workdays of receipt of “O.K. to Print” on proofs. The remainder of the quantity is to be delivered in accordance with the schedule specified above.

**Maximum time for any print order must not exceed 25 workdays.**

The ship/deliver date indicated on the print order is the date products ordered for delivery f.o.b. destination must be delivered to the destinations specified.

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.

For compliance reporting purposes, the contractor must notify the U.S. Government Publishing Office of the date of shipment or delivery, as applicable. Upon completion of each order, contractor must contact the Shared Support Services Compliance Section via email at [compliance@gpo.gov](mailto:compliance@gpo.gov); via telephone at (202) 512-0520; or via facsimile at (202) 512-1364. Personnel receiving 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."

	(1)	(2)
I.	10	8,750
II.	8,750	

**SECTION 4 - SCHEDULE OF PRICES**

Bids offered are f.o.b. destination.

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

Bidder must make an entry in each of the spaces provided. Bids submitted with any obliteration, revision, or alteration of the order and manner of submitting bids, may be declared non-responsive.

An entry of NC (No Charge) shall be entered if bidder intends to furnish individual items at no charge to the Government. Bids submitted with NB (No Bid), NA (Not Applicable), or blank spaces for an item may be declared non-responsive.

The Contracting Officer reserves the right to reject any offer that contains prices for individual items of production (whether or not such items are included in the DETERMINATION OF AWARD) that are inconsistent or unrealistic in regard to other prices in the same offer or to GPO prices for the same operation if such action would be in the best interest of the Government.

All invoices submitted to the GPO shall be based on the most economical method of production. Fractional parts of 1,000 will be prorated at the per-1,000 rate.

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

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

**I. PRINTING, CONSTRUCTION, PACKING, DISTRIBUTION, AND STORAGE:** Prices offered shall include the cost of all required materials and operations (including PDF soft proofs) necessary for the complete printing, construction, packing, distribution, and storage of the product listed in accordance with these specifications.

<u>Makeready and/or Setup</u>	<u>Running Per 1,000 Copies</u>
(1)	(2)

Printing face and back in black ink, including security tint and construction ..... per envelope.....	\$ _____	\$ _____
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**II. 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 – Each envelope.

White Kraft Envelope (24-lb.) .....	per 1,000 leaves.....	\$ _____
-------------------------------------	-----------------------	----------

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

**SHIPMENTS:** Shipments will be made from: City \_\_\_\_\_ State \_\_\_\_\_.

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

**DISCOUNTS:** Discounts are offered for payment as follows: \_\_\_\_\_ Percent \_\_\_\_\_ Calendar Days. See Article 12 "Discounts" of Solicitations Provisions in GPO Contract Terms (Publication 310.2).

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

**BID ACCEPTANCE PERIOD:** In compliance with the above, the undersigned agree, if this bid is accepted within \_\_\_\_\_ calendar days (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 point(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 email, fill out and return one copy of all pages in "SECTION 4. – SCHEDULE OF PRICES," including initialing/signing where indicated. Valid electronic signatures will be accepted in accordance with the Uniform Electronic Transactions Act, §2. Electronic signatures must be verifiable of the person authorized by the company to sign bids. *Failure to sign the signature block below may result in the bid being declared non-responsive.*

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

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

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

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

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

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

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**THIS SECTION FOR GPO USE ONLY**







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

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# EXHIBIT A

**DISPLAY SAMPLE ONLY  
(DO NOT PRINT!)**

TO:	DEPT.  <b>SSA</b>
	DEPT. REQUISITION NO.  <b>2-00316</b> 
	GPO JACKET NO.
STOCK NO. <b>HA501-U5-SP</b> 	QUANTITY PER CONTAINER <small>UNIT OF ISSUE</small>  <b>00012</b> <b>HD</b> 
CONTROL NO. <b>383460</b> 	PACKAGES PER CONTAINER  PKGS. OF _____
SUB. ID NO.	FORM OR PUBLICATION NO./DATE  <b>03/2012</b> 
TITLE	GPO ORDER NO.
FROM	PROGRAM/PRINT ORDER NO.  <b>00838</b> 

## EXHIBIT B

SOCIAL SECURITY ADMINISTRATION

**CERTIFICATE OF SELECTION**

**OF**

**"YELLOW LABEL" RANDOM COPIES**

I hereby certify that the random copies produced under Jacket \_\_\_\_\_ (Program \_\_\_\_\_ P.O. \_\_\_\_\_ )  
by \_\_\_\_\_ (Name of Company) \_\_\_\_\_ have been selected in accordance with the selection plan specified.

I understand that these random copies will be inspected against the attributes specified in the contract.

**The penalty for making false statements  
to the U.S. Government is prescribed in  
18 U.S.C. 1001.**

\_\_\_\_\_  
(Signature of Certifying Official) (Date)

\_\_\_\_\_  
(Printed Name and Title of Certifying Official)

**Instructions:**

- The contractor must select random copies in accordance with the specified selection plan.
- A dated copy of this form, signed by an authorized company official and a copy of the specifications must be included with the shipment.
- Random copies, certificate and specifications must be forwarded in accordance with the attached mailing label.

# EXHIBIT C

<b>FROM:</b>		<b>FOR USPS DELIVERY APPLY POSTAGE</b>
AGENCY	INTERNAL CONTROL NUMBER (ICN)	
REQUISITION NO.	IN-HOUSE REQUISITION NO.	
BFO JACKET NO.	TITLE	
BFO ORDER NO.	PRODUCT DESCRIPTION	
PROGRAM and PRINT ORDER NO.	TO:	
FORM or PUBLICATION NO. and DATE		
QUANTITY PER CONTAINER		
PACKAGES PER CONTAINER  <div style="text-align: right;">OF</div>		

YELLOW LABEL SAMPLE © Social Security Administration

0999022014

◀ Print Off Mailing Procedures Before Reproducing This Label ▶

**WARNING TO CONTRACTORS: PLEASE DO NOT USE THIS YELLOW LABEL WHEN MAILING OR SHIPPING BLUE LABEL SAMPLES TO THE SOCIAL SECURITY ADMINISTRATION. USE THE ORIGINAL BLUE LABELS YOU NORMALLY ATTACH TO BLUE LABEL SAMPLES SHIPPING CONTAINERS. THANK YOU!**

# EXHIBIT D

