

Program:	433-S					
Term:	Date of Award to July 31, 2017					
Title:	SSA Cut Sheet Forms, Booklet Forms, Fact Sheets and Leaflets					
				NPC, INC.	PATTERSON PRINTING	
		BASIS OF		CLAYSBURG, PA	BENTON HARBOR, MI	
ITEM NO.	DESCRIPTION	AWARD	UNIT RATE	COST	UNIT RATE	COST
I.	PREPRESS:					
(a)	Trim/Page-size unit produced from camera copy per color/ per page					
(1)	Format A	8	No Charge	\$0.00	\$1.00	\$8.00
(2)	Format B thru Format F	20	No Charge	\$0.00	\$1.00	\$20.00
(b)	Trim/Page-size unit produced from electronic files per color/ per page					
(1)	Format A	16	No Charge	\$0.00	\$0.50	\$8.00
(2)	Format B thru Format F	649	No Charge	\$0.00	\$0.50	\$324.50
(c)	Digital Color Content Proofsper trim/page-size unit					
(1)	Format A	4	\$10.00	\$40.00	\$0.50	\$2.00
(2)	Format B thru Format F	36	\$10.00	\$360.00	\$0.50	\$18.00
(d)	Trim/Page-size unit produced from camera copy per color/ per page					
(1)	Format G	4	No Charge	\$0.00	\$1.00	\$4.00
(2)	Format H	4	No Charge	\$0.00	\$1.00	\$4.00
(3)	Format I	4	No Charge	\$0.00	\$2.00	\$8.00
(4)	Format J	4	No Charge	\$0.00	\$3.00	\$12.00
(5)	Format K	4	No Charge	\$0.00	\$6.00	\$24.00
(6)	Format L	4	No Charge	\$0.00	\$12.00	\$48.00
(e)	Trim/Page-size unit produced from electronic filesper color/ per page					
(1)	Format G	4	No Charge	\$0.00	\$0.50	\$2.00
(2)	Format H	24	No Charge	\$0.00	\$0.50	\$12.00
(3)	Format I	28	No Charge	\$0.00	\$1.00	\$28.00
(4)	Format J	12	No Charge	\$0.00	\$1.50	\$18.00
(5)	Format K	4	No Charge	\$0.00	\$3.00	\$12.00
(6)	Format L	4	No Charge	\$0.00	\$6.00	\$24.00
(f)	Digital Color Content Proofsper trim/page-size unit					
(1)	Format G	2	\$10.00	\$20.00	\$0.50	\$1.00
(2)	Format H	2	\$10.00	\$20.00	\$0.50	\$1.00
(3)	Format I	2	\$10.00	\$20.00	\$1.00	\$2.00
(4)	Format J	2	\$10.00	\$20.00	\$1.50	\$3.00
(5)	Format K	2	\$10.00	\$20.00	\$3.00	\$6.00
(6)	Format L	2	\$10.00	\$20.00	\$6.00	\$12.00
(g)	Abobe Acrobat PDF soft proof.....per file.....	141	No Charge	\$0.00	\$30.00	\$4,230.00
(h)	System Timework.....per hour.....	6	\$120.00	\$720.00	\$75.00	\$450.00
II.	PRINTING AND BINDING:					
1.	Format A - Cut Sheet Forms - Up to 5-1/2 x 8-1/2					
(a)	Printing in one color one side.....per cut sheet.....					
(1)	Make-ready and/or Setup	10	\$49.30	\$493.00	\$125.00	\$1,250.00
(2)	Running Per 1,000 Copies	232	\$1.91	\$443.12	\$30.00	\$6,960.00
(b)	Printing in one color two sides.....per cut sheet.....					
(1)	Make-ready and/or Setup	4	\$55.25	\$221.00	\$130.00	\$520.00
(2)	Running Per 1,000 Copies	550	\$0.93	\$511.50	\$35.00	\$19,250.00

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(c)	One Additional color.....per side.....					
(1)	Make-ready and/or Setup	6	\$11.90	\$71.40	\$125.00	\$750.00
(2)	Running Per 1,000 Copies	568	\$0.52	\$295.36	\$10.00	\$5,680.00
2.	Format B - Cut Sheet Forms - Over 5-1/2 x 8-1/2" up to 8-1/2 x 11"					
(a)	Printing in one color one side.....per cut sheet.....					
(1)	Make-ready and/or Setup	8	\$68.71	\$549.68	\$125.00	\$1,000.00
(2)	Running Per 1,000 Copies	469	\$2.20	\$1,031.80	\$42.00	\$19,698.00
(b)	Printing in one color two sides.....per cut sheet.....					
(1)	Make-ready and/or Setup	30	\$77.00	\$2,310.00	\$150.00	\$4,500.00
(2)	Running Per 1,000 Copies	2,971	\$3.16	\$9,388.36	\$45.00	\$133,695.00
(c)	One Additional color.....per side.....					
(1)	Make-ready and/or Setup	5	\$11.90	\$59.50	\$125.00	\$625.00
(2)	Running Per 1,000 Copies	34	\$9.11	\$309.74	\$10.00	\$340.00
3.	Format C - Cut Sheet Forms - Over 8-1/2 x 11" up to 17 x 11"					
(a)	Printing in one color one side.....per cut sheet.....					
(1)	Make-ready and/or Setup	4	\$68.71	\$274.84	\$185.00	\$740.00
(2)	Running Per 1,000 Copies	94	\$4.44	\$417.36	\$70.00	\$6,580.00
(b)	Printing in one color two sides.....per cut sheet.....					
(1)	Make-ready and/or Setup	20	\$77.00	\$1,540.00	\$195.00	\$3,900.00
(2)	Running Per 1,000 Copies	539	\$5.02	\$2,705.78	\$75.00	\$40,425.00
(c)	One Additional color.....per side.....					
(1)	Make-ready and/or Setup	2	\$11.90	\$23.80	\$150.00	\$300.00
(2)	Running Per 1,000 Copies	8	\$14.75	\$118.00	\$20.00	\$160.00
4.	Format D - Cut Sheet Forms - Over 17 x 11" up to 25-1/2 x 11"					
(a)	Printing in one color one side.....per cut sheet.....					
(1)	Make-ready and/or Setup	-----	-----	-----	-----	-----
(2)	Running Per 1,000 Copies	-----	-----	-----	-----	-----
(b)	Printing in one color two sides.....per cut sheet.....					
(1)	Make-ready and/or Setup	9	\$110.17	\$991.53	\$275.00	\$2,475.00
(2)	Running Per 1,000 Copies	4,991	\$6.31	\$31,493.21	\$95.00	\$474,145.00
(c)	One Additional color.....per side.....					
(1)	Make-ready and/or Setup	-----	-----	-----	-----	-----
(2)	Running Per 1,000 Copies	-----	-----	-----	-----	-----
5.	Format E - Booklet Forms - 8-1/2 x 11" Finished Size (includes binding)					
(a)	Paste on fold or saddle-stitch printing in single color.....per page....					
(1)	Make-ready and/or Setup	412	\$10.96	\$4,515.52	\$11.65	\$4,799.80
(2)	Running Per 1,000 Copies	20,084	\$1.37	\$27,515.08	\$2.90	\$58,243.60
6.	Format F - Fact Sheets - 8-1/2 x 11" Flat size					
(a)	Printing two color, two sides.....per fact sheet.....					
(1)	Make-ready and/or Setup	11	\$98.33	\$1,081.63	\$150.00	\$1,650.00
(2)	Running Per 1,000 Copies	1,730	\$6.28	\$10,864.40	\$45.00	\$77,850.00
7.	Format G - Leaflets - Flat: 7 x 8" - Folded: 3-1/2 x 8"					
(a)	Printing in two color two sides: folding included.....per leaflet.....					
(1)	Make-ready and/or Setup	2	\$177.70	\$355.40	\$150.00	\$300.00
(2)	Running Per 1,000 Copies	200	\$10.66	\$2,132.00	\$55.00	\$11,000.00

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ITEM NO.	DESCRIPTION	BASIS OF AWARD	UNIT RATE	COST	UNIT RATE	COST
8.	Format H - Leaflets-Flat: 10-1/2 x 8" - Folded: 3-1/2 x 8" or 5-1/4 x 8"					
(a)	Printing in two color two sides: folding included.....per leaflet.....					
(1)	Make-ready and/or Setup	7	\$177.70	\$1,243.90	\$150.00	\$1,050.00
(2)	Running Per 1,000 Copies	1,698	\$12.93	\$21,955.14	\$60.00	\$101,880.00
9.	Format I - Leaflets -Flat: 14 x 8" - Folded: 3-1/2 x 8"					
(a)	Printing in two color two sides: folding included.....per leaflet.....					
(1)	Make-ready and/or Setup	8	\$177.70	\$1,421.60	\$150.00	\$1,200.00
(2)	Running Per 1,000 Copies	893	\$28.86	\$25,771.98	\$65.00	\$58,045.00
10.	Format J - Leaflets - Flat: 17-1/2 x 8" - Folded: 3-1/2 x 8"					
(a)	Printing in two color two sides: folding included.....per leaflet.....					
(1)	Make-ready and/or Setup	4	\$177.70	\$710.80	\$150.00	\$600.00
(2)	Running Per 1,000 Copies	883	\$31.25	\$27,593.75	\$75.00	\$66,225.00
11.	Format K - Leaflets - Flat: 21 x 8" - Folded: 3-1/2 x 8"					
(a)	Printing in two color two sides: folding included.....per leaflet.....					
(1)	Make-ready and/or Setup	2	\$177.70	\$355.40	\$150.00	\$300.00
(2)	Running Per 1,000 Copies	200	\$32.52	\$6,504.00	\$85.00	\$17,000.00
12.	Format L - Leaflets - Flat: 24-1/2 x 8" - Folded: 3-1/2 x 8"					
(a)	Printing in two color two sides: folding included.....per leaflet.....					
(1)	Make-ready and/or Setup	2	\$177.70	\$355.40	\$150.00	\$300.00
(2)	Running Per 1,000 Copies	200	\$61.07	\$12,214.00	\$95.00	\$19,000.00
III.	PAPER: Per 1,000 Leaves					
(a)	White Writing 16-lbs.					
(1)	Format A	55	\$2.44	\$134.20	\$4.00	\$220.00
(2)	Format B thru Format F	34	\$4.89	\$166.26	\$8.00	\$272.00
(b)	Colored Writing 16-lbs.					
(1)	Format A	4	\$5.27	\$21.08	\$5.00	\$20.00
(2)	Format B thru Format F	75	\$10.54	\$790.50	\$10.00	\$750.00
(c)	White Writing 20-lbs. or Offset Book 50-lbs.					
(1)	Format A	275	\$4.41	\$1,212.75	\$4.00	\$1,100.00
(2)	Format B thru Format F	22,603	\$7.31	\$165,227.93	\$8.00	\$180,824.00
(d)	Colored Writing 20-lbs. or Offset Book 50-lbs.					
(1)	Format A	-----	-----	-----	-----	-----
(2)	Format B thru Format F	6,435	\$9.06	\$58,301.10	\$10.00	\$64,350.00
(e)	White Ledger 44-lbs. or White Index 90-lbs.					
(1)	Format A	3	\$11.21	\$33.63	\$12.00	\$36.00
(2)	Format B thru Format F	383	\$22.43	\$8,590.69	\$22.00	\$8,426.00
(f)	Colored Ledger 44-lbs. or Colored Index 90-lbs.					
(1)	Format A	53	\$13.80	\$731.40	\$13.00	\$689.00
(2)	Format B thru Format F	15	\$27.60	\$414.00	\$24.00	\$360.00
(g)	White Vellum Cover 50-lbs.					
(1)	Format A	-----	-----	-----	-----	-----
(2)	Format B thru Format F	25	\$15.70	\$392.50	\$22.00	\$550.00
(h)	White Offset Book 60-lbs. (90 brightness)					
(1)	Format A	392	\$6.07	\$2,379.44	\$4.80	\$1,881.60
(2)	Format B thru Format F	1,180	\$13.14	\$15,505.20	\$9.60	\$11,328.00

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ITEM NO.	DESCRIPTION	AWARD	UNIT RATE	COST	UNIT RATE	COST
(i)	Format G- Flat size: 7 x 8" White Offset Book 60-lbs. (90 brightness)	200	\$9.09	\$1,818.00	\$9.60	\$1,920.00
(j)	Format H- Flat size: 10-1/2 x 8" White Offset Book 60-lbs. (90 brightness) ..	1,698	\$13.14	\$22,311.72	\$9.60	\$16,300.80
(k)	Format I - Flat size: 14 x 8" White Offset Book 60-lbs. (90 brightness)	893	\$23.28	\$20,789.04	\$19.00	\$16,967.00
(l)	Format J- Flat size: 17-1/2 x 8" White Offset Book 60-lbs. (90 brightness)	883	\$25.28	\$22,322.24	\$19.00	\$16,777.00
(m)	Format K- Flat size: 21 x 8" White Offset Book 60-lbs. (90 brightness)	200	\$26.28	\$5,256.00	\$30.00	\$6,000.00
(n)	Format L- Flat size: 24-1/2 x 8" White Offset Book 60-lbs. (90 brightness) ...	200	\$50.56	\$10,112.00	\$33.00	\$6,600.00
IV.	ADDITIONAL OPERATIONS:					
(a)	Drilling.....Per 1,000 leaves.....	11,815	\$0.60	\$7,089.00	\$0.15	\$1,772.25
(b)	Folding for formats A thru D only (includes up to 2 parallel folds and up to two right angle folds).....Per 1,000 copies.....	5,331	\$6.00	\$31,986.00	\$1.42	\$7,570.02
(c)	Padding (price shall include the cost of assembling (leaves into pads, stacking, gum or Gum/crash slicing pads apart and backboards)..... Up to 100 leaves.....	2,148	\$0.30	\$644.40	\$0.20	\$429.60
(d)	Perforating / Scoring					
(1)	Make-ready - Each perforation or score.....per line.....	38	\$10.00	\$380.00	\$25.00	\$950.00
(2)	Running - Maximum 3 lines per run.....per 1,000 leaves.....	6,515	\$0.80	\$5,212.00	\$0.15	\$977.25
(e)	Shrink - Film wrapping.....per package.....	173,300	\$0.20	\$34,660.00	\$0.15	\$25,995.00
V.	PACKING:					
1.	Bulk Shipment: (other than by mail):					
(a)	Packing and sealing shipping containers.....per container.....	15,000	\$1.50	\$22,500.00	\$0.80	\$12,000.00
2.	Mailing:					
(a)	Multiple copies in Kraft envelope (up to 200 leaves).....per envelope.....	4,500	\$0.60	\$2,700.00	\$0.85	\$3,825.00
(b)	Multiple copies over 200 leaves, up to 12lbs., in cushioned shipping bags, or wrapped in shipping bundles(maximum gross weight 14lbs.)..... per bag or bundle.....	4,500	\$0.90	\$4,050.00	\$1.20	\$5,400.00
(c)	Quantities over 12lbs., up[to 36lbs. Wrapped in shipping bundles, or packed in shipping containers (maximum gross weight-40lbs.)..... per bundle or container.....	4,500	\$1.25	\$5,625.00	\$1.50	\$6,750.00
	TOTAL			\$650,435.06		\$1,548,758.42
	DISCOUNT		0.25%	\$1,626.09	2.00%	\$30,975.17
	DISCOUNT TOTAL			\$648,808.97		\$1,517,783.25

U.S. GOVERNMENT PUBLISHING OFFICE

Washington DC

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

**SSA Cut Sheet Forms, Booklet Forms,
Fact Sheets and Leaflets**

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 **Date of Award** and ending **July 31, 2018** plus up to *four (4)* optional 12-month extension period(s) that may be added in accordance with the "OPTION TO EXTEND THE TERM OF THE CONTRACT" clause in Section 1 of this contract.

BID OPENING: Bids shall be publicly opened at 11:00 a.m., prevailing Washington, DC time, on **July 31, 2017**.

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

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

For information of a technical nature call **David Love** (202) 512-0310 or email aps-team1@gpo.gov.

SECTION 1 - GENERAL TERMS AND CONDITIONS

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

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

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

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

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.

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	Approved Proofs / Government furnished electronic media / Camera copy / negatives
P-9. Solid and Screen Tint Color Match	Pantone matching System

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

EXTENSION OF CONTRACT TERM: At the request of the Government, the term of any contract resulting from this solicitation may be extended for such period of time as may be mutually agreeable to the GPO and the contractor.

ECONOMIC PRICE ADJUSTMENT: The pricing under this contract shall be adjusted in accordance with this clause, provided that in no event will any pricing adjustment be made that would exceed the maximum permissible under any law in effect at the time of the adjustment. There will be no adjustment for orders placed during the first period specified below. Pricing will thereafter be eligible for adjustment during the second and any succeeding performance period(s). For each performance period after the first, a percentage figure will be calculated as described below and that figure will be the economic price adjustment for that entire next period. Pricing adjustments under this clause are not applicable to reimbursable postage or transportation costs, or to paper, if paper prices are subject to adjustment by separate clause elsewhere in this contract.

For the purpose of this clause, performance under this contract will be divided into successive periods. The first period will extend from **Date of Award** through **July 31, 2018**, and the second and any succeeding period(s) will extend for 12 months from the end of the last preceding period, except that the length of the final period may vary.

The first day of the second and any succeeding period(s) will be the effective date of the economic price adjustment for that period.

Pricing adjustments in accordance with this clause will be based on changes in the seasonally adjusted "Consumer Price Index For All Urban Consumers - Commodities Less Food" (Index) published monthly in the CPI Detailed Report by the U.S. Department of Labor, Bureau of Labor Statistics.

The economic price adjustment will be the percentage difference between Index averages as specified in this paragraph. An index called the variable index will be calculated by averaging the monthly Indexes from the 12-month interval ending three (3) months prior to the beginning of the period being considered for adjustment. This average is then compared to the average of the monthly Indexes for the 12-month interval ending **April 30, 2017**, called the base index. The percentage change (plus or minus) of the variable index from the base index will be the economic price adjustment for the period being considered for adjustment.

The Government will notify the contractor by contract modification specifying the percentage increase or decrease to be applied to invoices for orders placed during the period indicated. The contractor shall apply the percentage increase or decrease against the total price of the invoice less reimbursable postage or transportation costs and separately adjusted paper prices. Payment discounts shall be applied after the invoice price is adjusted.

If the Government exercises an option, the extended contract shall be considered to include this economic price adjustment clause.

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

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 0913-01** for Offset Book will apply to all paper required under this contract.
2. The applicable index figures for the month of **July 2017** will establish the base index.
3. There shall be no price adjustment for the first three 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 being considered for adjustment.
5. Beginning with order placement in the fourth month, index variances will be calculated in accordance with the following formula:

$$\frac{X - \text{base index}}{\text{base index}} \times 100 = \text{---} \%$$

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 line item(s) III. (a)(b) 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.

PRE-AWARD SURVEY: In order to determine the responsibility of the prime contractor or any subcontractor, the Government reserves the right to conduct an onsite preaward survey or to require other evidence of technical, production, managerial, financial, and similar abilities to perform, prior to the award of a contract.

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 **Date of Award** through **July 31, 2018**, 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.

PAYMENT: Submitting all invoices for payment via the GPO fax gateway (if no samples are required) utilizing the GPO barcode coversheet program application is the fastest method of getting paid. The information for using this method can be found at the following web address:

<https://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/finance/index.htm>.

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

SECTION 2 - SPECIFICATIONS

SCOPE: These specifications cover the production of face only and face and back Cut Sheet forms and self-cover paste on fold booklet forms requiring such operations as pre-press, printing in one or two colors, folding, drilling, perforating, binding, packaging, and distribution. These specifications also cover the production of face and back flat factsheet and leaflet publications requiring such operations as pre-press, printing in two colors, folding, packaging, and distribution.

TITLE: SSA Cut Sheet Forms, Booklet Forms, Fact Sheets and Leaflets

FREQUENCY OF ORDERS:

- Cut Sheet Forms** – It is anticipated that there will be approximately 50 to 200 orders per year. Up to 10 different Print Order may be placed in a single work day. The number of orders issued per month can range from one (1) to 30 orders with spikes occurring in the months of August and September where up to 60 orders each month can be placed.
- Booklet Forms** – It is anticipated that there will be approximately 50 orders per year. The number of orders issued per month can range from zero (0) to approximately 20 orders, with July and August usually having the most orders.
- Fact Sheets** – It is anticipated that there will be approximately 10 to 15 orders per year.
- Leaflets** – It is anticipated that there will be approximately 20 to 30 orders per year.

QUANTITY:

- Cut Sheet Forms** – Approximate order quantities of 125 to 1,000,000 copies per order, with a possible 5 to 10 orders annually with approximate order quantities of 1,000,000 up to a maximum of 3,000,000 copies.
- Booklet Forms** – Approximately 500 copies up to 300,000 copies per order.
- Fact Sheets and Leaflets** – Orders will be for quantities of 75,000 to 500,000 copies per order with an occasional order up to 1,000,000 copies.

TRIM SIZES: Various trim sizes will be ordered and paid for in their respective "Format" classification as follows:

- Cut Sheet Forms** – Format A – Up to 5-1/2 x 8-1/2" flat.
Format B – Over 5-1/2 x 8-1/2" up to 8-1/2 x 11" flat.
Format C – Over 8-1/2 x 11" up to 17 x 11" flat.
Format D – Over 17 x 11" up to 25-1/2 x 11" flat.
- Booklet Forms** – Format E – 8-1/2 x 11" Finished Size.
- Fact Sheets** – Format F – 8-1/2 x 11" Finished Size.
- Leaflets** –
- | | <u>Flat</u> | <u>Folded</u> |
|------------|--------------|--------------------------|
| Format G – | 7 x 8" | 3-1/2 x 8" |
| Format H – | 10-1/2 x 8" | 3-1/2 x 8" or 5-1/4 x 8" |
| Format I – | 14 x 8" | 3-1/2 x 8" |
| Format J – | 17- 1/2 x 8" | 3-1/2 x 8" |
| Format K – | 21 x 8" | 3-1/2 x 8" |
| Format L – | 24-1/2 x 8" | 3-1/2 x 8" |

NUMBER OF PAGES:

- Cut Sheet Forms* – 1 to 6 pages per order
- Booklet Forms* – Approximately 8, 12, or 16 pages per order.
(An occasional order may have from 20 to 32 pages).
- Fact Sheets* – 2 pages
- Leaflets* – 2 pages

GOVERNMENT TO FURNISH: Electronic media, or camera copy

Electronic media will be furnished as follows:

Platform – Macintosh OSX; IBM or compatible using MS Windows

Storage Media – Files furnished via contractor-hosted SFTP server.
On occasion: CD-R/RW; DVD-R/RW; or E-mail
Files will be provided in PostScript format, Native format or Portable Data Format (PDF).

Software – Adobe Creative Suite (InDesign, Photoshop, and Illustrator), Quark Xpress. Adobe Acrobat Professional with LiveCycle Designer, and Adobe Experience Manager (AEM).
All files will be created in current versions or near current versions of the above mentioned programs.

Note – **All platform system and software upgrades (for specified applications) which may occur during the term of the contract must be supported by the contractor. The contractor must provide the upgrades within one (1) month of notification by the Government.**

Fonts – All printer and screen fonts will be furnished. All fonts used for this contract will be Adobe Type I and/or TrueType.
The contractor is cautioned that the furnished fonts are the property of the Government and/or its contractors. All furnished fonts are to be eliminated from the contractor's archive immediately after completion of the contract.

Additional Information Supplied

GPO Form 952 (Desktop Publishing - Disk Information) will be furnished.

A visual of the supplied electronic files may or may not be furnished

Two recycled logos and legends (English and Spanish). The basic legend will print on all forms.

GPO Form 905 - Reproduction proof, (R.6/03) with labeling and marking specifications

Blue labels, Yellow labels, and Certificates of Selection (GPO Form 917) for shipping Departmental Random copies

Exhibit A – Bar Code Marking Requirements

Exhibit B – Certificate of Selection for Yellow Labels

Identification markings such as register marks, ring folios, rubber-stamped jacket numbers, commercial identification marks of any kind, etc., except GPO imprint, form number, and revision date, carried on copy or film, must not print on finished product.

DISTRIBUTION DATA:

Social Security Administration (SSA) will supply distribution files meeting the following requirements:

- The Social Security Administration (SSA) will transmit all distribution data electronically.
- The compressed files can be opened using any modern Zip program.
- The distribution files will be supplied in Comma Separated Value (CSV) file format.
- Distribution files will consist of address data and quantity requirements for each address.
- The CSV file may include a summary.
- There will be separate files for domestic and international mail.
- Non-contiguous U.S. addresses are considered domestic mail.
- Tally of address quantities will be furnished with the print orders.

NOTE: It is the contractor's responsibility to write a program to produce labels from our data files.

CONTRACTOR TO FURNISH: All materials and operations, other than those listed under "Government to Furnish," necessary to produce the products in accordance with these specifications.

The Contractor must be able to accept files electronically via a contractor-hosted Secure File Transfer Protocol (SFTP) server. Appropriate log-on instructions and protocol must be provided at time of award

ELECTRONIC PREPRESS: Prior to image processing, the contractor shall perform a basic check (preflight) of the furnished media and publishing files to assure correct output of the required reproduction image.

This preflight must identify any problem areas with digital file submission and must include but not be limited to missing or damaged fonts, damaged disks, missing bleeds, improper trim size, and improper color definition. The Contractor is also responsible for creating or altering any necessary trapping, setting proper screen angles and frequency (unless indicated otherwise by the Government), and defining proper file output selection for the imaging device being used. All furnished files must be imaged as necessary to meet the assigned Quality Assurance through Attributes Program (QATAP) level.

Any errors, media damage, or data corruption that might interfere with proper file image processing must be reported to the SSA Printing Specialist that submitted the Print Order to the contractor.

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 must copy the furnished files and make all changes to the copy.

DIGITAL DELIVERABLES: The contractor must furnish a final Portable Data File (PDF) with the Government Furnished Materials (GFM). The PDF must be an exact representation of the final printed product and must be returned via email within one workday after shipment to the SSA Print Specialist who processed the order, unless otherwise specified. The file name of the PDF should be the form number. The subject line of the email must include "PDF" along with the form number and the print order number. The PDF must be suitable for making press plates for subsequent reprinting without reformatting and must include any embedded fonts (must be press quality). The file created must be unlocked and OCR editable (by character, rule, and graphic elements, as well as font, spacing, and format changes). The contractor must remove any crop marks, color bars, specification bars, grayscales, slug lines, cross hairs, etc. If applicable, shading must comply with specifications on print order.

PROOFS: See proofing requirements as indicated on the Print Order

PDF proof

Contractor to submit one "Press Quality" PDF "soft" proof (for content only) using the same Raster Image Processor (RIP) that will be used to produce the final printed product. PDF proof will be evaluated for text flow, image position, and color breaks. Proof will not be used for color match.

E-Mail PDF Proof to SSA Print Specialist who processed the order. Follow up with phone call confirming receipt.

The subject line of the email must include the Print Order number and the word "Proofs". The contractor must indicate "PROOFS" and the GPO Print Order Number on each proof.

Digital color content proofs

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. Proofs must be created using the same Raster Image Processor (RIP) that will be used to produce the product. Direct to plate must be used to produce the final product with a minimum of 2400 x 2400 dpi.

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

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

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

All paper used in each copy must be of a uniform shade. Color of paper should remain consistent between different print runs throughout the term of the contract.

The paper to be used will be indicated on each print order.

Cut Sheet Forms (Formats A – D)

White and Colored Writing (Blue, Buff, Green, Pink, Salmon, and Yellow), basis weight: 16 and 20 lbs. per 500 sheets, 17 x 22", equal to JCP Code D10.

White and Colored Ledger (Blue, Buff, Green, Pink, Salmon, and Yellow), basis weight: 44 lbs. per 500 sheets, 17 x 22", equal to JCP Code J10. At contractor's option, Index, basis weight: 90 lbs. per 500 sheets, 25-1/2 x 30-1/2", equal to JCP Code K10 may be furnished in lieu of Ledger.

White Vellum Finish Cover, basis weight: 50 lbs. per 500 sheets, 20 x 26" equal to JCP Code L20.

Offset Book, White, basis weight: 60 lbs. per 500 sheets, 25 X 38", equal to JCP Code A60

Exception: Minimum 90 pct. Brightness

Booklet Forms (Format E)

White Writing, basis weight: 20 lbs. per 500 sheets, 17 x 22", equal to JCP Code D10 OR White Offset Book, basis weight: 50 lbs. per 500 sheets, 25" x 38", equal to JCP Code A60

Colored Writing, (Blue, Buff, Green, Pink Salmon, and Yellow) basis weight: 20 lbs. per 500 sheets, 17 x 22", equal to JCP Code D10 OR Colored Offset Book, basis weight: 50 lbs. per 500 sheets, 25" x 38", equal to JCP Code A63

Fact Sheets (Format F)

White Offset Book, basis weight: 60 lbs. per 500 sheets, 25 x 38", equal to JCP Code A60.

Exception: Minimum 90 pct. Brightness

Leaflets (Formats G – L)

White Offset Book, basis weight: 60 lbs. per 500 sheets, 25 x 38", equal to JCP Code A60.

PRINTING:

- Cut Sheet Forms*** – Print face only or face and back (head-to-head, head-to-foot, or head-to-side) in black or a single color other than black; occasional orders may specify two ink colors. Match Pantone number(s) as indicated on the print order.
- Booklet Forms*** – Print face and back, head-to-head in black or a single color other than black; Match Pantone number as indicated on the print order.
- Fact Sheets and Leaflets*** – Print face and back (head-to-head, head-to-foot, or head-to-side) in two ink colors. Match Pantone number(s) as indicated on the print order.

RECYCLED PAPER LOGO: The recycled paper logo and legend must be printed in black ink on all the forms. (See Government Paper Specification Standards No. 12)

MARGINS: Margins will be as indicated on the print order or furnished copy. An occasional order may bleed on one or all sides.

BINDING: Bind as indicated on the print order. Press trimming is acceptable. Various binding styles will be ordered as follows:

Cut Sheet Forms

Drilling: Approximately **40%** of the orders for cuts sheets will require drilling as follows:

Drill one 9/32" or 1/4" diameter hole centered at top.

Drill two 9/32" or 1/4" diameter holes centered on the left or right side or top 2-3/4" center-to-center.

Drill three 9/32" or 1/4" diameter holes centered on the left or right side or top 4-1/4" center-to-center.

Center of all holes to be 3/8" from edge of product unless otherwise specified

Folding: Up to four folds (one or two parallel folds and up to two right angle folds) may be ordered on a single order.

Padding: Approximately **5%** of the orders will require padding. Padded dimension and number of leaves per pad will be indicated on the print order. Gum and crash or any suitable padding compound may be used. Back with 0.020" thick chipboard, newsboard, or equal back.

Perforating/Scoring: Approximately **10%** of the orders will require one or more perforations/scores. Print order will indicate the location and the number of perforations/scores required.

Booklet Forms

Drilling: Majority of the orders for Booklet Forms will require drilling as follows:

Drill two 9/32" or 1/4" diameter holes centered on the left or right side or top 2-3/4" center-to-center.

Drill three 9/32" or 1/4" diameter holes centered on the left or right side or top 4-1/4" center-to-center.

Center of all holes to be 3/8" from edge of product unless otherwise specified

Folding - Paste on fold and trim three sides or saddle-wire stitch in two places and trim three sides, as ordered.

NOTE: Most orders will be paste on fold with an occasional order requiring saddle-stitch. Single leaves connected with a lip (i.e. binding stub) to left or right side of stitches will not be allowed. An occasional order may be perforated on the fold.

Perforating / Scoring - Majority of orders will require one to three perforations/scores. Perforate (slit or slot, with or without ink) along the entire 11" dimension, 3/8" or 1/4" from the bind edge, as indicated on the print order. Print order will indicate the location and the number of perforations/scores required.

Fact Sheets – Trim four sides.

Leaflets – All Leaflets will trim four sides then fold down to 3-1/2 x 8", with possible fold to 5-1/4 x 8" on format H

PACKAGING:

Shrink-film wrap in units of 100 sets or in units as directed on the print order.

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

Bulk Shipments and Internal Bulk shipments -

Pack in shipping containers as indicated on the print order.

Chipboard or equal must be placed top and bottom of each carton to prevent bowing.

The contractor is responsible for proper packaging of all items shipped.

Each shipping container must not exceed 40 lbs. when fully packed, unless specified otherwise on the print order.

Shipping containers shall have a minimum bursting strength of 275 pounds per square inch or a minimum edge crush test (ECT) of 44 pounds per inch width.

All shipments which fill less than a shipping container must be packaged with materials of sufficient strength and durability and in such a manner which will guarantee that the product will not be damaged and the package will not open nor split when processed through the U.S. mail system or a small package carrier delivery system.

Pallets are required. Each order must be placed and shipped on its own pallet. There must be no commingling of orders on a single pallet.

Priority Mailing or Small Package Common Carrier -

Insert single or multiple copies (up to 200 leaves) into kraft envelopes

Quantities over 200 leaves, up to 12 pounds, must be inserted into cushioned shipping bags (maximum gross weight 14 pounds). A fiber-filled padded bag or any bag that will produce a powdery substance when torn during shipment or opening must not be used.

NOTE: Cushioned shipping bags must be made with an exterior ply of at least 60 pounds basis weight and must be sealed with heavy duty steel stitches spaced no more than 2-1/2 inches apart and not more than 1-1/4 inches from the end of the bag. Heavy duty filament reinforced cloth or plastic backed pressure sensitive tape that will remain sealed at below freezing temperatures may be used instead of steel stitching provided the tape seals the sack securely.

Quantities over 12 pounds, up to 36 pounds, must be packed in shipping containers (not to exceed a maximum gross weight of 40 lbs. when fully packed).

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

The appropriate Inventory Control Number (ICN) must be on all cartons. ICN's will be provided with each individual print order.

Contractor must reproduce Postage and Fees Paid Permit Imprint indicia labels from furnished camera copy.

Affix Postage and Fees Paid label and a pre-addressed label to each unit of mail packaged in envelopes, cushioned shipping bags, shipping bundles and containers. Contractor is responsible for duplicating original labels for each destination as needed.

Note: When duplicating is required, the 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.

Bulk Shipments –

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

Material shipped to SSA’s Supply Warehouse (6301 Security Boulevard, Baltimore, MD 21235) or the NCC (6201 Security Boulevard, Baltimore, MD 21235)- must be in cartons labeled with the number of copies and the ICN in addition to the standard GPO shipping label.

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

Bar Code Marking Requirements –

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

See Exhibit A: Bar Code Marking Requirements.

Internal Bulk Shipments –

Individually prepare and label packages displaying the following ZIP codes. Place packages in containers according to the ZIP code, and ship as follows:

<u>ZIP Code</u>	<u>Ship to</u>	<u>ZIP Code</u>	<u>Ship to</u>
21235	Social Security Administration 2700 Lord Baltimore Drive Baltimore, MD 21244-2680	21290	Social Security Administration Metro West Building 300 N Greene St Baltimore, MD 21290
21241	Social Security Administration 1500 Woodlawn Drive Baltimore, MD 21241	22041	Social Security Administration ODAR Mail Center 5107 Leesburg Pike, 2 nd Floor Falls Church, VA 22041-3255

Priority Mailing or Small Package Common Carrier –

Occasionally the contractor will be required to package and label shipments to as many as 2,500 destinations.

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

Note: When duplication is required, the 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.

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 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 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) 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 to the SSA Print Specialist who processed the order (Baltimore, MD).

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

All print orders require Blue Label samples. SSA will indicate on the Print Order if Blue Labels samples are to be forwarded to the attention of the SSA Print Specialist.

If Blue Label samples are not specifically requested on the Print Order, this means all or part of the order will contain a delivery to an SSA Warehouse Facility. In this case, the Blue Label samples become part of the quantity ordered and placed at the end of the order (last carton) delivered to the SSA Warehouse. In either case, a copy of the PRINT ORDER/SPECIFICATION and a signed Government – Furnished Certificate of Selection (GPO Form 917) must be included.

CUSTOMER RANDOM COPIES (YELLOW LABEL): All orders must be divided into equal sub-lots in accordance with the chart below. A random copy must be selected from each sub-lot. Do not choose copies from the same general area in each sub-lot.

The contractor will be required to execute a statement furnished by the agency certifying that copies were selected as directed. The random copies constitute a part of the total quantity ordered, and no additional charge will be allowed.

<u>Quantity Ordered</u>	<u>Number of Sub-lots</u>
500 – 3,200	5
3,200 – 10,000	10
10,000 – 35,000	15
35,000 and over	20

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

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

See Exhibit B: Certificate of Selection for Yellow Labels

DISTRIBUTION: Specific shipping instructions will be provided with each Print Order or transmitted electronically. The contractor cannot deviate from these instructions without first consulting and obtaining permission from SSA.

F.O.B. Destination

Bulk Shipments and Internal Bulk shipments -

Deliver f.o.b. destination to approximately six different addresses within a 75-mile radius of Social Security Administration headquarters, 6401 Security Blvd. Baltimore, MD 21235.

Entrance to the receiving platform for each of the six (6) addresses at the Social Security Administration have maximum height clearances.

It is the responsibility of the contractor to provide shipments to the platforms as follows:

- 1500 Woodlawn Drive, Baltimore, MD 21241 Clearance is 13'3"
- 6201 Security Boulevard, Baltimore, MD 21235 Clearance is 13'3"
- 6301 Security Boulevard, Baltimore, MD 21235 Clearance is 13'6"

6401 Security Boulevard, Baltimore, MD 21235

Clearance is 13'3"

300 North Greene Street, Baltimore, MD 21290

Clearance is 13'6"

2700 Lord Baltimore Drive, Woodlawn, MD 21244

Clearance is 14'0"

Hours of Operation: 8:30 AM to 2:30 PM. local prevailing time, on normal Government workdays.
(Based on local prevailing times, on normal Government workdays)

F.O.B. Contractor's City

Occasionally the contractor may be required to mail/ship packages via USPS Priority Mail or Small Package Common Carrier (SPCC) with 3rd Party Billing to as many as 2,500 destinations.

Complete addresses and quantities will be furnished with the print order or transmitted electronically.

A single shipment or several shipments totaling 499 pounds or less scheduled for shipment on the same day to a single destination are to be sent by USPS Priority Mail, International Mail (Par Avion), SPCC or as instructed.

Note: Shipments to APO, FPO, and Post Office Box addresses, regardless of total weight of shipment, must be made by Priority Mail.

The contractor is responsible for all costs incurred in transporting this product to the post office. The contractor is required to prepare domestic Priority Mail in accordance with appropriate USPS rules and regulations including the USPS Domestic Mail Manual (DMM), and Postal Bulletins, in effect at the time of mailing.

Shipments over 499 pounds must ship reimbursable motor freight (excluding bulk and internal bulk shipments as described above).

USPS Priority Mail – Priority Mail will be clearly identified.

Reimbursable USPS Priority Mail will only be used when shipping packages to a Post Office Box, APO/FPO or US Possession/Territory. The majority of packages will be shipped by SPCC.

Contractor will be reimbursed for all USPS Priority Mail shipping costs by submitting all shipping receipts with billing invoice for payment.

International Mail (Par Avion) – International Mail (Par Avion) will be clearly identified.

All items mailed must conform to the appropriate USPS International Mail Manual (IMM), Postal Bulletins, and other USPS rules and regulations in effect at the time of mailing.

All international mail must be endorsed PAR AVION or AIR MAIL as described in the USPS IMM. The contractor may use a rubber stamp to meet these requirements.

International Mail return addresses must show in the last line of the address UNITED STATES OF AMERICA or USA, all in upper case letters.

Note: The contractor is cautioned that files listed may contain mail addressed to United States territories and possessions (American Samoa, Federated States of Micronesia, Guam, Marshall Islands, Northern Mariana Islands, Palua, Puerto Rico, U.S. Virgin Islands and Wake Island). This mail is considered Domestic Mail by the USPS, NOT International Mail.

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

Contractor will be reimbursed for postage by submitting a properly completed Postal Service form (or equivalent) with the voucher for billing.

Undeliverable Mail - Contractor is to use the following RETURN ADDRESS on all mailing packages:

SOCIAL SECURITY ADMINISTRATION
ATTENTION: WAREHOUSE SUPERVISOR / SMT TEAM LEADER
SUPPLY BUILDING WAREHOUSE
6301 SECURITY BLVD
BALTIMORE MD 21235-6301

Small Package Common Carrier (3rd Party Billing for shipments via F.O.B. Contractor's City only)

Packages up to 499 lbs. are to be made by SPCC except those destined for Post Office Boxes, APO/FPO and United States Possessions and Territories.

The contractor will be responsible for providing the carrier the following:

1. All packages addressed and sorted to meet the requirements of the small package common carrier.
Note: Contractor may be required to apply special SPCC Bar Code labels.
2. Separate common carrier pickup records for each print order. The contractor must annotate the pickup records with the requisition number and the print order number.
3. A shipping manifest which includes:
 - (a) The name of the contractor, the requisition number, the print order number, the common carrier account/shipper number.
 - (b) A listing which includes each addressee's account number or office code (when provided on SSA supplied address labels), address, city, state, ZIP code, common carrier delivery zone, weight, and package identification number (if applicable) of each package shipped to each addressee.
 - (c) The listing must be grouped by pickup, and each group must be identified with the pickup record number. This number must correspond to the number on the form(s) which the contractor is required to obtain from the carrier for compliance purposes. The listing must be in either account number or ZIP code order within each group.
 - (d) The summary information for each group must include the total number of packages, the total weight, and the total shipping cost.

The contractor will be required to ship via SPCC charging the cost to SSA's 3rd Party account number which will be provided.

Reimbursable Freight

Truck shipments for a single shipment or several shipments totaling 500 pounds or more are to be shipped by reimbursable freight (excluding bulk and internal bulk shipments)

The contractor will be responsible for selection of carrier and must ship by the most reasonable method to insure prompt delivery and safe arrival at all destinations for shipments requiring Commercial Bills of Lading.

All costs are to be billed on the contractor's vouchers at the actual cost which the contractor paid for these services. Shipments must be made direct to the destination(s) stated on the Print Order.

Note: Unless otherwise indicated, truck deliveries must be made at the point of destination between the hours of 8:30 a.m. and 2:30 p.m. local prevailing time, on normal Government workdays. Shipments must be delivered as specified.

All expenses incidental to picking up and/ or returning Government Furnished Materials, submitting proofs, and furnishing sample copies must be borne by the contractor.

Mailing / Shipping Documentation

Upon completion of each order, contractor must notify the ordering agency (on the same day the order delivers) via email to the SSA Printing Specialist that submitted the Print Order. The subject line of the email shall be “Distribution Notice for Program 433-S, Purchase Order [*To be determined*] Print Order [*To be determined*]” The notice must provide all applicable tracking numbers, delivery method, and title of publication.

Within 72 hours of completion of the order, all supporting delivery documentation (i.e. shipping receipts and / mailing documentation) for each print order is required to be scanned and e- mailed as a PDF to the SSA Printing Specialist that submitted the Print Order.

NOTE: Contractor must identify the Program and Print Order number in the subject line of all emails.

Within 10 working days of completion of the order, one copy of the GPO billing invoice is to be provided via e- mail as a PDF to the analyst who submitted the order.

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).

No definite schedule for pickup of material can be predetermined.

Furnished material and proofs must be picked up from and delivered to the SSA Printing Specialist that submitted the Print Order.

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.

Proofs Schedule: When required.

Proofs must be submitted to the Government within **two workdays**

Proofs will be withheld no more than **four workdays** from their receipt at SSA until they are made available for pickup by the contractor.

Note: The first workday after receipt of proofs at SSA is day one of the hold time.

All transit time is included in the schedule. Schedule applies to each order separately.

Submit revised proofs (if necessary) due to author’s alterations within **one workday** after receipt of furnished material. Revised proofs will be available for pickup within **one workday**.

Regular Schedule:

Contractor must complete production and distribution under the following schedule upon receipt of “O.K. to print” on proofs (orders not requiring proofs will be assumed “OK to Print”):

Orders up to 300,000 copies must be completed and delivered within **seven workdays**

One additional workday will be allowed for each additional 250,000 copies or a portion thereof not to exceed 21 total additional work days.

NOTE: Maximum allowance for complete production and distribution on any one order will be 28 total workdays without proofs OR 34 total workdays with proofs.

15 additional workdays will be allowed when ordering colored writing paper stock (Blue, Buff, Green, Pink, Salmon, and yellow).

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 and all f.o.b. contractors’ city must be delivered to the USPS or picked up by the 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 under this contract for a like period of time.

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

I.	(a)	(1)	8	(c)	(1)	5	(c)	(1)	275		
		(2)	20		(2)	34		(2)	22,603		
	(b)	(1)	16	3.	(a)	(1)	4	(d)	(1)	XXXX	
		(2)	649		(2)	94		(2)	6,435		
	(c)	(1)	4		(b)	(1)	20	(e)	(1)	3	
		(2)	36		(2)	539		(2)	383		
	(d)	(1)	4		(c)	(1)	2	(f)	(1)	53	
		(2)	4		(2)	8		(2)	15		
		(3)	4	4.	(a)	(1)	XXXX	(g)	(1)	XXX	
		(4)	4		(2)	XXXX		(2)	25		
		(5)	4		(b)	(1)	9	(h)	(1)	392	
		(6)	4		(2)	4,991		(2)	1,180		
	(e)	(1)	4		(c)	(1)	XXXX	(i)	200		
		(2)	24		(2)	XXXX		(j)	1,698		
		(3)	28	5.	(a)	(1)	412	(k)	893		
		(4)	12		(2)	20,084		(l)	883		
		(5)	4	6.	(a)	(1)	11	(m)	200		
		(6)	4		(2)	1,730		(n)	200		
	(f)	(1)	2	7.	(a)	(1)	2	IV	(a)	11,815	
		(2)	2		(2)	200		(b)	5,331		
		(3)	2	8.	(a)	(1)	7	(c)	2,148		
		(4)	2		(2)	1,698		(d)	(1)	38	
		(5)	2	9.	(a)	(1)	8	(2)	6,515		
		(6)	2		(2)	893		(e)	173,300		
	(g)	141		10.	(a)	(1)	4	V	(1)	(a)	15,000
	(h)	6			(2)	883		(2)	(a)	4,500	
II.	1.	(a)	(1)	11.	(a)	(1)	2	(b)	4,500		
		(2)	232		(2)	200		(c)	4,500		
		(b)	(1)	12.	(a)	(1)	2				
		(2)	550		(2)	200					
		(c)	(1)	III.	(a)	(1)	55				
		(2)	568		(2)	34					
	2.	(a)	(1)		(b)	(1)	4				
		(2)	469		(2)	75					
		(b)	(1)								
		(2)	2,971								

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SECTION 4.- SCHEDULE OF PRICES

Bids offered are f.o.b. Destination for addresses located within a 75-mile radius of the Social Security Administration, 6401 Security Blvd., Baltimore, MD 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 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.

Bids for each "Format" shall be for any trim size up to the maximum trim size listed for each of the "Formats", as outlined in Section 2 - Specifications.

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

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

Fractional parts of 100 or 1,000 will be prorated at the per 100 or per 1,000 rate.

I. PREPRESS: One basic charge will be allowed for each format as follows:

- (1) Format A – Cut Sheet Forms up to 5-1/2 x 8-1/2".

One basic charge will be allowed for each page-size leaf up to 5-1/2 x 8-1/2".

- (2) Format B – Cut Sheet Forms over 5-1/2 x 8-1/2" up to 8-1/2 x 11"

Format C – Cut Sheet Forms over 8-1/2 x 11" up to 17-1/2 x 11"

Format D – Cut Sheet Forms over 17-1/2 x 11" up to 25-1/2 x 11"

One basic charge will be allowed for each 8-1/2 x 11" (or up to 93.50 sq. in.) page-size leaf, with any fractional remainder being counted as a whole unit.

Format E – Booklet Forms - 8-1/2 x 11" finished size.

One basic charge will be allowed for each 8-1/2 x 11" page-size unit.

Format F – Fact sheets - 8-1/2 x 11" finished size.

One basic charge will be allowed for each 8-1/2 x 11" page-size unit.

	(1)	(2)
(a) Trim/Page-size unit produced from camera copy per color per page.....	\$ _____	\$ _____
(b) Trim/Page-size unit produced from electronic file per color per page.....	\$ _____	\$ _____
(c) Digital color content proof..... per trim/page-size unit.....	\$ _____	\$ _____

Initials

Format G – L: Computation of the number of pages will be based on the flat trim size of applicable format.

- (1) Format G: Leaflets - one basic charge will be allowed for each 7 x 8" page-size unit.
- (2) Format H: Leaflets - one basic charge will be allowed for each 10-1/2 x 8" page-size unit.
- (3) Format I: Leaflets - one basic charge will be allowed for each 14 x 8" page-size unit.
- (4) Format J: Leaflets - one basic charge will be allowed for each 17-1/2 x 8" page-size unit.
- (5) Format K: Leaflets - one basic charge will be allowed for each 21 x 8" page-size unit.
- (6) Format L: Leaflets - one basic charge will be allowed for each 24-1/2 x 8" page-size unit.

Note: One basic charge will be allowed for each color on each printed page of the product.

	(1)	(2)	(3)	(4)	(5)	(6)
(d) Trim/Page-size unit produced from camera copy per color per page	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
(e) Trim/Page-size unit produced from electronic file per color per page	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
(f) Digital color content proof per trim/page-size unit	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
(g) Adobe Acrobat PDF soft proof	per file					\$ _____
(h) System Timework	per hour					\$ _____

Electronic prepress operations that cannot be properly classified under any other item shall be charged as "System Timework". Any charge made under "System Timework" must be supported by a statement outlining in detail the operation for which payment is claimed. In case of dispute, the contracting officer reserves the right to be the final judge as to the operations and/or number of hours chargeable under Item (e).

II. PRINTING AND BINDING: Prices shall include the cost of all required materials and operations necessary for the printing and binding of the product listed in accordance with these specifications and shall include the cost of all required materials and operations, as applicable to its respective "format" trim size(s), as defined in Section 2 – Specifications.

	<u>Makeready and/or Setup</u> (1)	<u>Running per 1,000 Copies</u> (2)
1. Format A – Cut Sheet Forms –Up to 5-1/2 x 8-1/2"		
(a) Printing in one color one side	per cut sheet.....\$ _____	\$ _____
(b) Printing in one color two sides	per cut sheet.....\$ _____	\$ _____
(c) One Additional color	per side	\$ _____
2. Format B – Cut Sheet Forms –Over 5-1/2 x 8-1/2" up to 8-1/2 x 11"		
(a) Printing in one color one side	per cut sheet.....\$ _____	\$ _____
(b) Printing in one color two sides	per cut sheet.....\$ _____	\$ _____
(c) One Additional color	per side	\$ _____

Initials

	<u>Makeready and/or Setup</u>	<u>Running per 1,000 Copies</u>
	(1)	(2)
3. Format C – Cut Sheet Forms –Over 8-1/2 x 11" up to 17 x 11"		
(a) Printing in one color one side per cut sheet.....	\$ _____	\$ _____
(b) Printing in one color two sides..... per cut sheet.....	\$ _____	\$ _____
(c) One Additional color..... per side	\$ _____	\$ _____
4. Format D – Cut Sheet Forms –Over 17 x 11" up to 25-1/2 x 11"		
(a) Printing in one color one side per cut sheet.....	XXXXXXXXXX	XXXXXXXXXX
(b) Printing in one color two sides..... per cut sheet.....	\$ _____	\$ _____
(c) One Additional color..... per side	XXXXXXXXXX	XXXXXXXXXX
5. Format E – Booklet Forms –8-1/2 x 11" Finished Size (includes binding)		
(a) Paste on fold or saddle-stitch, printing in single color: per page	\$ _____	\$ _____
6. Format F – Fact Sheets –8-1/2 x 11" Flat size.		
(a) Printing two color, two sides:..... per fact sheet.....	\$ _____	\$ _____
7. Format G – Leaflets –Flat: 7 x 8" – Folded: 3-1/2 x 8"		
(a) Printing in two color two sides; Folding included..... per leaflet	\$ _____	\$ _____
8. Format H – Leaflets –Flat: 10-1/2 x 8" – Folded: 3-1/2 x 8" or 5-1/4 x 8"		
(a) Printing in two color two sides; Folding included..... per leaflet	\$ _____	\$ _____
9. Format I – Leaflets –Flat: 14 x 8" – Folded: 3-1/2 x 8"		
(a) Printing in two color two sides; Folding included..... per leaflet	\$ _____	\$ _____
10. Format J – Leaflets –Flat: 17-1/2 x 8" – Folded: 3-1/2 x 8"		
(a) Printing in two color two sides; Folding included..... per leaflet	\$ _____	\$ _____
11. Format K – Leaflets –Flat: 21 x 8" – Folded: 3-1/2 x 8"		
(a) Printing in two color two sides; Folding included..... per leaflet	\$ _____	\$ _____
12. Format L – Leaflets –Flat: 24-1/2 x 8" – Folded: 3-1/2 x 8"		
(a) Printing in two color two sides; Folding included..... per leaflet	\$ _____	\$ _____

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

Initials

Computation of the net number of leaves will be based on the following:

- (1) Format A – Cut Sheet Forms up to 5-1/2 x 8-1/2".
Charge under (a)(1) through (h)(1). One basic charge will be allowed for a page-size leaf up to 5-1/2 x 8-1/2"
- (2) Format B – Cut Sheet Forms over 5-1/2 x 8-1/2" up to 8-1/2 x 11".
Format C – Cut Sheet Forms over 8-1/2 x 11" up to 17-1/2 x 11".
Format D – Cut Sheet Forms over 17-1/2 x 11" up to 25-1/2 x 11".
Charge under (a)(2) through (h)(2). One basic charge will be allowed for each 8-1/2 x 11" (or up to 93.50 sq. in.) page-size leaf, with any fractional remainder being counted as a whole unit.
- Format E – Booklet Forms - 8-1/2 x 11" finished size.
Charge under (c)(2) and (d)(2) only. One basic charge will be allowed for each 8-1/2 x 11" page-size leaf.
- Format F – Fact Sheets - 8-1/2 x 11" finished size.
Charge under (h)(2) only. One basic charge will be allowed for each 8-1/2 x 11" page-size leaf.

	Per 1,000 Leaves	
	(1)	(2)
(a) White Writing 16-lbs	\$ _____	\$ _____
(b) Colored Writing 16-lbs	\$ _____	\$ _____
(c) White Writing 20-lbs or Offset Book 50-lbs	\$ _____	\$ _____
(d) Colored Writing 20-lbs or Offset Book 50-lbs	XXXXXXX	\$ _____
(e) White Ledger 44-lbs. or White Index 90-lbs	\$ _____	\$ _____
(f) Colored Ledger 44-lbs. or Colored Index 90-lbs	\$ _____	\$ _____
(g) White Vellum Cover 50-lbs	XXXXXXX	\$ _____
(h) White Offset Book 60-lbs. (90 brightness)	\$ _____	\$ _____

Formats G through L - Leaflets – Computation of the number of leaves will be based on the flat trim size of applicable format.

- (i) Format G – Flat size: 7 x 8"
White Offset Book 60-lbs. (90 brightness)
- (j) Format H – Flat size: 10-1/2 x 8"
White Offset Book 60-lbs. (90 brightness)
- (k) Format I – Flat size: 14 x 8"
White Offset Book 60-lbs. (90 brightness)
- (l) Format J – Flat size: 17-1/2 x 8"
White Offset Book 60-lbs. (90 brightness)
- (m) Format K – Flat size: 21 x 8"
White Offset Book 60-lbs. (90 brightness)
- (n) Format L – Flat size: 24-1/2 x 8"
White Offset Book 60-lbs. (90 brightness)

Initials

IV. ADDITIONAL OPERATIONS: (a) Padding (prices offered shall include the cost of assembling leaves, into pads stacking, gum or gum/crash, slicing pads apart and backboards)

- (a) Drilling..... Per 1,000 leaves.....\$ _____
- (b) Folding for formats A thru D only (includes up to 2 parallel folds and up to two right angle folds)..... Per 1,000 copies\$ _____
- (c) Padding (price shall include the cost of assembling leaves into pads, stacking, gum or Gum/crash, slicing pads apart and backboards)..... Up to 100 leaves\$ _____
- (d) Perforating / Scoring
 - (1) Makeready
Each perforation or score per line\$ _____
 - (2) Running
Maximum 3 lines per run per 1,000 leaves\$ _____
- (e) Shrink-film wrapping..... per package.....\$ _____

V. PACKING: Prices offered must be all-inclusive, as applicable and must include the cost of kraft envelopes, cushioned shipping bags, shipping containers, all necessary wrapping and packing materials, bar coding, creating labels from furnished distribution, affixing labels, covering labels with transparent tape and/or marking, in the accordance with these specifications.

- 1. Bulk shipments (other than by mail):
 - (a) Packing and sealing shipping containers..... per container\$ _____
- 2. Mailing: Prices offered must include the cost of printing the permit imprint labels, and the affixing of all labels to the units of mailing.
 - (a) Multiple copies in kraft envelope (up to 200 leaves)per envelope\$ _____
 - (b) Multiple copies over 200 leaves, up to 12 lbs., in cushioned shipping bags, or wrapped in shipping bundles (maximum gross weight 14 lbs.).....per bag or bundle\$ _____
 - (c) Quantities over 12 lbs., up to 36 lbs., wrapped in shipping bundles, or packed in shipping containers (maximum gross weight 40 lbs.).....per bundle or container\$ _____

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

Post Office located at Street Address _____

City _____, State _____, Zip Code _____

Initials

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)

DISPLAY SAMPLE ONLY (DO NOT PRINT!)

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

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.

FROM:		FOR USPS DELIVERY APPLY POSTAGE	
AGENCY	INTERNAL CONTROL NUMBER (ICN)		
REQUISITION NO.	IN-HOUSE REQUISITION NO.		
GPO JACKET NO.	TITLE		
GPO ORDER NO.	PRODUCT DESCRIPTION		
PROGRAM and PRINT ORDER NO.	TO:		
FORM or PUBLICATION NO. and DATE			
QUANTITY PER CONTAINER			
PACKAGES PER CONTAINER	OF		

Y E L L O W L A B E L S A M P L E 5 - S o c i a l S e c u r i t y A d m i n i s t r a t i o n CPY/MAIL/ZZZUS

< Trim Off Warning Paragraph 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!