

Program No. 0422-S Term December 1, 2011 To November 30, 2012										
Title: SSA Cut Sheet Forms										
			Alcom		Gateway Press, Inc		NPC, Inc.		Current Contrcator	
			Harleysville, PA		Louisville, KY		Claysburg, PA		NPC, Inc.	
ITEM NO.	DESCRIPTION	BASIS OF AWARD	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST
I. PREPRESS:										
(a)	Trim/Page-size unit produced from camera copyper color/per page	324	5.00	1,620.00	3.00	972.00	20.00	6,480.00	2.00	648.00
(b)	Trim/Page-size unit produced from electronic fileper color/per page	228	5.00	1,140.00	3.00	684.00	10.00	2,280.00	10.00	2,280.00
(c)	Digital Content Proofs.....per set required	102	20.00	2,040.00	5.00	510.00	5.00	510.00	20.00	2,040.00
II. PRINTING AND CUTTING TO SIZE:										
Price per Cut Form --										
One-Color Forms										
Printed one side only:										
(a)	Makeready and Setup Charges									
(1)	Format A	29	100.00	2,900.00	150.00	4,350.00	85.00	2,465.00	150.00	4,350.00
(2)	Format B	37	100.00	3,700.00	175.00	6,475.00	90.00	3,330.00	200.00	7,400.00
(3)	Format C	8	100.00	800.00	200.00	1,600.00	100.00	800.00	250.00	2,000.00
(b)	Running Per 1,000 Copies									
(1)	Format A	4,003	0.49	1,961.47	1.50	6,004.50	0.68	2,722.04	0.81	3,242.43
(2)	Format B	1,477	0.56	827.12	3.00	4,431.00	1.33	1,964.41	1.62	2,392.74
(3)	Format C	915	1.85	1,692.75	6.00	5,490.00	2.44	2,232.60	3.23	2,955.45
Printed two sides:										
(a)	Makeready and Setup Charges									
(1)	Format A	16	110.00	1,760.00	200.00	3,200.00	100.00	1,600.00	150.00	2,400.00
(2)	Format B	73	110.00	8,030.00	225.00	16,425.00	115.00	8,395.00	200.00	14,600.00
(3)	Format C	12	110.00	1,320.00	250.00	3,000.00	125.00	1,500.00	225.00	2,700.00
(4)	Format D	25	250.00	6,250.00	400.00	10,000.00	150.00	3,750.00	250.00	6,250.00
(b)	Running Per 1,000 Copies									
(1)	Format A	671	0.72	483.12	2.00	1,342.00	0.78	523.38	0.81	543.51
(2)	Format B	3,579	1.02	3,650.58	3.50	12,526.50	1.53	5,475.87	0.90	3,221.10
(3)	Format C	192	1.85	355.20	6.50	1,248.00	2.97	570.24	3.23	620.16
(4)	Format D	18,458	4.70	86,752.60	9.00	166,122.00	3.75	69,217.50	6.48	119,607.84
Each additional color per side:										
(a)	Makeready and Setup Charges									
(1)	Format A	16	125.00	2,000.00	100.00	1,600.00	100.00	1,600.00	100.00	1,600.00
(2)	Format B	8	125.00	1,000.00	150.00	1,200.00	115.00	920.00	115.00	920.00
(3)	Format D	26	275.00	7,150.00	250.00	6,500.00	150.00	3,900.00	150.00	3,900.00
(b)	Running Per 1,000 Copies									
(1)	Format A	35	1.00	35.00	1.00	35.00	0.83	29.05	0.83	29.05
(2)	Format B	8	1.10	8.80	1.50	12.00	1.63	13.04	1.63	13.04
(3)	Format D	35,864	4.40	157,801.60	0.50	17,932.00	3.75	134,490.00	3.75	134,490.00
III. PAPER: Per 1,000 Leaves										
(a) White Writing, 16-lbs										
(1)	Up to 5-1/2 x 8-1/2"	4	3.82	15.28	3.50	14.00	5.00	20.00	3.53	14.12
(2)	Over 5-1/2 x 8-1/2" up to 8-1/2 x 11"	95	7.64	725.80	7.00	665.00	5.80	551.00	7.06	670.70
(b) Colored Writing, 16-lbs										
(1)	Up to 5-1/2 x 8-1/2"	1,081	4.24	4,583.44	3.75	4,053.75	3.50	3,783.50	3.67	3,967.27
(2)	Over 5-1/2 x 8-1/2" up to 8-1/2 x 11"	401	8.49	3,404.49	7.50	3,007.50	6.25	2,506.25	7.35	2,947.35

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ITEM NO.	DESCRIPTION	BASIS OF AWARD	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST
III.	PAPER: Per 1,000 Leaves									
(c)	White Writing, 20-lbs									
(1)	Up to 5-1/2 x 8-1/2"	498	3.71	1,847.58	3.50	1,743.00	2.75	1,369.50	3.44	1,713.12
(2)	Over 5-1/2 x 8-1/2" up to 8-1/2 x 11"	46,305	7.42	343,583.10	7.00	324,135.00	5.82	269,495.10	6.88	318,578.40
(d)	Colored Writing, 20-lbs									
(1)	Up to 5-1/2 x 8-1/2"	2,219	4.24	9,408.56	3.75	8,321.25	3.05	6,767.95	3.67	8,143.73
(2)	Over 5-1/2 x 8-1/2" up to 8-1/2 x 11"	58	8.49	492.42	7.50	435.00	6.50	377.00	6.88	399.04
(e)	White Ledger, 44-lbs or White Index, 90-lbs									
(1)	Up to 5-1/2 x 8-1/2"	33	10.28	339.24	8.25	272.25	9.00	297.00	8.13	268.29
(2)	Over 5-1/2 x 8-1/2" up to 8-1/2 x 11"	1,324	20.55	27,208.20	16.50	21,846.00	16.20	21,448.80	14.48	19,171.52
(f)	Colored Ledger, 44-lbs or Colored Index, 90-lbs									
(1)	Up to 5-1/2 x 8-1/2"	281	10.81	3,037.61	8.75	2,458.75	9.25	2,599.25	8.13	2,284.53
(2)	Over 5-1/2 x 8-1/2" up to 8-1/2 x 11"	2	21.63	43.26	17.50	35.00	20.00	40.00	14.48	28.96
(g)	White Vellum Cover, 50-lbs									
(1)	Up to 5-1/2 x 8-1/2"	4	10.06	40.24	7.50	30.00	9.00	36.00	6.28	25.12
(2)	Over 5-1/2 x 8-1/2" up to 8-1/2 x 11"	18	20.12	362.16	15.00	270.00	17.00	306.00	12.56	226.08
(h)	Colored Vellum Cover, 50-lbs									
(1)	Up to 5-1/2 x 8-1/2"	4	10.41	41.64	8.00	32.00	20.00	80.00	6.71	26.84
(2)	Over 5-1/2 x 8-1/2" up to 8-1/2 x 11"	6	20.82	124.92	16.00	96.00	40.00	240.00	12.56	75.36
(i)	White Offset Book, 60-lbs									
(1)	Up to 5-1/2 x 8-1/2"	175	4.33	757.75	4.25	743.75	5.00	875.00	5.00	875.00
(2)	Over 5-1/2 x 8-1/2" up to 8-1/2 x 11"	4	8.67	34.68	8.50	34.00	10.00	40.00	10.00	40.00
(j)	White 100% recycled Offset Book 60-lbs									
(1)	Up to 5-1/2 x 8-1/2"	378	5.17	1,954.26	5.00	1,890.00	7.55	2,853.90	7.55	2,853.90
(2)	Over 5-1/2 x 8-1/2" up to 8-1/2 x 11"	14,426	10.34	149,164.84	9.75	140,653.50	13.85	199,800.10	13.85	199,800.10
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)									
up to 100 leaves	39,424	0.035	1,379.84	0.04	1,576.96	0.19	7,490.56	0.04	1,576.96
(b)	Drilling each run.....per 1,000 leaves	5,632	0.15	844.80	0.18	1,013.76	0.55	3,097.60	0.19	1,070.08
(c)	Folding includes up to 2 parallel folds and up to two right angle folds.....per 1,000 forms	18,926	1.42	26,874.92	5.50	104,093.00	5.00	94,630.00	1.78	33,688.28
(d)	Perforating or scoring:									
(1)	Makeready each perforation or score.....per line	36	15.00	540.00	25.00	900.00	26.00	936.00	25.97	934.92
(2)	Running max. of 3 lines per run.....per 1,000 forms	19,712	0.27	5,322.24	0.25	4,928.00	0.25	4,928.00	0.26	5,125.12
(e)	Banding or Shrink-film packaging.....per package	270,045	0.08	21,603.60	0.15	40,506.75	0.21	56,709.45	0.10	27,004.50
V.	PACKAGING AND DISTRIBUTION:									
(a)	Multiple copies up to 200 leaves in kraft envelopes.....per container	6,622	0.84	5,562.48	0.50	3,311.00	0.95	6,290.90	0.45	2,979.90
(b)	Mult copies/pads over 200 leaves up to 12-lbs., in cushioned shipping bags, max.gross weight 40-lbs.....per bag	3,577	0.95	3,398.15	0.75	2,682.75	1.00	3,577.00	0.84	3,004.68
(c)	Quantities over 12-lbs., up to 36-lbs., packed in shipping containers at contractors, max. gross weight 40-lbs.....per container	20,883	1.32	27,565.56	1.25	26,103.75	1.05	21,927.15	1.30	27,147.90
	CONTRACTOR SUBTOTALS			\$933,539.30		\$967,510.72		\$967,841.14		\$982,845.09
	DISCOUNT		5.00%	\$46,676.97	2.50%	\$24,187.77	0.25%	\$2,419.60	0.25%	\$2,457.11
	DISCOUNTED TOTALS			\$886,862.33		\$943,322.95		\$965,421.54		\$980,387.98
				AWARDED						

U.S. GOVERNMENT PRINTING OFFICE
Washington, DC

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

SSA Cut Sheet Forms

as requisitioned from the U.S. Government Printing Office (GPO) by the

Social Security Administration (SSA)

Single Award

TERM OF CONTRACT: The term of this contract is for the period beginning **January 1, 2012**, and ending **December 31, 2012**, plus up to **four (4)** optional 12-month extension periods that may be added in accordance with the "Option to Extend the Term of the Contract" clause in Section 1 of this contract.

BID OPENING: Bids shall be publicly opened at 11 a.m., prevailing Washington, DC time on **December 5, 2011**.

BID SUBMISSION: Submit bid in pre-addressed envelope furnished with solicitation, or send to: U.S. Government Printing Office, Bid Section, 36 H Street, NW, Room C-161, STOP: PPSB, Washington, DC 20404-0001. Facsimile bids in response to this solicitation are permitted. Facsimile bids may be submitted directly to the GPO Bid Section, FAX No. (202) 512-1782. The Program Number and bid opening date must be specified with the bid. Refer to Facsimile Bids in Solicitation Provisions of GPO Contract Terms, GPO Publication 310.2, as revised June 2001.

PLEASE NOTE: These specifications have been revised. Bidders are cautioned to familiarize themselves with all provisions of these specifications before bidding. Special attention is directed to the following items which differ from the previous contract:

- **QUALITY LEVEL**
- **FREQUENCY OF ORDERS**
- **QUANTITY**
- **GOVERNMENT TO FURNISH**
- **DIGITABLE DELIVERABLES**
- **PROOFS**
- **STOCK/PAPER**
- **YELLOW LABEL COPIES**
- **DISTRIBUTION**
- **SCHEDULE**

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

For information of a technical nature call **David Love** (202) 512-0310 (No collect calls).

SECTION 1 - GENERAL TERMS AND CONDITIONS

GPO CONTRACT TERMS: Any contract which results from this Invitation for Bid will be subject to the applicable provisions, clauses, and supplemental specifications of GPO Contract Terms (GPO 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 **5 years** as a result of, and including, any extension(s) added under this clause. Further extension may be negotiated under the ‘Extension of Contract Term’ clause. See also ‘Economic Price Adjustment’ for authorized pricing adjustment(s).

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

ECONOMIC PRICE ADJUSTMENT: The pricing under this contract shall be adjusted in accordance with this clause, provided that in no event will any pricing adjustment be made that would exceed the maximum permissible under any law in effect at the time of the adjustment. There will be no adjustment for orders placed during the first period specified below. Pricing will thereafter be eligible for adjustment during the second and any succeeding performance period(s). For each performance period after the first, a percentage figure will be calculated as described below and that figure will be the economic price adjustment for that entire next period.

Pricing adjustments under this clause are not applicable to reimbursable postage or transportation costs, or to paper, if paper prices are subject to adjustment by separate clause elsewhere in this contract.

For the purpose of this clause, performance under this contract will be divided into successive periods. The first period will extend from **January 1, 2012** to **December 31, 2012**, 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 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 **September 30, 2011**, 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.

PAPER PRICE ADJUSTMENT: Paper prices charged under this contract will be adjusted in accordance with "Table 6 - 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 and Text" will apply to all paper required under this contract.
2. The applicable index figures for the month of **December 2011**, 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 is equal to 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 prices for line items III. (a), (b), (c), (d), (e), (f), (g) and (h) 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 a 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 **January 1, 2012** through **December 31, 2012**, plus for such additional period(s) as the contract is extended. All print orders issued hereunder are subject to the terms and conditions of the contract. The contract shall control in the event of conflict with any print order. A print order shall be "issued" for purposes of the contract, when it is either deposited in the U.S. Postal Service mail or otherwise furnished to the contractor in conformance with the schedule.

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

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

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

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

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

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

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

SECTION 2 - SPECIFICATIONS

SCOPE: These specifications cover the production of face and back or face only forms requiring such operations as pre-press, printing in one or two colors, binding, packaging, mailing, and distribution.

TITLE: SSA Cut Sheet Forms

FREQUENCY OF ORDERS: It is anticipated that 1 to 10 orders may be placed in one day. Approximately 200 to 300 orders per year ranging from approximately 1 to 30 orders per month with spikes occurring in the months of August and September where up to 60 orders each month can be placed.

QUANTITY: Approximately 125 to 1,300,000 copies per order. Approximately 5 to 10 orders may be placed annually with quantities of 1,000,000 up to a maximum of 5,000,000 copies.

A new paper stock has been added to the specifications (100% Recycled Offset Book). We anticipate ordering about 5 million copies of a three-leaf form (Format "D") in the first contract year and increasing the frequency of all formats in this stock in subsequent contract years, if option year(s) are exercised.

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

Format "A": Up to 5-1/2 x 8-1/2".

Format "B": Over 5-1/2 x 8-1/2" up to 8-1/2 x 11".

Format "C": Over 8-1/2 x 11" up to 11 x 17".

Format "D": Over 11 x 17" up to 11 x 25-1/2".

GOVERNMENT TO FURNISH:

Film negatives OR Camera copy consisting of line art to be reproduced at various focuses.

Electronic media will be furnished as follows:

Platform: Macintosh OSX; IBM or compatible using MS Windows

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

Files will be provided in Portable Data Format (PDF).

Software: Adobe Acrobat

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.**

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

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

Bordered labels 3-1/4 x 5-1/2" red, blue, green, and black

Two recycled logos and legends. The extended legend will print on all forms printed on 100% recycled paper. The basic legend will print on all other forms.

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

Exhibit A: Automated Distribution Management System

Exhibit B: Direct Delivery

Exhibit C: Bar Code Marking Requirements

Exhibit D: Packing Instructions for deliveries to SSA

Exhibit E: Distribution and Packaging Transmittal (Form SSA-813-U5 (2-2001))

Distribution data will be transmitted electronically via the Internet and/or furnished in the form of Pre-printed address labels. Tally/summaries of addressees and quantities will be furnished with the print orders or when transmitted electronically.

Distribution data transmitted electronically:

One of two standard file formats will be applied to the data:

- Automated Distribution Management System - Fixed length flat ASCII (Exhibit A under GOVERNMENT TO FURNISH)
- Direct Delivery – Comma Quote Delimited (Exhibit B under GOVERNMENT TO FURNISH)

Distribution files consist of address data and quantity requirements for addressees receiving individual distribution.

NOTE: The Government requires samples of distribution mailing labels before release of first job. Details will be provided after award.

Pre-printed address labels:

Pressure sensitive individually printed labels contain address data for addressees receiving individual distribution.

Labels have quantity indicated thereon. Quantities shown on mailing labels reflect actual quantities, unless otherwise noted.

The labels may be supplied in either ZIP sequence, quantity order, and/or as unsorted labels.

Sort for Labels:

States and territories outside the 48 contiguous states and foreign countries: These labels are separate and clearly identified with "1STCL" or "1CLS" appearing in the first line of the address label.

Internal Bulk Shipments: These labels are grouped together and clearly identified with building "H" codes as described in the "LABELING AND MARKING" section of this contract.

All other address labels: These labels are used for United States Postal Service (USPS) mailings, small package common carrier service (SPCC) and Commercial Bills of Lading (BLs).

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.

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.

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

Any errors, media damage, or data corruption that might interfere with proper file image processing must be reported to Matt Williams on (410) 965-4120 or Tina Johnson on (410) 965-1146. The contractor shall create or alter any necessary trapping, set proper screen angles and screen frequency, and define file output selection for the imaging device being utilized.

Furnished files must be imaged as necessary to meet the assigned quality level.

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

DIGITAL DELIVERABLES: 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 shall be returned via email within one workday after shipment to an email address to be provided after award, 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: When indicated on the print order, two sets of digital color content proofs for each form will be required, created using the same Raster Image Processor (RIP) that will be used to produce the product. Proofs shall be collated with all elements in proper position (not pasted up), imaged face and back, trimmed and folded to the finished size of the product.

Occasionally, the Government may require the contractor to email PDF proofs directly to SSA. Email address or addresses will be listed on print order.

The subject line of the email must include the form number and the word "Proofs". The contractor must indicate "PROOFS" and the GPO Jacket Number on each proof. PDF proofs must be screen quality (until final approval).

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.

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

White and Colored Ledger (Blue, Green, Yellow, Buff, Pink and Salmon), 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 and Colored Vellum Finish Cover (Light Gray, Dutch Blue, Venice Blue, Victoria Green, Canary Yellow, Sun Orange, Vermillion Red, Peach Tan, Brown and Pecan Brown), 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

100% Recycled Offset Book, White, basis weight: 60 lbs. per 500 sheets, 25 X 38", equal to JCP Code A70
Exception 1: Minimum 90 pct. Brightness;
Exception 2: Must contain 100% Post-consumer fiber content

PRINTING: 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; however, occasional orders may be for two ink colors. Match Pantone number 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) Two recycled logos and legends will be provided. The extended legend will print on all forms printed on 100% recycled paper. The basic legend will print on all other forms.

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

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

Drilling: Approximately **45%** of the orders 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 **10%** 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 **17%** of the orders will require one or more perforations/scores. Print order will indicate the location and the number of perforations/scores required.

PACKAGING:

Shrink-film wrap or band in units of 100 sets or in units as directed on the print order. Bands will consist of strips of heavy kraft paper, approximately 4-1/2" in width, around the short dimension. Banding must not cause bowing of product. When banding is required, chipboard or equal must be placed top and bottom to prevent bowing.

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.

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 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.

Bulk Shipments -

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

Material shipped to 6301 Security Boulevard, Baltimore, MD 21235-6301 and Preston Gateway Corporate Parkway, 1415 Magellan Drive, Building B, Hanover, MD 21076, should 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 C under GOVERNMENT TO FURNISH.)

Internal Bulk Shipments -

Internal bulk shipments are grouped together and identified separately with "H" codes. "H" codes represent individual SSA headquarters buildings. These address labels are returned to SSA for internal distribution throughout SSA headquarters buildings

All material with address labels containing the "building codes" listed below should be shipped in accordance with the following instructions. Building codes appear in the last positions of the first line of the address.

In those cases where the entire contents of a package are going to one addressee, an address label should be on the outside of the package along with the bordered label.

Smaller packages should be individually addressed with the address labels then shipped in cartons using the red, blue, green, and black bordered labels (3-1/4 x 5-1/2”) provided in accordance with the table below.

Address labels containing no building codes should be shipped as individual packages.

<u>BUILDING CODES</u>	<u>ADDRESS TO</u>	<u>LABEL COLOR</u>
(H29)	300 N. Green Street Baltimore, MD 21290-0300	Blue Border
(H08) (H09)	1500 Woodlawn Drive Baltimore, MD 21241-1500	Green Border
(H1L)	5107 Leesburg Pike Room 200 Falls Church, VA 22041-3255	Black Border
All Other (H) Codes	2700 Lord Baltimore Drive Baltimore, MD 21244	Red Border

For additional explanation on internal bulk shipments see Packing Instructions for deliveries to SSA. (Exhibit D under GOVERNMENT TO FURNISH)

Priority Mailing or Small Package Common Carrier -

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 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 GPO certifying that copies were selected as directed. The random copies constitute a part of the total quantity ordered, and no additional charge will be allowed.

<u>Quantity Ordered</u>	<u>Number of Sub-lots</u>
500 – 3,200	50
3,200 – 10,000	80
10,000 – 35,000	125
35,000 and over	200

These randomly selected copies must be packed separately and identified by a special government-furnished blue label, affixed to each affected container. The container and its contents shall be recorded separately on all shipping documents and sent to: Social Security Administration, Printing Management Branch, Attn: Tina Johnson, 1367 Annex Building, 6401 Security Boulevard Baltimore, MD 21235

A copy of the PRINT ORDER/SPECIFICATION and a signed Government-furnished Certificate of Selection (GPO Form 917) must be included.

QUALITY ASSURANCE RANDOM COPIES: In addition to the Departmental Random Copies (Blue Label), the contractor may be required to submit quality assurance random copies to test for compliance against the specifications. The print order will indicate the number required, if any. When ordered, the contractor must divide the entire order into equal sub-lots and select a copy from a different general area of each sub-lot. The contractor will be required to execute a statement furnished by GPO certifying that copies were selected as directed. Copies will be paid for at the running rate offered in the contractor's bid and their cost will not be a consideration for award.

Business Reply Mail labels will be furnished for mailing the quality assurance random copies. The copies are to be mailed at the same time as the first scheduled shipment. A copy of the print order must be included.

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

CUSTOMER RANDOM COPIES (YELLOW LABEL): All orders must be divided into equal sub-lots in accordance with the chart below. A random copy must be selected from each sub-lot. Do not choose copies from the same general area in each sub-lot. The contractor will be required to execute a statement furnished by the agency certifying that copies were selected as directed. The random copies constitute a part of the total quantity ordered, and no additional 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 must be included.

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. (See Exhibit E under GOVERNMENT TO FURNISH)

Bulk Shipments and Internal Bulk shipments -

Ship f.o.b. contractor's city to up to six different addresses within the commercial zone of the Baltimore, MD area.

Entrance to the receiving platform for each of the five addresses at the Social Security Administration has maximum height clearances. It is the responsibility of the contractor to provide shipment to the platforms as follows:

1500 Woodlawn Drive, Baltimore, MD 21241	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 3:30 PM. local prevailing time, on normal Government workdays.

Shipments to the Social Security Administration, Receiving Clerk, Preston Gateway, 1415 Magellan Drive, Building B, Hanover, MD 21076, must be driver assisted/tailgate deliveries at destination. No clearance required.

A shipment to any of the above six addresses, or to addresses noted for Internal Bulk Shipments (See LABELING AND MARKING), is to be sent by reimbursable small package common carrier (not 3rd Party Billing, as required below) or reimbursable freight, whichever method is most economical to the Government unless otherwise instructed.

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.

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

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.

USPS Priority Mail -

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.

Priority Mail and International Mail (Par Avion) will be clearly identified.

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) -

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: Contact Chi Chi Barber on 410-965-4137 for further instructions

Small Package Common Carrier (3rd Party Billing) -

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 shall be responsible for providing the carrier with 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 should be grouped by pickup, and each group should be identified with the pickup record number. This number should correspond to the number on the form(s) which the contractor is required to obtain from the carrier for compliance purposes. The listing should be in either account number or zip code order within each group.
- (d) The summary information for each group should 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 -

A single shipment or several shipments totaling 500 pounds or more scheduled for shipment on the same day to a single destination are to be shipped by reimbursable freight.

The contractor will be responsible for selection of carrier and shall 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 3:30 p.m. local prevailing time, on normal Government workdays. Shipments must be delivered as specified.

MAILING / SHIPPING DOCUMENTATION:

- As soon as the mailing/shipping operation is STARTED, the contractor must send 10 file copies of each order along with all Government furnished materials, by next day delivery service (at contractor's expense) to:

Social Security Administration
Forms Management Team
Room 1300 Annex Building
6401 Security Boulevard
Baltimore, MD 21235

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

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

- 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: Matt.Williams@ssa.gov and Tina.Johnson@ssa.gov. NOTE: Contractor must identify the Print Order number in the subject line of all emails.
- Within 10 working days of the completion of the order, one copy of the GPO billing invoice is to be scanned and e- mailed as a PDF to: Matt.Williams@ssa.gov and Tina.Johnson@ssa.gov.

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

PAYMENTS ON PURCHASE ORDER:

Processing vouchers for payment, FAX the completed invoice to us by utilizing the GPO barcode coversheet program application. Access the following hyperlink and follow the instructions as indicated:

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

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

If mailed, all voucher packages and envelopes **MUST** be mailed to: COMPTROLLER-FMCE, Office of Financial Management, U.S. Government Printing Office, Washington, DC 20401

Note: Do not mail your invoice to any other GPO Procurement Office as this will delay payment.

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: Social Security Administration, Printing Management Branch, Attn: Tina Johnson, 1367 Annex Building, 6401 Security Boulevard Baltimore, MD 21235

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 2 workdays

Proofs will be withheld no more than 4 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.

Regular Schedule:

6 additional workdays will be allowed if proofs are required. (See Proofs Schedule above)

Orders not requiring proofs will be assumed "OK to Print" per the following:

Orders up to 300,000 copies must be completed and delivered within 5 workdays

1 additional workday will be allowed for each additional 225,000 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 26 total workdays without proofs OR 32 total workdays with proofs.

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.

Upon completion of each order, the contractor is to notify the U.S. Government Printing Office of the date of shipment (or delivery, if applicable). Call (202) 512-0516 or 0517; callers outside the Washington, DC area may call toll free 1-800-424-9470 or 9471.

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) | 324 | | | |
| | (b) | 228 | | | |
| | (c) | 102 | | | |
| | | (1) | (2) | (3) | (4) |
| II. | 1.(a) | 29 | 37 | 8 | XXX |
| | (b) | 4,003 | 1,477 | 915 | XXX |
| | 2.(a) | 16 | 73 | 12 | 25 |
| | (b) | 671 | 3,579 | 192 | 18,458 |
| | 3.(a) | 16 | 8 | XXX | 26 |
| | (b) | 35 | 8 | XXX | 35,864 |
| III. | | (1) | (2) | | |
| | (a) | 4 | 95 | | |
| | (b) | 1,081 | 401 | | |
| | (c) | 498 | 46,305 | | |
| | (d) | 2,219 | 58 | | |
| | (e) | 33 | 1,324 | | |
| | (f) | 281 | 2 | | |
| | (g) | 4 | 18 | | |
| | (h) | 4 | 6 | | |
| | (i) | 175 | 4 | | |
| | (j) | 378 | 14,426 | | |
| IV. | (a) | 39,424 | | | |
| | (b) | 5,632 | | | |
| | (c) | 18,926 | | | |
| | (d) | | | | |
| | (1) | 36 | | | |
| | (2) | 19,712 | | | |
| | (e) | 270,045 | | | |
| V. | (a) | 6,622 | | | |
| | (b) | 3,577 | | | |
| | (c) | 20,883 | | | |

SECTION 4 - SCHEDULE OF PRICES

Bids offered are f.o.b. contractor's city for all shipments sent under Commercial Bills of Lading, small package carrier and/or Postage and Fees paid labels and f.o.b. destination to all addresses located within 62-mile radius of Social Security Administration, 6401 Security Boulevard, Baltimore, MD 21235.

Bids for each item listed in its respective format group, as defined in Section 2 - Specifications, must include the cost of all required materials and operations in accordance with these specifications.

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

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.

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 color on each printed page or side (face and back) of the product.

(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 Content Proofs per set required \$ _____

Initials

II. PRINTING AND CUTTING TO SIZE: The prices offered must be all-inclusive for printing and trimming to size (as required), in accordance with these specifications and shall include the cost of all required materials and operations, as applicable to its respective "Format" trim size group, as defined in Section 2-Specifications.

Format groups shall be defined as follows:
 Format "A": Up to 5-1/2 x 8-1/2"
 Format "B": Over 5-1/2 x 8-1/2" up to 8-1/2 x 11"
 Format "C": Over 8-1/2 x 11" up to 11 x 17"
 Format "D": Over 11 x 17" up to 11 x 25-1/2"

	Format "A" (1)	Format "B" (2)	Format "C" (3)	Format "D" (4)
Price per Cut Form-				

One-color Forms

1. Printed one side only:

- (a) Makeready and setup charges.....\$ _____ \$ _____ \$ _____ \$XXXXXXXX
- (b) Running per 1,000 copies.....\$ _____ \$ _____ \$ _____ \$XXXXXXXX

2. Printed two sides:

- (a) Makeready and setup charges.....\$ _____ \$ _____ \$ _____ \$ _____
- (b) Running per 1,000 copies.....\$ _____ \$ _____ \$ _____ \$ _____

3. Each Additional color per side:

- (a) Makeready and setup charges.....\$ _____ \$ _____ \$ XXXXXXXX \$ _____
- (b) Running per 1,000 copies.....\$ _____ \$ _____ \$ XXXXXXXX \$ _____

Initials

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.

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

Each page size leaf

Format "A" should be charged under items (a)(1) through (f)(1). One basic charge will be allowed for a page-size leaf up to 5-1/2 x 8-1/2"

Formats "B" "C" and "D" should be charged under items (a)(2) through (f)(2). One basic charge will be allowed for each 8-1/2 x 11" (or up to 94 sq. in.) page-size leaf, with any fractional remainder being counted as a whole unit.

		<u>Per 1,000 leaves</u>	
		Up to 5-1/2 x 8-1/2"	Over (5-1/2 x 8-1/2" up to 8-1/2 x 11")
		(1)	(2)
(a)	White Writing 16-lbs.....	\$ _____	\$ _____
(b)	Colored Writing 16-lbs.....	\$ _____	\$ _____
(c)	White Writing 20-lbs.....	\$ _____	\$ _____
(d)	Colored Writing 20-lbs.....	\$ _____	\$ _____
(e)	White Ledger 44-lbs. or White Index 90-lbs.....	\$ _____	\$ _____
(f)	Colored Ledger 44-lbs. or Colored Index 90lbs.....	\$ _____	\$ _____
(g)	White Vellum Cover 50-lbs	\$ _____	\$ _____
(h)	Colored Vellum Cover 50-lbs	\$ _____	\$ _____
(i)	White Offset Book 60-lbs	\$ _____	\$ _____
(j)	White 100% recycled Offset Book 60-lbs.....	\$ _____	\$ _____

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) up to 100 leaves \$ _____

Initials

- (b) Drilling (each run)..... per 1,000 leaves \$ _____
- (c) Folding (includes up to 2 parallel folds and
up to two right angle folds..... per 1,000 forms..... \$ _____
- (d) Perforating or scoring:
 - (1) Makeready
(each perforation or score)..... per line..... \$ _____
 - (2) Running
(maximum of 3 lines per run) per 1,000 forms..... \$ _____
- (e) Banding or Shrink-film packaging..... per package..... \$ _____

V. PACKAGING AND DISTRIBUTION:

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 accordance with these specifications.

- (a) Multiple copies up to 200 leaves
in kraft envelopes per container \$ _____
- (b) Multiple copies over 200 leaves, up
to 12 lbs., in cushioned shipping bags,
maximum gross weight, 14 lbs. per bag \$ _____
- (c) Quantities over 12 lbs., up to 36 lbs.,
packed in shipping containers,
maximum gross weight, 40 lbs. per container \$ _____

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 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)

Social Security Administration
Office of Publications Management

Publications and Distribution Management Team

AUTOMATED DISTRIBUTION MANAGEMENT SYSTEM (ADMS)

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

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

Record-Length = 210 characters

Block-Size = 8400 characters

For further information contact:

Chi Chi Barber 410-965-4134 (chi.chi.barber@ssa.gov)

Denise Blair 410-965-4129 (denise.blair@ssa.gov)

Exhibit B

MARCH, 2011

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








1). Record Layout for Header

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

2). Record Layout for Detail Record

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

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 <small>UNIT OF ISSUE</small> 00012 HD  
CONTROL NO. <u>383460</u> 	PACKAGES PER CONTAINER _____ PKGS. OF _____
SUB. ID NO.	FORM OR PUBLICATION NO./DATE 03/2012 
TITLE	GPO ORDER NO.
FROM	PROGRAM/PRINT ORDER NO. 00838 

PACKING INSTRUCTIONS FOR MATERIAL SHIPPED TO THE SOCIAL SECURITY ADMINISTRATION IN BALTIMORE, MARYLAND

**Category "B"
(Headquarters -
Internal Bulk)**

Package in individual envelopes in the quantities specified on the address labels and ship in cartons. Each individual label has a designated (3 characters) building "location code" beginning with the letter "H" and shown at the right end of the first line of the address.

Packages should be placed in cartons as follows:

1. Code H1L - cartons with "black" bordered labels
2. Codes H08 and H09 - cartons with "green" bordered labels
3. Code H29 - cartons with "blue" bordered labels
4. All other H Codes - cartons with "red" bordered labels

NOTE: When all material in a carton is destined for one addressee, the appropriate colored label and the recipient address label should both be placed on the OUTSIDE of the carton.

Sample ADMS Mailing Label

(1)	(2)	(3)(4)(5)	(6)
↓	↓	↓ ↓ ↓	↓

99999 1STCL L999/9999 H18
DISTRIBUTION CONTROL DESK
OPLM OPUM CPM PDMT
1111 ANNEX BLDG
6401 SECURITY BLVD
BALTIMORE, MD 21235-0001

- (1) Five digit account number (unique to each addressee).
- (2) 1STCL — This designation for first class will automatically appear on mail addressed outside the 48 contiguous United States.
- (3) The three digit numeric in this position will be preceded by the alpha L or C or O [L (list no.), C (category code) or O (office code)]. If class of office is shown, it will follow a dash (-) after the office code (O999-1). The contractor only needs to reference List Number and/or Quantity here
- (4) The slash (/) appears between the distribution list and the quantity requirement.
- (5) The quantity required for the recipient.
- (6) Location code for mail destined for addressees at Social Security Headquarters.

**Category "D"
(Bulk Shipment)**

Ship in cartons labeled with the number of copies inside and the inventory control number.

DISTRIBUTION AND PACKAGING TRANSMITTAL

SOCIAL SECURITY ADMINISTRATION

FORM/PUBLICATION NO.	EDITION DATE	TRANSMITTAL NO.	INT. REQ. NO.
			PRINT ORDER NO.

TITLE OR DESCRIPTION	MAIL LISTS IDENTIFICATION	TOTAL QUANTITY
----------------------	---------------------------	----------------

CAT A	DELIVER	NO OF LABELS	QUANTITY	DELIVER	NO OF LABELS	QUANTITY
METHOD OF DELIVERY	<input type="checkbox"/> 1st Class (inside) 48 Continuous States			<input type="checkbox"/> Standard Class B (formerly 4th)		
	<input type="checkbox"/> 1st Class (less than 4 oz.)			<input type="checkbox"/> Bill of Lading		
	<input type="checkbox"/> Self-Mailer Class _____			<input type="checkbox"/> Small Package Common Carrier		
CAT B	<input type="checkbox"/> 1st Class (outside) 48 Continuous States Non-Contiguous States			<input type="checkbox"/> _____		
	<input type="checkbox"/> International Mail Foreign, Overseas			<input type="checkbox"/> _____		

CAT C	Using Address Labels Provided, Package According To Quantity Indicated On Each Label, Carton Per Contract. Ship On Furnished Red/Green/Black/Blue Labels.		
INTERNAL BULK	<table style="width:100%;"> <tr> <td style="width:50%;">NUMBER OF LABELS</td> <td style="width:50%;">QUANTITY</td> </tr> </table>	NUMBER OF LABELS	QUANTITY
NUMBER OF LABELS	QUANTITY		

CAT D	Each Package And Carton Must Show Inventory Control Number, SSA Requisition Number, Form/Publication Number, Edition Date, Unit of Issue, and Title or Description of Item.				
PACKING INSTRUCTION	<table style="width:100%;"> <tr> <td style="width:50%; vertical-align: top;"> A. INTERNAL PACKAGING <input type="checkbox"/> BAND WITH _____ INCH BAND <input type="checkbox"/> WRAP _____ TO PKG. <input type="checkbox"/> SHRINK FILM _____ TO PKG. <input type="checkbox"/> BOX OF _____ </td> <td style="width:50%; vertical-align: top;"> B. EXTERNAL PACKAGING <input type="checkbox"/> SUITABLE CARTONS _____ <input type="checkbox"/> OTHER _____ <input type="checkbox"/> CARTONS OF _____ <input type="checkbox"/> MFG. STANDARD METHOD </td> </tr> </table> <p style="font-size: small; margin-top: 10px;">Shipments must be made in suitable cartons. All cartons to be tightly packed and in accordance with Federal Specifications PPP-B-636.</p> <table style="width:100%; margin-top: 10px;"> <tr> <td style="width:50%; border: 1px solid black; padding: 2px;">INVENTORY CONTROL NUMBER (ICN)</td> <td style="width:50%; border: 1px solid black; padding: 2px;">UNIT OF ISSUE</td> </tr> </table>	A. INTERNAL PACKAGING <input type="checkbox"/> BAND WITH _____ INCH BAND <input type="checkbox"/> WRAP _____ TO PKG. <input type="checkbox"/> SHRINK FILM _____ TO PKG. <input type="checkbox"/> BOX OF _____	B. EXTERNAL PACKAGING <input type="checkbox"/> SUITABLE CARTONS _____ <input type="checkbox"/> OTHER _____ <input type="checkbox"/> CARTONS OF _____ <input type="checkbox"/> MFG. STANDARD METHOD	INVENTORY CONTROL NUMBER (ICN)	UNIT OF ISSUE
A. INTERNAL PACKAGING <input type="checkbox"/> BAND WITH _____ INCH BAND <input type="checkbox"/> WRAP _____ TO PKG. <input type="checkbox"/> SHRINK FILM _____ TO PKG. <input type="checkbox"/> BOX OF _____	B. EXTERNAL PACKAGING <input type="checkbox"/> SUITABLE CARTONS _____ <input type="checkbox"/> OTHER _____ <input type="checkbox"/> CARTONS OF _____ <input type="checkbox"/> MFG. STANDARD METHOD				
INVENTORY CONTROL NUMBER (ICN)	UNIT OF ISSUE				

CAT E	MAX. LOAD. CL. (13'3") <input type="checkbox"/> Social Security Adm. Receiving Clerk 6401 Security Blvd. Baltimore, MD 21235 Redeliver To: <div style="border: 1px solid black; height: 40px; width: 100%;"></div> <div style="border: 1px solid black; padding: 2px;">QTY.</div>	MAX. LOAD. CL. (13'3") <input type="checkbox"/> Social Security Adm. Receiving Clerk Nat'l. Computer Cetrer 6201 Security Blvd. Baltimore, MD 21235 Redeliver To: <div style="border: 1px solid black; height: 40px; width: 100%;"></div> <div style="border: 1px solid black; padding: 2px;">QTY.</div>	MAX. LOAD. CL. (13'3") <input type="checkbox"/> Social Security Adm. Receiving Clerk Metro-West Bldg. 300 N. Greene St. Baltimore, MD 21201 Redeliver To: <div style="border: 1px solid black; height: 40px; width: 100%;"></div> <div style="border: 1px solid black; padding: 2px;">QTY.</div>	MAX. LOAD. CL. (13'3") <input type="checkbox"/> Social Security Adm. Receiving Clerk Supply Bldg. 6301 Security Blvd. Baltimore, MD 21235 <div style="border: 1px solid black; padding: 2px;">QTY.</div> <input type="checkbox"/> Social Security Adm. SSA Receiving Clerk Preston Gateway Corp. Pkwy 1415 Magellan Dr. Bldg. B. Hanover, MD 21076 <div style="border: 1px solid black; padding: 2px;">QTY.</div>
WAREHOUSE/BULK SHIPMENTS	MAX. LOAD. CL. (13'3") <input type="checkbox"/> Social Security Adm. Receiving Clerk 6401 Security Blvd. Baltimore, MD 21235 Redeliver To: <div style="border: 1px solid black; height: 40px; width: 100%;"></div> <div style="border: 1px solid black; padding: 2px;">QTY.</div>	MAX. LOAD. CL. (13'3") <input type="checkbox"/> Social Security Adm. ODAR Receiving Clerk 5107 Leesburg Pike Falls Church, VA 22041 Redeliver To: <div style="border: 1px solid black; height: 40px; width: 100%;"></div> <div style="border: 1px solid black; padding: 2px;">QTY.</div>	MAX. LOAD. CL. (13'3") <input type="checkbox"/> Social Security Adm. <div style="border: 1px solid black; height: 40px; width: 100%;"></div> <div style="border: 1px solid black; padding: 2px;">QTY.</div>	MAX. LOAD. CL. (13'3") <input type="checkbox"/> Social Security Adm. Receiving Clerk, ODO Security West 1500 Woodlawn Drive Baltimore, MD 21241 Redeliver To: <div style="border: 1px solid black; height: 40px; width: 100%;"></div> <div style="border: 1px solid black; padding: 2px;">QTY.</div>

RETURN MATERIAL OVERNIGHT SERVICE	Social Security Administration ATTENTION: 1300-ANX. 6401 Security Blvd. Baltimore, MD 21235	<input type="checkbox"/> Publications <input type="checkbox"/> Forms	<input type="checkbox"/> Return Camera Copy and/or Negatives with Samples	Samples of Finished Product _____
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SEE ATTACHED SHEETS FOR DETAILED DELIVERY INSTRUCTIONS

PREPARED BY	DATE	REVIEWED BY	DATE
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