

BID OPENING: January 14, 2009

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

BEFORE AWARD, ANY QUESTIONS CONCERNING SPECIFICATIONS PLEASE CALL SADIE SANDERS
AFTER AWARD, REFER ALL QUESTIONS TO YOUR CONTRACT ADMINISTRATOR WHOSE NAME
APPEARS IN THE UPPER PORTION OF THE PURCHASE ORDER. (202) 512-0310. NO COLLECT CALLS.

FACSIMILE BID SPECIFICATIONS

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

GPO CONTRACT TERMS: Any contract which results from this Invitation for Bid will be subject to GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 6-01)) and Quality Assurance Through Attributes Program for Printing and Binding (GPO Publication 310.1, effective May 1979 (Rev. 8-02)).

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

PRODUCT: Folded form printing in two colors. Perforating required.

TITLE: Application for a Social Security Card.

FORM NUMBER: SS-5.

QUANTITY: 5,430,200 copies. (Includes 200 Departmental Blue Label Copies)

TRIM SIZE: Flat -- 25-1/2 x 11”; Folded -- 8-1/2 x 3-3/4”.

GOVERNMENT TO FURNISH: Eleven(11) pieces of 8-1/2 x 11” color separated camera copy for each panel.

A sample from a previous printing to be used as a printing guide and folding dummy.

One piece of line camera copy containing the return address and "First Class" postage and fees paid imprint indicia to be used for mailing. Contractor must reproduce as necessary to accomplish complete mailing.

The distribution list will be e-mailed to the contractor containing distribution addresses for freight, "First Class" Mail and FedEx "Third-Party Billing" shipments in Fixed Length Record Layout (can be imported into Microsoft Word, Excel, and Access). Contractor must output labels from electronic distribution list and affix to each package mailed/shipped.

*****NOTE: The Distribution Addresses in Record Layout Will Be Furnished To The Contractor After Award*****

Record Layout for Electronic Transmission Record for Direct Delivery.

SSA Form 813-U5 (Distribution and Packing Transmittal)

PS Form 3615 (Mailing Permit Application and Customer Profile).

GPO Form 917 (Certificate of Selection).

FedEx Ground Third-Party Billing Instructions.

One GPO Form 905 (R 6-03) with labeling and marking specifications.

Identification markings such as register marks, ring folios, rubber stamped jacket numbers, commercial identification marks of any kind, and GPO Imprint, etc., carried on copy or film, must not print on finished product. **NOTE: The Form Number and Revision Date Does Print On Finished Product.**

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

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. 11" dated February 1999.

JCP Code* D10, Writing, White, Basis Size 17 X 22", Basis Weight 20 lbs.

PRINTING: Print face and back (head to head) with type, rules and 10% flat tones in Black plus a match of Pantone's 287 Blue. Approximate Blue ink coverage is 5% face and back. Screens must print clean and open.

MARGINS: Adequate Gripper Margins. Follow Furnished Reprint Sample.

BINDING: Perforate (slit or slot, without ink) vertically along the entire 11" dimension at 17" from the left edge. Fold from 25-1/2 x 11" to 8-1/2 x 11" with two parallel wraparound folds, title page out, then fold to 8-1/2 x 3-3/4" with two wraparound angle folds. Fold pages 1-4, Perforate on Fold Page 5. Follow furnished reprint sample for perforating and folding.

PACKING: Shrink-film wrap in units of 100 copies. Pack 1,000 copies per shipping container. Pallets are required.

LABELING AND MARKING: (package and/or container label): Reproduce shipping container label from furnished repro, fill in appropriate blanks and attach to shipping containers. Inventory Control Number "006775" and Requisition Number "9-00080" must appear on all labels and cartons.

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

Product Quality Levels:

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

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

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

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

<u>Attribute</u>	<u>Specified Standard</u>
P-7. Type Quality and Uniformity	Camera copy
P-9. Solid and Screen Tint Color Match	Pantone Matching System.

DISTRIBUTION: Ship f.o.b. contractor's city and deliver f.o.b. destination as indicated.

Ship/Mail f.o.b. contractor's city as follows:

Ship 2,955,000 copies to 795 Nationwide Destinations via FedEx Ground (using the appropriate addresses to be output from the electronic distribution list) all of which are to utilize the FedEx's Third Party Billing feature and Social Security Administrations FedEx Shipper Number. This information is outlined on the furnished instruction sheet. Contractor must also prepare a small package carrier manifest. **** The quantities, with the number of destinations following in parenthesis, will be furnished after award for all mailed and shipped copies, are:** 1,000(285), 2,000(150), 3,000(80), 4,000(47), 5,000(66), 6,000(32), 7,000(9), 8,000(26), 9,000(10), 10,000(47), 11,000(5), 12,000(13), 15,000(22), and 16,000(3).

Mail 33,000 copies to 17 addresses outside the continuous 48 states in accordance with the furnished electronic distribution list via "First Class Mail", using the appropriate addresses from the electronic distribution list in conjunction with the "First Class Postage & Fees Paid" permit camera copy. The quantities, with the number of destinations following in parentheses, are: 1,000(10), 2,000(2), 3,000(2), 4,000(2), and 5,000(1).

The contractor is cautioned that "Postage and Fees Paid" indicia may be used only for the purpose of mailing material produced under this contract. All copies mailed must conform to the appropriate regulations in the U.S. Postal Service manual for "International" and "Domestic Mail" as applicable.

Ship 1,358,000 copies to 31 nationwide addresses via reimbursable freight using the most economical method of shipping (using the appropriate addresses to be output from the furnished electronic distribution list. Contractor must also prepare a small package carrier manifest. The quantities, with the number of destinations following in parentheses, are:
20,000(12), 24,000(1), 25,000(4), 27,000(1), 30,000(2), 37,000(1), 40,000(1), 50,000(2), 60,000(2), 70,000(1), 100,000(3), and 240,000(1).

Deliver f.o.b. destination as follows:

Deliver 1,084,000 copies to: Social Security Administration, Receiving Clerk, Supply Building, 6301 Security Boulevard, Baltimore, MD 21235. Maximum Loading Dock Clearance 13'3".

Deliver 200 copies (Department Random Blue Label Copies) to: Social Security Administration, Receiving Clerk, 6401 Security Boulevard, Baltimore, MD 21235. Marked "Redeliver to: Matthew Williams, 1368 Annex Bldg., Blue Label Samples". Maximum Loading Dock Clearance 13'3".

Deliver 25 sample copies plus Government Furnished Material to: Social Security Administration, Attn: Forms, 1300-ANX., 6401 Security Boulevard, Baltimore, MD 21235.

All expenses incidental to returning materials and furnishing sample copies must be borne by the contractor.

SCHEDULE: The Purchase Order and all furnished material will be available for pick up at the U.S. Government Printing Office, Washington, D.C. 20401, on January 16, 2009. Electronic distribution list will be e-mailed to the contractor after award.

PARTIAL DELIVERY:

F.O.B. DESTINATION: Must deliver complete on or before January 30, 2009.

BALANCE DUE:

F.O.B. CONTRACTOR’S CITY: Must ship/mail complete on or before February 12, 2009.

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

Toll Free WATS lines to the GPO are available to successful bidders to report information regarding compliance with schedule requirements under “SCHEDULE”. The toll free number is 1-800-424-9470 or 9471 and for calls originating in the Washington, D.C. area, (202) 512-0516 or 0517. Personnel answering these calls will be unable to respond to questions of a technical nature. These calls cannot be transferred to other telephones in GPO.

OFFERS: Offers must include the cost of all materials and operations for each item listed in accordance with these specifications. Award will be based on the lowest total price for the jacket listed. Prices for additional quantities must be based on a continuing run, exclusive of all basic or preliminary charges and will not be a factor for determination of award.

	Price	Add'l 1,000
5,430,200 copies (per specifications)	\$ _____	\$ _____

Fill out and return two copies of this page attached to GPO Form 910.

SUBMIT BIDS TO: U.S. Government Printing Office, Bid Section (PPSB), 36 H Street, NW, C-161, Washington, D.C. 20404. **FACSIMILE BIDS are permitted. Submit TWO copies of each facsimile bid to FAX No. 202-512-1782, one bid per facsimile.** Refer to Solicitation Provisions in GPO Contract Terms (GPO Publication 310.2), Page 1, Paragraph 6.