

U.S. GOVERNMENT PRINTING OFFICE
Washington, DC

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

Long-Run and Short-Run Snap-Out Multiforms

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

Social Security Administration

Single Award

TERM OF CONTRACT: The term of this contract is for the period beginning the December 1, 2004 and ending November 30, 2005, plus up to 2 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 October 27, 2004.

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, 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.

SPECIAL ATTENTION IS DIRECTED TO THE FOLLOWING ITEMS WHICH DIFFER SIGNIFICANTLY FROM THE PREVIOUS CONTRACT:

Frequency of Order. Quantity.

Additional lesser changes are scattered throughout.

Abstracts of contract prices are available at <http://winapps.access.gpo.gov/ppd/abstracts/central/default.asp>

For information of a technical nature call Rachel Trussell, 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 Pub. 310.2, effective December 1, 1987 (Rev. 6-01)) and GPO Contract Terms, Quality Assurance Through Attributes Program (GPO Pub. 310.1, effective May 1979 (revised August, 2002)).

SUBCONTRACTING: Subcontracting of the construction and printing of the multiforms will not be permitted.

QUALITY ASSURANCE LEVELS AND STANDARDS:

The following levels and standards shall apply to these specifications:

Product Quality Levels:

- (a) Printing (form related) Attributes--Level IV.
- (b) Finishing (item related) Attributes, with the exception of loss of information, are not applicable to this specification.
- (c) Exceptions:

Image position (multi-part):

The tolerance for image displacement shall be + or - 1/32" from the specified position. Displacement shall be measured at its maximum point.

The tolerance for image skewness shall be + or - 1 degree from the specified angle. Skewness shall be measured at its maximum point.

Any displacement or skewness exceeding the tolerance is a major defect. A single form may be assigned one major defect for image displacement and one major defect for image skewness.

Performance standards for continuous operation on printers, bursters, decollators and other specified equipment (performance standards are container-related requirements):

The following standard shall apply to containers of multiple-part forms. A container of forms shall be assigned a performance defect if it has more than two stoppages due to any manufacturing deficiency.

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

- (a) Form-related attributes and other form-related requirements: General Inspection Level I.
- (b) Container-related requirements (e.g., breaks, splices, warning signals, performance tests) and destructive tests. Special Inspection Level S-3.

Acceptable Quality Levels (AQL):

- (a) Form-related attributes and other form-related requirements: 1.0 critical defects per 100 forms and 6.5 total defects per 100 forms (total defects equals critical defects plus major defects). One form equals one unit of product.
- (b) Container-related requirements: 2.5 performance defects per 100 containers. One container of forms equals one unit of product.

Note: Form-related defects shall be accumulated separately from container-related defects. A lot may be unacceptable for form-related defects, for container-related defects, or for both.

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	Furnished Films/Camera Copy

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.

OPTION TO EXTEND THE TERM OF THE CONTRACT: The Government has the option to extend the term of this contract for a period of 12 months by written notice to the contractor not later than 30 days before the contract expires. If the Government exercises this option, the extended contract shall be considered to include this clause, except, the total duration of the contract may not exceed 3 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 the beginning of the contract to November 30, 2005, 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 **August 31, 2004**, 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.

PREAWARD 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.

POSTAWARD CONFERENCE: The total requirements of the job as indicated in these specifications, will be reviewed by Government representatives with the contractor's representatives at the Social Security Administration in Baltimore, MD, immediately after award.

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 December 1, 2004 through November 30, 2005 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 Short-Run and Long-Run snap-out multiforms, having either carbon interleaves or Chemical Transfer and require such operations as film making, printing, construction, drilling, packing, and distribution.

TITLE: Long-Run and Short-Run Snap-out Multiforms.

FREQUENCY OF ORDERS: Long-Run Forms: 1-3 orders per year.
Short-Run Forms: 1-4 orders per month.

Note: The month of September may have as many as 25 orders.

QUANTITY: Long-Run Forms: Approximately 200,000 to 700,000 sets per order. An occasional order may be placed for up to 1,000,000 sets.

Short-Run Forms: Approximately 500 to 199,999 sets per order, with the majority of orders being less than 100,000 sets and several orders being less than 5,000 sets.

NUMBER OF PARTS: The term "Parts" as used herein is defined as one sheet/leaf of paper other than carbon. Orders may vary from 2 to 7 parts.

QUANTITY VARIATION ALLOWED: For each order requiring a bulk shipment, a variation in the quantity shipped of up to 1 percent, not to exceed 25,000 sets, more than the total quantity ordered, will be accepted. No shortages will be accepted. No quantity variation will be accepted on direct mail orders. No overages will be accepted at the warehouse address when all copies are to be mailed.

TRIM SIZE: The sizes ordered under this contract will be restricted to the following: 8 x 7-1/4", 8-1/2 x 11" and 11 x 8½".

Approximately 90 percent of the orders will be for 8-1/2 x 11" sets.

Trim size shall mean the detached sheet size and does not include the area of the binding stub. Each set must contain a 5/8" binding stub.

GOVERNMENT TO FURNISH:
Camera copy to be reproduced at various focuses.

Reprint copy may be used as camera copy.

Film negatives.

P.S. Form 3615 (Mailing Permit Application and Customer Profile).

Camera copy for 5" x 3" unaddressed Postage and Fees Paid Permit Imprint label.

Furnished distribution data in the form of printed address labels or, on magnetic media or, transmitted electronically, or any combination of these.

Address labels for addressees receiving individual distribution have quantities indicated thereon, unless indicated otherwise.

Types of printed labels may include the following:

(1) 4" x 17/16" pressure sensitive labels mounted on 13" to 13-1/4" wide continuous backing sheets, perforated every 12"; each segment contains 24 addresses (3 across and 8 down).

- (2) Computer printout addresses on 13" wide marginally punched, ungummed, continuous paper, perforated every 11"; each segment contains 33 addresses (3 across and 11 down).
- (3) Individual printed labels.

Labels may be in order by quantity, ZIP Code or, on occasion may be unsorted.

Distribution Data Contained On Magnetic Media Or Transmitted Electronically (Note: It is the contractor's responsibility to write a program to produce labels.): The Government requires samples of distribution mailing labels before release of the first job. Contract person and/or details will be provided at the post award meeting.

1. Distribution data can be furnished on 3-1/2" diskettes or transmitted electronically (via Procomm Plus or the Internet) at the Government's discretion. It is SSA's preference to transmit distribution data electronically.
2. Tally/summaries of addressees and quantities will be furnished with the print orders.
3. Distribution files consist of address data and quantity requirements for addressees receiving individual distribution.
4. There are two output file formats that can be applied to the data: "Comma Quote Delimited" and/or "Fixed Length Flat ASCII". File layouts attached (see exhibits A, B, C, and D).

Data transmitted electronically will be condensed using WINZIP7.0.

SORT FOR LABELS:

- (1) 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.
- (2) All other address labels: The labels used for United States Postal Service (USPS) mailings, small package common courier service (SPCC) and Bills of Lading (BLs) may be in order by quantity, ZIP Code, or in no special order.
- (3) Internal Bulk Delivered: These labels are grouped together and clearly identified with building "H" codes as described in the "LABELING AND MARKING" section of this contract.

One reproduction proof, Form 905 (R. 6/03) with labeling and marking specifications.

A supply of blue labels and selection certificates for shipping Departmental Random copies.

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 product(s) in accordance with these specifications.

FILMS:

The contractor must make all films required. Films may be opaqued on either the emulsion or nonemulsion side.

The films delivered to the Government must be the final films used for printing. They must be suitable for making press plates for subsequent reprinting without any retouching, opaquing, surprinting or any other hand or camera work.

In lieu of final films, when indicated the final PDF file will be required. The PDF file delivered to the Government must be the final product used for printing. These files can be delivered on CD or diskettes, which have been properly labeled as to what forms are contained on each.

PROOFS:

Occasionally, the Government may require the contractor to fax proofs directly to: 410-965-6400. The contractor must indicate "PROOFS" and GPO Jacket Number on each proof. Proofs will be withheld not more than 2 workdays from receipt in the department until they are approved or disapproved from the department.

Contractor must call GPO Contract Compliance Section at (202) 512-0520 immediately upon faxing proofs and immediately upon receiving approval or disapproval of proofs back from the department.

CONTRACTOR MUST NOT PRINT PRIOR TO RECEIVING 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 Specifications Standards No. 11" dated February 1999.

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 his opinion, materially differs from that of the color sample(s).

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

Entries made with ball point and felt tip pens shall be clear cut and free from excessive feathering.

The colors of paper which may be ordered are white, blue, buff, green, pink, salmon, canary, and goldenrod. Color may be produced by pulp dyeing or surface tinting at contractor's option.

Chemical Wood Forms Bond, basis weight: 11/12/13, 15/16 or 20 lbs. per 500 sheets, 17 x 22", equal to JCP Code G05.

Writing, basis weight: 12, 16 or 20 lbs. per 500 sheets, 17 x 22", equal to JCP Code D10.

Manifold, basis weight: 9 lbs. per 500 sheets, 17 x 22", equal to JCP Code F10.

Chemical Transfer Bond, CFB, basis weight: 13-17 lbs. per 500 sheets, 17 x 22". If the paper supplied has a basis weight of 14.5 lbs. per 500 sheets, 17 x 22", then the paper must conform to all specifications contained in JCP Code O-80.

Chemical Transfer Bond, CF, CB, basis weight: 13-15 lbs. per 500 sheets, 17 x 22". If the paper supplied has a basis weight of 15 lbs. per 500 sheets, 17 x 22", then the paper must conform to all specifications contained in JCP Code O-80.

CARBONS: All carbon paper must be of sufficient density and graded sensitivity to ensure clear, legible copies on all parts when forms are filled in by manual/electric typewriter or ballpoint pen. Carbons must be extra intensive.

PRINTING:

Print face only or face and back as ordered, in black ink.

Most orders will require printing in the stub.

Copy designations (part to part changes) may be ordered printed as part of the base form or printed in red ink, at no additional cost to the Government.

CRASH PRINTING IS NOT ACCEPTABLE. The printing on each part must be properly aligned so that the printing on each form will register when the forms are gathered into sets. The forms on all parts must register within 1/32".

MARGINS: Adequate gripper margins throughout. Margins will be as indicated on the print order or furnished copy.

CONSTRUCTION:

Interleaving Carbons: Interleave with black one time dual purpose carbon paper. An occasional order may require blue one time dual purpose carbon paper.

Carbon-interleaved sets are to be held together by a 5/8" forced gum, internally glued or pasted, perforated stub.

(1) Pasting or gluing is generally defined as attaching the sets inside the stub by means of an adhesive applied in strips approximately 1/8" or more in width or by dots of adhesive approximately 3/16" diameter and spaced approximately 1/2" to 1" apart, measuring along and inside the stub;

(2) Forced gumming is defined as attaching the sets at the stub by adhesive applied to the edge and penetrating between parts and carbons after the sets have been assembled;

Unless otherwise specified by the Government, carbons will be approximately 3/8" to 1/2" short on the bottom, but must cover the full width completely.

NOTE: All parts within a set will be the same size for the majority of orders. Approximately 2 to 3 orders per year will require short paper(s) as well as short carbon(s) or no carbons for second and/or third parts of snapout sets.

An occasional order will require blocking out an area between 2 or more parts to eliminate specific information from printing on various parts of a set.

Carbonless forms will be ordered bound in the same manner as the carbon-interleaved forms.

All sets must provide sufficient strength to guarantee parts will remain together under normal handling and storage, but will permit ready separation without damage to the parts.

Perforations must be such as to guarantee easy separation of all parts in one operation, but sufficient strength must be retained to prevent disengagement of any part under normal handling and shipping conditions. The stub perforation of parts will be the only perforation required. Carbon leaves do not perforate.

PUNCHING/DRILLING:

Punch/Drill two round holes, 1/4" or 9/32" in diameter, at the top, left, and/or right through some or all parts and/or carbons as indicated. Holes are to be 2-3/4" center to center, center of holes to be 3/8" in from the stub perforation and on the 8-1/2" dimension at top, or 3/8" in from left or right side and centered as indicated on print order.

Three hole punching/drilling may be required on an some orders including a large run order. When required, drill/punch three round 1/4" or 9/32" diameter holes centered on the left side, 4-1/4" center to center through some or all parts and/or carbons as indicated. Center of holes to be 3/8" from left edge of product.

File holes may be required on an occasional order. Drill or punch two round holes, 1/4", at the top, left, and/or right. Holes are to be 2 3/4" center to center, center of holes to be 3/8" in from the stub perforation and centered in the 8 1/2", or 11" dimension at top, or 3/8" in from left or right side and centered as indicated on print order.

PACKING:

Shrink-film wrap or band in units of 25, 50 or 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. Band in a manner so as not to cause bowing of product. Approximately 1 to 3 orders during the term of the contract may require banding.

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

BULK SHIPMENTS:

Pack in shipping containers as indicated on print order.

Each shipping container must not exceed 40 pounds when fully packed.

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.

The contractor is responsible for packaging of all items shipped and/or mailed, in a manner to withstand handling without breakage.

PALLETS: Pallets will be required. (Based on current use, an average of one pallet will be required per print order. An occasional order may require as many as eight.)

MAILED SHIPMENTS:

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

Quantities over 200 leaves, up to 24 pounds, must be inserted into cushioned shipping bags or packed in small shipping containers (maximum gross weight 27 pounds).

Quantities over 24 pounds, up to 36 pounds, must be packed in shipping containers (maximum gross weight 40 pounds).

NOTE: SSA is in the process of developing a database/spreadsheet for the contractor to complete and E-mail to SSA daily. The database/spreadsheet will have fields for the contractor to fill in. These fields will include Job Title, Jacket Number, Program (if applicable) and Print Order Number as well as the itemized break down of the postage computation found on the post form PS 3600 R.

LABELING AND MARKING (Package and/or Container label):

Bar Code Markings: The following items: Inventory Control Number (ICN), National Stock Number (NSN), Quantity Per Container, Unit of Issue, Revision Date, Department Requisition Number, and Print Order Number (if applicable), must be bar coded on shipping containers, using 3/8" high standard 3 of 9 (code 39) bar code system, for noncontract 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 E).

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.

Contractor must reproduce Postage and Fees Paid Permit Imprint labels from furnished camera copy, or distribution data when furnished. Affix a Postage and Fees Paid Permit Imprint label and a preaddressed label to each unit of mail packaged in cushioned shipping bags, shipping bundles and containers. Contractor is responsible for duplicating additional labels from 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.

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

Containers must be marked to indicate number of containers to a destination, when more than one container is necessary for a single destination, i.e., 1 of 3, 2 of 3, etc.

Material shipped to 6301 Security Boulevard, Baltimore, MD, and Middle River Warehouse, 2800 Eastern Boulevard, MD, should be in cartons labeled with the number of copies and the inventory control number in addition to the standard GPO shipping label.

INTERNAL BULK DELIVERED:

All material with address labels containing the "Building Codes" listed below should be delivered in accordance with the following instructions:

Building Codes appear in the last positions of the first line of the address label (see Exhibit F).

Smaller parcels should be individually addressed with the address labels, delivered in cartons using SSA provided 3-1/4" x 5-1/2" red, blue, green, and black bordered labels in accordance with the table below.

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

Address labels that do not contain building codes listed below should be delivered as individual parcels.

BUILDING CODES	DELIVER TO	LABEL COLOR
(H29)	300 N. Greene Street Baltimore, MD 21290	Blue Border
(H08) (H09)	1500 Woodlawn Drive Baltimore, MD 21241	Green Border
(HIL)	Room 200 5107 Leesburg Pike Falls Church, VA 22041	Black Border
All Other (H) Codes	6401 Security Boulevard Baltimore, MD 21235	Red Border

NOTE: Additional explanation sheet on internal bulk deliveries attached to Form SSA-813 (see Exhibit G).

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 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>Forms</u>	
<u>Quantity Ordered</u>	<u>Number of Sublots</u>
12,000 - 35,000	125
35,001 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: Forms Management Team (FMT), 1300 Annex Building, 6401 Security Boulevard, Baltimore, Maryland 21235-6401. The departmental random copies constitute a part of the total quantity ordered and no additional charge will be allowed.

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

DISTRIBUTION:

Deliver f.o.b. destination to approximately seven addresses in the Baltimore, MD and Falls Church, VA area.

The contractor will be required to mail/ship parcels via United States Postal Service or small package common carrier to as many as 2,500 destinations. SSA Form 813-U5 (Exhibit "G"), showing specific shipping instructions, will be provided with each print order.

Complete addresses and quantities will be furnished with the print orders or upon the contractor's request, transmitted electronically.

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

1500 Woodlawn Drive, Baltimore, Maryland 21241--13'3"
6301 Security Boulevard, Baltimore, Maryland 21235--13' 6"
6401 Security Boulevard, Baltimore, Maryland 21235--13' 3"
300 N. Greene Street, Baltimore, Maryland 21290--13'6"

Deliveries to Social Security Administration, Receiving Clerk, Middle River Warehouse, 2800 Eastern Boulevard, Baltimore, MD, must be unloaded from the truck by the carrier at destination.

Ship f.o.b. contractor's city for bulk shipments outside the 60-mile radius of Baltimore, MD.

A single shipment or several shipments totaling 200 pounds or less scheduled for shipment on the same day to a single destination are to be sent by standard mail rate or small parcel carrier, whichever method is most economical to the Government unless otherwise instructed. However, shipments to APO, FPO, and post office addresses, regardless of total weight of shipment, must use the U.S. Postal Service.

Shipments of more than 200 lbs. may ship reimbursable motor freight. The contractor will be responsible for selection of carrier and shall ship by the most reasonable method to insure prompt deliver and safe arrival at all destinations. All costs will be reimbursed with submission of receipts with contractor's vouchers at the actual cost paid for these services. Shipments must be made direct to the destination(s) stated on the Print Order. 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 time, on normal Government workdays. Shipments must be delivered as specified.

Small Package Common Carrier: Envelopes or parcels weighing one pound and up to 200 lbs. If priority handling is required this range will be extended to envelopes or parcels weighing over 13 ozs to 40 lbs. The Social Security Administration will provide the small package common carrier if that service is required.

When the service of a small package common carrier is requested the contractor shall be responsible for providing the carrier the following;

1. All packages addressed and sorted to meet the requirements of the small package common carrier.
2. Separate common carrier pickup record(s) for each print order. The contractor must annotate the pick up record(s) with the requisition number and the print order number.
3. A shipping manifest which includes:
 - (a) Name of contractor, the requisition number, the print order number, and 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 pick-up and each group should be identified with the pick-up 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) Summary information for each group should include total number of packages, total weight, and total shipping cost.

The contractor must provide a copy of the pick-up record(s) and a copy of the shipping manifest for each shipment within 72 hours after the carrier picks up the material. The contractor will dispatch this documentation by next day delivery service.

Send to: Social Security Administration, Printing Management Team, 1352 Annex Building, 6401 Security Boulevard, Baltimore, MD 21235-6401.

Mail f.o.b. contractor's city.

All mailing shall be made at the First and Standard Mail (B) Class rates and/or Par Avion.

Copies will be mailed by the class of mail indicated on the camera copy of the Permit Imprint labels provided by Social Security Administration (SSA).

FIRST CLASS/PAR AVION:

States and territories outside the 48 contiguous states must be dispatched 1ST CLASS MAIL. Mailing to any foreign country must be dispatched PAR AVION. These FIRST CLASS and PAR AVION addresses will be clearly identified.

First Class mail should be used for pieces weighing less than 13 ounces.

When First Class is indicated, pieces weighing no more than 13 ounces will be endorsed "First Class" and dispatched at the First Class rate. Pieces weighing over 13 ounces will be endorsed "Priority" and dispatched at the Priority rate. When small package common carrier services are requested, First Class 13 ounces and over Priority mail will not be used.

STANDARD MAIL (B) CLASS:

Parcels weighing one pound and up to 40 pounds. Some of the classes of Standard Mail (B) Class which may be requested include:

- *Special Standard Mail (B)-Class Rate
- *Presorted Special Standard Mail (B) Class Rate
- *Bound Printed Matter
- *Bulk Bound Printed Matter

When small package common carrier services are requested Standard Mail (B) Class mail will not be used.

NOTE: The contractor must not change any class of mail endorsements without first consulting and receiving permission from SSA. The contractor will be liable for any additional postage cost levied resulting from arbitrary changes of postal endorsements without SSA's approval.

As soon as the mailing/shipping operation is started, the contractor must send 10 copies of each order, by next day delivery service to: Social Security Administration, Forms Management Team, 1300 Annex Building, 6401 Security Boulevard, Baltimore, MD 21235-6401.

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

Orders which result in mailings of less than 200 pieces or less than 50 lbs. will require the contractor to apply the appropriate postage to each mailing. Contractor will be reimbursed for postage by submitting a properly completed Postal Service form (or equivalent) with the voucher for billing.

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 manuals for "Domestic Mail" or "International Mail" as applicable.

Certificate of Conformance: When using Permit Imprint Mail the contractor must complete GPO Form 712 - Certificate of Conformance (Rev. 2-91), supplied by GPO and the appropriate mailing statement or statements, supplied by USPS.

The contractor must submit within 72 hours of each mailing, validated copies of the Certificate of Conformance (GPO Form 712) and the USPS documentation forms (PS 3602, PS 3602G, and/or PS3605) to: SSA, Printing Management Team, Attn: Ken Wetzleberger 1352 Annex Building, 6401 Security Blvd., Baltimore, MD 21235-6401. The contractor will dispatch documentation by "next day" delivery service or send by facsimile transmission to 410-965-6400.

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

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).

Contractor is to pick up print orders and furnished material from SSA, PMT, 6401 Security Boulevard, 1300 Annex Building, Baltimore, Md. 21235-6401.

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

REGULAR SCHEDULE:

On orders of up to 1,000,000 sets, complete production, delivery, shipment and/or mailing must be made within 20 workdays after furnished material and print order are made available.

On orders for over 1,000,000 sets, 1 additional workday will be allowed for each additional 200,000 sets or fraction thereof.

ACCELERATED SCHEDULE:

Approximately 20 percent of orders will require an accelerated schedule of 10 workdays or less for complete production and distribution. These orders will be paid for at the premium rate.

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 destination(s) indicated, and products shipping/ mailing must be picked up by carrier or delivered to Post Office.

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 Government Printing Office of the date of shipment (or delivery, if applicable). Call 202-512-0516 or 202-512-0517; callers outside the Washington, DC area may call toll free 1-800-424-9470 or 1-800-424-9471.

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 1 year's production under this contract. These units do not constitute, nor are they to be construed as, a guarantee of the volume of work which may be ordered for a like period of time.

PREMIUM PAYMENTS: Orders requiring a production schedule of 10 workdays or less will be paid for at the premium rate in accordance with the contractor's offered percentage in the "Schedule of Prices."

All other orders will be placed with the required schedule and paid for at the basic prices offered.

Percentages offered for premium priced work are additional to the basic prices offered for units of work. Premium payments, when authorized, will apply to all items except Item V. (a)(1) through (i)(2), "Paper" in the "Schedule of Prices."

It is estimated that approximately 20 percent of the orders placed on this contract will require an accelerated schedule. Premium payments for an accelerated schedule will be evaluated for award. Evaluation will be effected by applying the percentage increase, offered for the accelerated schedule in the schedule of prices (item VII), to 20 percent of the prices offered for all items other than V. (Paper).

Failure of the contractor to deliver work at the time specified will result in disallowance of premium payments that were anticipated and the contractor will not list such items on his voucher.

Bidders shall state the location of the plant from which this product will be shipped.

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

I. (a) 20	II. 58	III. (a) 30	IV.(a)	V. (a) 2,000
(b) 26		(b) 5	(1) 277	(b) 16,000
(c) 4		(c) 10	(2) 398	(c) 4,800
(d) 8			(3) 130	
			(4) 1,000	
			(5) 2	
			(6) 1	
			(b)	
			(1) 6	
			(2) 4	
			(3) 7	
			(4) 2	
VI. (1)	(2)	VII. (1)		
(a) 1,800	500	(a) 900		
(b) 200	187	(b)		
(c) 100	80	(1) 16		
(d) 200	10	(2) 106		
(e) 110	2,000	(3) 1,100		
(f) 900	400			
(g) 700	100			
(h) 13	11			
(i) 19	19			

SECTION 4.--SCHEDULE OF PRICES

Bids offered are f.o.b. destination to approximately 7 addresses in Baltimore, MD & Falls Church, VA area and f.o.b. contractor's city for all other shipments.

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.

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

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

Cost of all required paper must be charged under Item VI(a-1) through (i-2).

I. BASE FLAT CHARGES: Prices offered are all inclusive and must include the cost of all preparatory, setup, and makeready charges, such as negatives (as required), imposition, plate making, etc. A flat charge will only be allowed for part one of a set. If any part(s) prints differently from that of part one, contractor must bill under the "Changes" section of the "Schedule of Prices."

- (a) Camera copy furnished, one-side only.....per order.....\$ _____
- (b) Camera copy furnished, face and backper order.....\$ _____
- (c) Negatives furnished, one-side only.....per order.....\$ _____
- (d) Negatives furnished, face and backper order.....\$ _____

II. FAX PROOFSper order.....\$ _____

III. CHANGES: Charges under this item will be applied when changes are required which alter the base form. These alterations include addition(s) and deletion(s) of printed image from the form. Not more than one change, as defined in GPO Contract Terms shall be applied to any one part.

- (a) Marginal changeper change.....\$ _____
- (b) Minor change.....per change.....\$ _____
- (c) Major changeper change.....\$ _____

(Initials)

IV. RUNNING CHARGES: Prices offered are all inclusive, subsequent to Item I and II, for press running (one side only), black ink, carbon paper and construction in accordance with these specifications. Note: The cost of printing on back of parts, shrink wrap, banding, and punching/drilling is to be charged under item V. "Additional Charges."

	<u>PER 1,000 SETS</u>
(a) CARBON INTERLEAVED SETS:	
(1) 2-part sets.....	\$ _____
(2) 3-part sets.....	\$ _____
(3) 4-part sets.....	\$ _____
(4) 5-part sets.....	\$ _____
(5) 6-part sets.....	\$ _____
(6) 7-part sets.....	\$ _____

	<u>PER 1,000 SETS</u>
(b) CHEMICAL TRANSFER (CARBONLESS SETS):	
(1) 2-part sets (1 CB, CF).....	\$ _____
(2) 3-part sets (1 CB, 1 CFB, 1 CF).....	\$ _____
(3) 4-part sets (1 CB, 2 CFB, 1 CF).....	\$ _____
(4) 5-part sets (1 CB, 3 CFB, 1 CF).....	\$ _____

V. ADDITIONAL CHARGES: Prices offered must include the cost of all materials and operations to produce the items listed below, in accordance with the specifications.

(a) Printing parts on the back	per 1,000 parts.....\$ _____
(b) Shrink film packaging or banding	per package or band
(c) Drilling/punching, as per specifications.....	per 1,000 parts.....\$ _____

VI. PAPER CHARGES:

	<u>COST PER 1,000 LEAVES</u>	
	<u>White</u> (1)	<u>Colored</u> (2)
(a) Manifold, basis weight: 9 lbs., equal to JCP Code F10.....	\$ _____	\$ _____
(b) Chemical Wood Forms Bond, basis weight: 11/12/13 lbs. equal to JCP Code G05.....	\$ _____	\$ _____
(c) Chemical Wood Forms Bond, basis weight: 15-16 lbs. equal to JCP Code G05	\$ _____	\$ _____
(d) Chemical Wood Forms Bond basis weight: 20 lbs. equal to JCP Code G05	\$ _____	\$ _____

(Initials)

COST PER 1,000 LEAVES

	<u>White</u> (1)	<u>Colored</u> (2)
(e) Writing, basis weight: 12 lbs. equal to JCP Code D10.....	\$ _____	\$ _____
(f) Writing basis weight: 16 lbs. equal to JCP Code D10.....	\$ _____	\$ _____
(g) Writing basis weight: 20 lbs. equal to JCP Code D10.....	\$ _____	\$ _____
(h) Chemical Transfer Bond, CFB, basis weight: 13-17 lbs.....	\$ _____	\$ _____
(i) Chemical Transfer Bond, CF, CB, basis weight: 13-15 lbs.....	\$ _____	\$ _____

VII. PACKING AND DISTRIBUTION):

a. Bulk shipments (other than by mail) (including pallets):

(1) Packing and sealing shipping containers per container \$ _____

b. Mailing: Price offered must include the cost for creating labels from furnished diskettes or electronic transmission, and duplicating, printing and affixing furnished preaddressed Permit Imprint labels for mailing.

(1) Single or multiple copies, up to 200 leaves in kraft envelope per envelope..... \$ _____

(2) Quantities over 200 leaves, up to 24 pounds must be inserted into cushioned shipping bags or packed in small shipping containers (maximum gross weight 27 pounds..... per bag or container \$ _____

(3) Quantities over 24 pounds, up to 36 pounds, must be packed in shipping containers (maximum gross weight 40 pounds)..... per shipping container \$ _____

VIII. PREMIUM PAYMENTS: Premium payments, when authorized, will apply to all required items except Item VI. "Paper."

Percentage increase..... %

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

Post Office located at Street Address _____

City _____, State _____, ZIP Code _____.

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)

(Facsimile Number)

RECORD LAYOUT FOR ELECTRONIC TRANSMISSION RECORD FOR DIRECT DELIVERY

All One File

*Type of File: Comma-Delimited ASCII text file

Field Name	Type	Description	Size	Mandatory
RECORD LAYOUT FOR HEADER RECORD				
ICN	AN	Item Control Number	8	yes
UI	AN	Unit of Issue	2	yes
DESCRIPTION	AN	Pub/Form/Item	10	yes
NOT PART OF LABEL				
REQ Number	AN	Requisition Number	8	yes
PUR Number	AN	Purchase Number	8	yes
ISM	AN	Inventory Specialist Manager	1	yes
DATE (YYMMDD)	AN	Date File Created	8	yes
TIME (HHMMSS)	AN	Time File Created	6	yes
RECORD LAYOUT FOR DETAIL RECORD				
ZONE	AN	Postal Zone * Optional (allow 3 space)	2	no
OFFICE	AN	Office Code	6	yes
		Mode of Shipping		
		PL is bill landing		
SHIP METHOD	AN	ICLS as FIRST CLASS	4	yes
QTY	AN	Quantity	6	yes
ADDRESS 1	AN	Office Name	35	yes
ADDRESS 2	AN	Bldg/Rmch number	35	yes
ADDRESS 3	AN	Address	35	yes
CITY	AN	City	22	yes
STATE	AN	State	2	yes
FILL FR	AN	Not Used (Space)	1	yes
ZIP	AN	Zip Code	5	yes
FILLER	AN	Not Used (Space)	5	yes

SAMPLES OF DIRECT DELIVERY FILE (COMMA QUOTE DELIMITED)

Exhibit B

OFFICE CODE: 81718
 FORM: SS 5
 ICN: 006775 TOTAL QTY: 3 CS
 SOCIAL SECURITY ADM DG
 ROOM 105 FEDERAL BLDG INSIDE
 200 4TH STREET SW DELY
 HURON SD 57350

OFFICE CODE: 61A76
 FORM: SS 5
 ICN: 006775 TOTAL QTY: 3 CS
 SOCIAL SECURITY ADM DG
 SUITE 115 INSIDE
 2414 WEST UNIVERSITY DELY
 MCKINNEY TX 75070

OFFICE CODE: 61A72
 FORM: SS 5
 ICN: 006775 TOTAL QTY: 3 CS
 SOCIAL SECURITY ADM DG
 STOCKROOM INSIDE
 1204 N VELASCO STREET DELY
 ANGLETON TX 77515

OFFICE CODE: 61825
 FORM: SS 5
 ICN: 006775 TOTAL QTY: 3 CS
 SOCIAL SECURITY ADM DG
 STOCKROOM INSIDE
 4320 S PADRE ISLAND DRIVE DELY
 CORPUS CHRISTI TX 78411

OFFICE CODE: 31A38
 FORM: SS 5
 ICN: 006775 TOTAL QTY: 3 CS
 SOCIAL SECURITY ADM DG
 STOCK ROOM INSIDE
 610 WESTWOOD OFFICE BLDG DELY
 FREDERICKSBURG VA 22401

April 22, 1999

FIXED LENGTH RECORD LAYOUT FOR SSA, OFFICE OF PUBLICATIONS MANAGEMENT'S
AUTOMATED DISTRIBUTION MANAGEMENT SYSTEM (ADMS)

FIELD	POSITIONS	LENGTH	FORMAT
<u>First Record</u> (Optional)	1 - 210	210	
Date	1 - 8	8	
Request ID	9 - 33	25	character
Publication Number	34 - 58	25	character
Video Comp Number	59 - 64	6	character
Time	65 - 70	6	character
Not Used	71 - 212	142	spaces
<u>Address Labels</u>			
Label-Line-1	1 - 210	210	
Acct Number	1 - 30	30	
Not Used	1 - 5	5	character
First Class Ind	6 - 7	2	spaces
Not used	8 - 12	5	character
Dist. List Number	13 - 16	4	spaces
Slash	17 - 20	4	character
Quantity	21 -	1	character
Not Used	22 - 26	5	character
Location	27 -	1	spaces
Label-line-2 (1st addr line)	28 - 30	3	character
Label-line-3 (2nd addr line)	31 - 60	30	character
Label-line-4 (opt addr line)	61 - 90	30	character
Label-line-5 (opt addr line)	91 - 120	30	character
Label-line-6 (opt addr line)	121 - 150	30	character
City	151 - 180	30	character
State	151 - 168	18	character
Zipcode	169 - 170	2	character
Label-line-7 (opt *****)	171 - 180	10	character
Postal-Net-Code	181 - 210	30	
Not used	181 - 194	14	character
	195 - 210	16	spaces
<u>Summary Record</u>			
Summary Data	1 - 210	210	
Not Used	1 - 132	132	character
	133 - 210	78	spaces
<u>Last record</u>			
EOF Indicator	1 - 210	210	
Not Used	1 - 3	3	character
	4 - 210	207	spaces

Current file specification (April 1999)

Record-Length = 210 characters

Block-Size = 8400 characters

NOTE: The First Record reflects the internal identification name only.

Standard DOS file naming conventions will be applied on
diskette, or electronic transmissions.

Data contained on disk/diskette or transmitted electronically
will be in ASCII format.

For further information, contact the Publications and Distribution Management
Team:

Denise Blair (410) 965-4129
Addlyn Wiggins (410) 965-4134
Joe Blanding (410) 965-4027

← Update Add Names ?

02759 C793/1
 (A03) AREA DIRECTOR_III
 SSA ORC OFO H03
 RM 432 O'NEILL FED BLDG
 10 CAUSEWAY STREET
 BOSTON MA 02222-1047

02763 C793/1
 AREA DIRECTOR_II
 SSA
 208
 1 JAMAICA CTR PL BX319200
 JAMAICA NY 11432-3862

02774 C793/1
 (C04) AREA DIRECTOR_IV
 SSA H23
 SUITE 300
 100 CHESTNUT ST
 HARRISBURG PA 17101-2518

02753 C793/1
 (C02) AREA DIRECTOR_II
 SSA H21
 ROOM 10
 110 PAINTERS MILL RD
 OWINGS MILLS MD 21117-4920

02738 C793/1
 (D04) AREA DIRECTOR_IV
 SSA H34
 SUITE 21 T 32
 61 FORSYTHE ST SW
 ATLANTA GA 30303-8931

02735 C793/1
 (D02) AREA DIRECTOR_II
 SSA H32 (SOUTH FLORIDA)
 SUITE 301
 14361 COMMERCE WAY
 MIAMI LAKES FL 33016-1565

02792 C793/1
 (D05) AREA DIRECTOR_V
 SSA H35
 SUITE 301
 100 WEST CAPITOL STREET
 JACKSON MS 39269-1602

02755 C793/1
 (E04) AREA DIRECTOR_IV
 SSA H61
 SUITE 5
 6920 S CEDAR ST

02761 C793/1
 (B05)SSA AREA DIRECTOR_V
 H10
 SUITE 4
 8 COMMERCE STREET
 TRENTON NJ 08691-3300

02764 C793/1
 (B02) AREA DIRECTOR_III
 H08
 RM 815
 1 CLINTON AVENUE
 ALBANY NY 12207-2202

02777 C793/1
 SSA AREA DIRECTOR I
 1400 N PROVIDENCE RD
 MEDIA PA 19063-2043

02786 C793/1
 (C06) AREA DIRECTOR_VI
 SSA H25
 HANOVER BUSINESS CENTER
 305A ASHCAKE RD
 ASHLAND VA 23005-2301

02739 C793/1
 (D12) AREA DIRECTOR_VII
 SSA H42
 SUITE 21T39
 61 FORSYTH ST SW
 ATLANTA GA 30303-8931








04237 C793/1
 AREA DIRECTOR I
 SSA ORC OFO H31
 ROOM 540
 2112 11TH AVE S
 BIRMINGHAM AL 35205-2823

02770 C793/1
 (E07) AREA DIRECTOR_VI
 SSA H56
 SUITE 240
 1650 LAKESHORE DRIVE
 COLUMBUS OH 43204-4941

02756 C793/1
 (E03) AREA DIRECTOR_III
 SSA - REGION V -AREA 3
 SUITE 5
 6920 S CEDAR

DISPLAY SAMPLE ONLY (DO NOT PRINT)

9/16/98

TO:	DEPT.	SSA
	DEPT. ACQUISITION NO.	8-00316 
	GPO JACKET NO.	
	STOCK NO.	HA501 U5 SP 
	CONTROL NO.	383460 
SUB. ID NO.	QUANTITY PER CONTAINER	00012 HO  
TITLE	PACKAGES PER CONTAINER	
FROM	PKGS. OF	
	FORM OR PUBLICATION NO./DATE	03-98 
	GPO ORDER NO.	
	PROGRAM/PRINT ORDER NO.	14-95-20053 

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

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

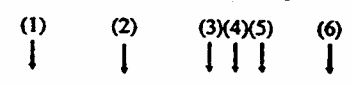
Package in individual envelopes in the quantities specified on the address labels and ship in cartons. Each individual label has a designated (3 characters) building "location code" beginning with the letter "H" and shown at the right end of the first line of the address.

Packages should be placed in cartons as follows:

1. Code H11 - 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



99999	1STCL	L999/9999	H18
DISTRIBUTION CONTROL DESK			
OPLM OPUM CPM PDMT			
1-B-19 OPERATIONS 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.	SSA REQUISITION 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 (outside) 48 Contiguous States			<input type="checkbox"/> Standard Class B (formerly 4th)		
	<input type="checkbox"/> 1st Class (inside) 48 Contiguous States			<input type="checkbox"/> Special Standard		
	<input type="checkbox"/> 1st Class (less than 4 oz.)			<input type="checkbox"/> Small Package Common Carrier		
	<input type="checkbox"/> International Mail			<input type="checkbox"/> Bill of Lading		
	<input type="checkbox"/> Self-Mailer Class _____			<input type="checkbox"/>		

CAT B	Using Address Labels Provided, Package According To Quantity Indicated On Each Label, Carton Per Contract. Ship On Furnished Red/Green/Black/Blue Bordered Labels.		
INTERNAL BULK	<table border="1" style="width:100%; border-collapse: collapse;"> <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 C	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%;"> 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%;"> 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; text-align: right;">Shipments must be made in suitable cartons. All cartons to be tightly packed and in accordance with Federal Specifications PPP-6-636.</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 D	MAX. LOAD. CL. (13'3") <input type="checkbox"/> Social Security Adm. Receiving Clerk 6401 Security Blvd. Baltimore, MD 21235 Redeliver To:	MAX. LOAD. CL. (13'6") <input type="checkbox"/> Social Security Adm. Receiving Clerk Nat'l. Computer Center 6201 Security Blvd. Baltimore, MD 21235 Redeliver To:	MAX. LOAD. CL. (13'6") <input type="checkbox"/> Social Security Adm. Receiving Clerk Metro-West Bldg. 300 N. Greene St. Baltimore, MD 21201 Redeliver To:	MAX. LOAD. CL. (13'6") <input type="checkbox"/> Social Security Adm. Receiving Clerk Supply Bldg. 6301 Security Blvd. Baltimore, MD 21235 QTY. <input style="width: 50px;" type="text"/>
WAREHOUSE/BULK SHIPMENTS	QTY. <input style="width: 50px;" type="text"/>	QTY. <input style="width: 50px;" type="text"/>	QTY. <input style="width: 50px;" type="text"/>	<input type="checkbox"/> Social Security Adm. SSA Receiving Clerk Middle River Warehouse 2800 Easton Blvd. Baltimore, MD 21220 QTY. <input style="width: 50px;" type="text"/>
	MAX. LOAD. CL. (13'3") <input type="checkbox"/> Social Security Adm. Receiving Clerk 6401 Security Blvd. Baltimore, MD 21235 Redeliver To:	<input type="checkbox"/> Social Security Adm. OHA Receiving Clerk 5107 Leesburg Pike Falls Church, VA 22041 Redeliver To:	<input type="checkbox"/> Social Security Adm.	MAX. LOAD. CL. (13'3") <input type="checkbox"/> Social Security Adm. Receiving Clerk, ODO Security West 1500 Woodlawn Drive Baltimore, MD 21241 Redeliver To:
	QTY. <input style="width: 50px;" type="text"/>	QTY. <input style="width: 50px;" type="text"/>	QTY. <input style="width: 50px;" type="text"/>	QTY. <input style="width: 50px;" type="text"/>

RETURN MATERIAL OVERSIGHT SERVICE	Social Security Administration ATTENTION: 1-A-21 Operations Bldg. 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
-------------	------	-------------	------