# Quotation Request //

**US Government Publishing Office** **JACKET:425-049 S R-1**

Agency Publishing Services
732 North Capitol Street, NW
Washington DC 20401-0001

**Quotations are Due By:**
**(Eastern Time)**10:00 AM on 02/15/2024

**Submit Quotes Online, unless otherwise instructed, via: https://contractorconnection.gpo.gov/openjobs.aspx**
**Contractor must provide mandatory W-9 form before GPO makes payment.**

Bidders must enter quote price for each jacket. Award will be made based on the lowest total bid for all jackets.

| Jacket | Requisition # | BAC | Copies | Title |
|---|---|---|---|---|
| 425-049 | 3-00110 | 6325-36 | 2,555 | We Cannot Process Your Application for Death Benefits |
| 425-069 | 3-00113 | 6325-36 | 22,130 | Notice of Change in Health Benefits Enrollment |

**TITLE:** We Cannot Process Your Application for Death Benefits
**QUANTITY:** 2555 Four-part carbon interleaved snapsets for Jacket 425-049, and 22,130 3-part carbonless snapsets for Jacket 425-069.

R-1 Change: Jacket 425-068 has been removed from this procurement.

SUBMISSION OF QUOTES: Vendor to submit quotes via Quick Quote (https://contractorconnection.gpo.gov/OpenJobs). Late quotes will not be accepted. All problems submitting quotes via Quick Quote must be reported prior to bid opening time to APS DC Team (Lisa Hollingsworth) at lhollingsworth@gpo.gov or on 202-512-0220.
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**TRIM SIZE:** 8-1/2 x 11" Detached (for both Jackets)
**FORM NO:** RI 25-32 (4/10) and OPM 2810 (12/17)
**SCHEDULE:**
Furnished Material will be available for pickup by 02/20/2024
Deliver complete (to arrive at destination) by 03/15/2024
F.O.B. destination
**QUALITY LEVEL:** 3 Quality Assurance Through Attributes (GPO PUB 310.1, effective May 1979 (Rev. 9-19)) applies.
**DESCRIPTION:**
SPECIFICATIONS WILL APPLY EQUALLY TO BOTH JACKETS EXCEPT AS NOTED HEREIN.

DIGITAL PRINTING ACCEPTABLE.

At contractor's option, the product may be produced via conventional offset or digital printing provided that Quality Level 3 standards are maintained. Final output must be a minimum of 150 line screen and at a minimum resolution of 1200 x 1200 x 1 bit or 600 x 600 x 4 bit depth technology.

***Jacket 425-049***
PRINTING: 4-part snapsets print black ink face and back (head to foot) with type/line matter, and screen tints. All parts must register.

CONSTRUCTION: Drill two 1/4" diameter holes (through printed sheets 2, 3, and 4 only), 2-3/4" center to center, positioned 3/8" from stub perforation to center of holes, and centered in 8-1/2" dimension.

CHANGES: Parts 1-4 (face is common on all parts, back is common on all parts).

CARBON PAPER: Interleave between all parts with Black one time carbon paper. Carbon must be of sufficient density and graded sensitivity to insure clear, legible copies on all parts when part 1 is filled in by manual/electric typewriter and/or ball-point pen. Carbon coverage is 8-1/2 x 10-5/8" (3/8" short at bottom). Must be able to produce (1) copy through all parts after storage of twelve (12) months.

STUB: Sets are to be held together at the 8-1/2" top by a 1/2" to 1" internally glued or pasted, perforated stub.

NOTE: Contractor to strip in/update the GPO imprint line within the PERFORATED stub area (part 1). The link to the copy for the GPO imprint line is available on line at:
https://www.gpo.gov/how-to-work-with-us/vendors/updates-and-notices.

***Jacket 425-069***
PRINTING: 3-Part carbonless snapsets; Part 1 prints in Black ink, face and back (head to head). Part 2 prints in Pantone 469 Brown face only. Part 3 prints in Pantone 334 Green on face and back (head to head). Marginal changes (copy designations) in red ink on all parts. Images consist of type/rule matter, screen tints, and logo. All parts must register.

STUB: Sets are held together at the 8-1/2" top by a 1/2" to 1" internally glued or pasted, perforated stub.

NOTE: Contractor to strip in/update the GPO imprint line within the PERFORATED stub area (part 1). The link to the copy for the GPO imprint line is available on line at:
https://www.gpo.gov/how-to-work-with-us/vendors/updates-and-notices.

DRILLING: Drill 2 holes through all parts, 1/4" in diameter, 2-3/4" center to center; centered on the 8-1/2" dimension. Center of holes are 3/8" from stub perforation.

Both Jackets:
WARRANTY: Contract Clause 15, "Warranty", of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 01-18)) is amended for the solicitation to the effect that the warranty period is EXTENDED from 120 days to one calendar year from the date the check is tendered as final payment. All other provisions remain the same.
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**MATERIAL FURNISHED:** Contractor to receive. Via email after award.
One (1) Purchase Order
One (1) PDF file for 425-049, PC Win 10, Adobe Acrobat
One (1) PDF file for 425-069, PC Win 10, Adobe Acrobat

Two (2) GPO Form 952 Desktop Publishing - Disk Information, one for each jacket
GPO Form 2678 (departmental random copies-blue label).

GPO Form 917 (Certificate of Selection).
GPO Form 892c (R. 12/17) Proofs

Contractor to download the Labeling and Marking Specifications form (GPO Form 905, R. 7-15) from gpo.gov, fill in appropriate blanks, and attach to shipping containers.

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 the contract administrator.

The contractor shall create or change 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.
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**PAPER:** * Must be in accordance with JCP Paper Specification Standards in effect on date of this order
425-049: JCP Code* D10, Writing, White, Basis Size 17 X 22", 20 lbs. (all parts)

425-069: JCP Code* O80, Carbonless Bond, Basis Size 17 X 22"
Part 1 -- White Chemical Transfer CB, 20 lb.
Part 2 -- White Chemical Transfer CFB, 14-17 lb.
Part 3 -- White Chemical Transfer CF, 20 lb.
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**COLOR OF INK:**
See 'Description'.
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**MARGINS:** Adequate Gripper.
Follow Electronic Files.
**PROOFS:**
Both Jackets:

E-MAIL PROOFS (indicate margins): CONTRACTOR MUST NOT PRINT PRIOR TO RECEIVING AN "OK TO PRINT". One set of E-Mailed Electronic Page Proofs. Contractor to submit one "Press Quality" PDF "soft" proof (for content only) using the same Raster Image Processor (RIP) that will be used to produce the final printed product. PDF proof will be evaluated for text flow, image position, and color breaks. Proof will not be used for color match.

E-Mailed proofs (marked with Jacket/Req. Number plus return name and E-Mail address) directly to the Agency at Cyrus.Benson@opm.gov, and cc: lhollingsworth@gpo.gov. Contractor must call GPO Contract Compliance Section at (202) 512-0520 immediately upon E-Mailing proofs and immediately upon receiving the returned proofs (or OK E-Mail) back from the Department. Proofs will be withheld not more than (3) workdays from receipt at the Department to receipt in the contractor's plant.

PLUS (after approving electronic proof).

Jacket 425-049 only:

PRIOR TO PRODUCTION SAMPLES: Prior to the commencement of production of the contract production quantity, the contractor shall submit two (2) sample sets to: Cyrus Benson, Room B-427, 202.936.0401, U.S. Office of Personnel Management, 1900 E Street, NW, Washington, DC 20415, Inside Delivery Required.

Samples will be tested for conformance of material(s) and will be tested for usage on the specified equipment and/or for construction. The container and accompanying documentation shall be marked PREPRODUCTION SAMPLES and shall include the GPO jacket, purchase order, and program numbers. The samples must be submitted in sufficient time to allow Government testing of the samples and production and shipment in accordance with the shipping schedule.

The Government will approve, conditionally approve, or disapprove the samples within (2) workdays of the receipt thereof. Approval or conditional approval shall not relieve the contractor from complying with the specifications and all other terms and conditions of the contract. A conditional approval shall state any further action required by the contractor. A notice of disapproval shall state the reasons therefor.

If the samples are disapproved by the Government, the Government, at its option, may require the contractor to submit additional samples for inspection and test, in the time and under the terms and conditions specified in the notice of rejection. Such additional samples shall be furnished, and necessary changes made, at no additional cost to the Government and with no extension in the shipping schedule. The Government will require the time specified above to inspect and test any additional samples required.

In the event the additional samples are disapproved by the Government, the contractor shall be deemed to have failed to make delivery within the meaning of the default clause in which event this contract shall be subject to termination for default, provided however, that the failure of the Government to terminate the contract for default in such event shall not relieve the contractor of the responsibility to deliver the contract quantities in accordance with the shipping schedule.

In the event the Government fails to approve, conditionally approve, or disapprove the samples within the time specified, the Contracting Officer shall automatically extend the shipping schedule in accordance with Contract Clause 12, "Notice of Compliance with Schedules," of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 01-18)).

Manufacture of the final product prior to approval of the sample submitted is at the contractor's risk. Samples will not be returned to the contractor. All costs, including the costs of all samples shall be included in the contract price for the production quantity.

All samples shall be manufactured at the facilities in which the contract production quantities are to be manufactured.

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**BINDING:**

See 'Description'.

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**PACKING:**

Shrink film wrap in units of 100 sets.

Pack each Jacket separately and identify. Pack suitably in cartons and shipping containers NTE 40 lbs. to ensure forms are not damaged during shipment.

NOTE: While delivery of these jobs can be at the same time, they MUST be on separate skids, not intermingled, and easily distinguishable from each other.

Jacket 425-049:
NOTE: MARK ALL CARTONS WITH THE FOLLOWING INFORMATION:
TITLE: We Cannot Process Your Application for Death Benefits
FORM No.: RI 25-32 (4/10)
REQUISITION No.: 3-00110
JACKET No.: 425-049
QUANTITY: _____
NUMBER OF BOXES: EX. Box 1 of 4, Box 2 of 4...

Jacket 425-069:
TITLE: Notice of Change in Health Benefits Enrollment
FORM No.: OPM 2810 (12/17)
REQUISITION No.: 3-00113
JACKET No.: 425-069
QUANTITY: _____
NUMBER OF BOXES: EX. Box 1 of 4, Box 2 of 4...
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**DISTRIBUTION:**

Contractor must notify the ordering agency on the same day that the product ships/delivers via e-mail sent to Cyrus.Benson@opm.gov and cc lhollingsworth@gpo.gov. The subject line of this message shall be "Distribution Notice for Jackets 425-049, Requisition 3-00110, Jacket 425-068, Requisition 3-00112, and Jacket 425-069, Requisition 3-00113". The notice must provide all applicable tracking numbers, shipping method, and Title. Contractor must be able to provide copies of all delivery, mailing, and shipping receipts upon agency request.

Deliver 2,500 sets for Jacket 425-049 (Marked Attn: Sarah Tarr/#3-00110) and 22,000 sets for Jacket 425-069 (Marked Attn: Forms Supply/#3-00113) via traceable means to: U.S. Office of Personnel Management, Retirement Services & Management Group, 1137 Branchton Road, Boyers, PA 16017.

NOTE: Deliveries must be made between 8 AM - 3 PM, Monday to Friday. Driver should inform security guard at gate of delivery for "Forms Supply" (724-794-2005) - Ext. 3494 (Sarah Tarr). Driver should follow "ROC Delivery" directional signs to roll-up door. NOTE: While delivery of these jobs can be at the same time, they MUST be on separate skids, not intermingled, and easily distinguishable from each other.

Deliver 55 sets (includes 50 Departmental Random "Blue Label" sets) of Jacket 425-049 (Marked Attn: Cyrus Benson/#3-00110) and 130 sets (includes 125 Departmental Random "Blue Label" Copies) of Jacket 425-069 (Marked Attn: Cyrus Benson/#3-00113) via traceable means to: U.S. Office of Personnel Management, Cyrus Benson/#3-00113, 1900 E Street NW - Room 3316-L, Washington, DC 20415, (Inside Delivery Required) - Call 202-936-0401

Note: For the "Blue Label" Copies -- A copy of the Government furnished certificate (GPO Form 917) must accompany the voucher sent to GPO, Financial Management Service, for payment. Failure to furnish the certificate may result in delay in processing the voucher. NOTE: Form is also available at https://www.gpo.gov/pdfs/vendors/sfas/Form917.pdf

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

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

| ATTRIBUTE | SPECIFIED STANDARD |
|---|---|
| P-7. Type Quality and Uniformity | OK'd proofs/Furnished electronic files |
| P-9. Solid or Screen Tints Color Match | Pantone Matching System |

Prior to award, contractor may be required to provide information related to specific equipment that will be used for production.

PREAWARD SURVEY: In order to determine the responsibility of the prime contractor or any subcontractor, the Government reserves the right to conduct an on-site pre-award survey at the contractor's/subcontractor's facility or to require other evidence of technical, production, managerial, financial, and similar abilities to perform, prior to the award of a contract. As part of the financial determination, the low contractor may be required to provide one or more of the following financial documents:
1) Most recent profit and loss statement
2) Most recent Balance Sheet
3) Statement of cash flows
4) Current official bank statement
5) Current lines of credit (with amounts available)
6) Letter of commitment from paper supplier(s)
7) Letter of commitment from any subcontractor

The documents will be reviewed to validate that adequate financial resources are available to perform the contract requirements. Documents submitted will be kept confidential, and used only for the determination of responsibility by the Government. Failure to provide the requested information in a timely manner may result in the Contracting Officer not having adequate information to reach an affirmative determination of responsibility.

PAYMENT: Submitting invoices for payment via the GPO fax gateway (if no samples are required) utilizing the GPO barcode coversheet program application is the most efficient method of invoicing. Instruction for using this method can be found at the following web address: http://winapps.access.gpo.gov/fms/vouchers/barcode/instructions.html.

Invoices may also be mailed to: U.S. Government Publishing Office, Office of Financial Management, Attn: Comptroller, Stop: FMCE, Washington, DC 20401.

For more information about the billing process refer to the General Information of the Office of Finance web page located at https://www.gpo.gov/how-to-work-with-us/vendors/how-to-get-paid.
**Attachment(s):** NONE