Quotation Request //

US Government Publishing Office **JACKET:428-106**

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

Quotations are Due By:
(Eastern Time)2:00 PM on 03/14/2024

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

TITLE: 2024 Harmonized Tariff Schedule
QUANTITY: 359 Total Books PLUS one set of Digital Deliverables. Multiple destinations.

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 (Tim Sankey) on 202-512-0488 or email tsankey@gpo.gov.
TRIM SIZE: 8-1/2 x 11"
FORM NO: 5483
PAGES: 4206 + Separate 2-piece Covers
SCHEDULE:
Furnished Material will be available for pickup by 03/15/2024
Deliver partial (to arrive at destination) 5 copies by 04/19/2024.
Deliver complete (to arrive at destination) by 04/30/2024
F.O.B. destination
Deliver on all locations can be prior to above delivery dates (as soon as a location is ready it can be delivered). Shipment A (partial) must deliver first (4/19/24 or sooner).
QUALITY LEVEL: 3 Quality Assurance Through Attributes (GPO PUB 310.1, effective May 1979 (Rev. 9-19)) applies.
DESCRIPTION:
DIGITAL PRINTING ACCEPTABLE.
For Cover 1, at contractors option, the product may be produced via conventional offset or digital printing provided Quality Level III standards are maintained. Final output must be a minimum of 150-line screen and at a minimum resolution of 1200 x 1200 dpi x 1 bit or 600 x 600 dpi x 4-bitdepth technology. Digital device must have a RIP that provides an option for high quality color matching such as Device Links Technology and/or ICC Profiles. NOTE: Contractor must produce the entire job either conventional offset or digital printing; split production methods are not acceptable without prior approval.

For Cover 2 and 4 and the text pages, at contractors option, the product may be produced via conventional offset or digital printing provided Quality Level III standards are maintained. Final output must be a minimum of 150-line screen and at a minimum resolution of 1200 x 1200 dpi x 1 bit or 600 x 600 dpi x 4-bit depth technology. NOTE: Contractor must produce the entire job either conventional offset or digital printing; split production methods are not acceptable without prior approval.

Cover 1 prints a solid bar which bleeds on left and right, type/rule matter, and agency logo in Pantone Reflex Blue with some text reversing out to white. *If printing cover digitally, contractor must achieve a close match of Reflex Blue (and adjust artwork as needed).

Cover 2, 4 (prints ISBN barcode) and Text prints head to head with type/rule matter in black ink only. Cover 3 is blank.

ARTWORK: Contractor must extend bleeds on Cover 1. On Cover 2 and Text, Contractor to convert any four-color process/RGB to grayscale. Contractor to add ISBN and 'for sale' line per instructions. All copies must have the ISBN barcode and the for sale line. Contractor must add a single blank space between Harmonized and Tariff on Cover 1.

BINDING: Collate printed front cover and blank back cover with text. Drill 3 round holes 5/16" in diameter 4-1/4" center to center; centered on the left 11" side; center of holes 3/8" from left edge of sheet (or suitable without loss of information). Ensure holes are consistent and match throughout the book and final product can be placed in a 3-ring binder. Since final product 3-hole drills, contractor must verify that page margins are sufficient for drilling without hitting page text. Contractor to notify agency of any margin insufficiency prior to proofing and printing.

DIGITAL DELIVERABLES: Upon completion of the order, the contractor must furnish final production files converted to a single simple Acrobat PDF file "Optimized for Press" with proper color mode with the furnished material. The digital deliverables must be an exact representation of the final printed product and be emailed to the agency.

MATERIAL FURNISHED: Contractor to receive. Via email and GPO filesharing site after award.
One (1) Purchase Order
One (1) Press-Ready PDF file (Windows based)
One (1) PDF file that contains pallet instructions for Shipment C - SEE DISTIBUTION AND ATTACHED
One (1) PDF file with ISBN Barcode and for sale line copy
One (1) PDF file with individual carton instructions
One (1) PDF file with instructions for ISBN Barcode / For sale line

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.

PAPER: * Must be in accordance with JCP Paper Specification Standards in effect on date of this order
Cover: JCP Code* L11, No. 1 Coated Cover, Gloss-Finish, White, Basis Size 20 X 26", 80-100 lb
Text: JCP Code* A60, Uncoated Text, White, Basis Size 25 X 38", 50 lb
All text paper used in each copy must be of a uniform shade.

COLOR OF INK:
Cover 1: Pantone Reflex Blue
Cover 2, 4 and Text: Black ink
Cover 3: Blank

PRINT PAGE: Head to Head
MARGINS:
Cover 1: Inadequate Gripper, bleeds on left and right. Follow furnished electronic media.
Cover 2 and Text: Adequate Gripper. Follow furnished electronic media.
PROOFS:
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 Nathaniel.Gates@usitc.gov, Janet.Freas@usitc.gov and cc: tsankey@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 2 workdays from receipt at the Department to receipt in the contractor's plant.

AFTER EMAIL PROOF APPROVAL:

Pre-production Samples

Prior to the commencement of production of the contract production quantity, the contractor shall submit samples to the agency (address below). One (1) sample will be tested for conformance of material(s). One (1) sample 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 3 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 contractors 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.

SEND PROOFS TO:
Deliver pre-production sample via traceable means to:
USITC, 500 E Street SW, Rm 300-C, Washington DC 20436. Attn: Nathaniel Gates (202) 708-1662.

Contractor must notify the ordering agency/GPO with tracking information on the same day that the proof ships/delivers via e-mail sent to Nathaniel.Gates@usitc.gov and cc: tsankey@gpo.gov. The subject line of this message shall be "PROOF Notice for 428-106, Req. 24-00006".

CONTRACTOR MUST NOT PRINT PRIOR TO RECEIVING AN "OK TO PRINT".
BINDING:
See description.
PACKING:
Shrink wrap each book into four parts; Part 1 will be the beginning of the book (Cover 1) through Chapter 4. Part 2 will be Chapter 5 through Chapter 56. Part 3 will be Chapter 57 through Chapter 94. Part 4 will be Chapter 95 through the end of the book (Cover 4).

On each book, Part 1 will be on top and Part 4 on bottom (Cover 1 face up followed by Chapter 5 face up followed by Chapter 57 face up, and lastly Chapter 95 face up). Pack suitably to prevent shifting and to ensure books are not damaged during shipment.

Pack books in individual cartons.

NOTE: MARK ALL CARTONS WITH THE FOLLOWING INFORMATION:

JOB TITLE: Harmonized Tariff Schedule FY24
PUBLICATION NO.: 5483
REQUISITION: (Use Agency Identifier in Distribution for each Shipment. Example: on Shipment B it would be 'Depository File Copies', on Shipment C it would be 'Requisition# 4-00014')
JACKET NO.: 428-106
QUANTITY: _____
NUMBER OF BOXES: EX. Box 1 of 4, Box 2 of 4...

DISTRIBUTION:
Contractor must notify the ordering agency on the same day that the product ships/delivers via e-mail sent to the following person(s) below. The subject line of this message shall be "Distribution Notice for Jacket 428-106, Harmonized Tariff Schedule FY24 (and the requisition/agency identifier below)". 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.

SHIPMENT A) Nathaniel.Gates@usitc.gov / Requisition# 24-00006
SHIPMENT B) jlreed@gpo.gov and tmerrick@gpo.gov / Depository File Copies
SHIPMENT C) Remon.Mankourous@cbp.dhs.gov / Requisition# 4-00014
SHIPMENT D) jlreed@gpo.gov and tmerrick@gpo.gov / Depository Item #0982B02
SHIPMENT E) tbrooks@gpo.gov / IES Copies
SHIPMENT F) bmorrison@gpo.gov / Requisition#4-00206/Subscription Stock

SHIPMENT A) Deliver 5 copies by 4/19/24 via traceable means to: USITC, 500 E Street SW, Rm 300-C, Washington DC 20436. Attn: Nathaniel Gates (202) 708-1662. NOTE: Address has loading dock, no inside delivery needed.

SHIPMENT B) Deliver 1 copy by 4/30/24 via traceable means to: BAC (By-Law) 1525-01, Library of Congress, U.S. Serials and Government Documents Section, U.S. Anglo Division, 101 Independence Ave., SE, Stop 4276, Washington, DC 20540-4276. Marked: Depository File Copies. NOTE: All shipments to this destination must be via FedEx, UPS or United States Postal Service (USPS).

SHIPMENT C) Deliver 25 copies by 4/30/24 via traceable means to: USCBP, National Distribution Center, 6484 Corporate Dr., Indianapolis, IN 46278. Attn: Lonny MacDonald (317) 290-3149 x2021 or Josh Herald (317) 290-3149 x2010. Marked: Requisition# 4-00014. ****Contractor MUST notify NDC at least 48 hours prior to delivery and MUST pack per Pallet Instructions or SHIPMENT WILL BE REFUSED**** - SEE ATTACHED!

SHIPMENT D) Deliver 1 copy by 4/30/24 via traceable means to: BAC (C+I) 1523-01, U.S. Government Publishing Office, Federal Depository Library Program, Mail Stop: FDLP, 44 H Street, NW, Loading Dock, Washington, DC 20401, Marked: Item No. 0982-B-02.

SHIPMENT E) Deliver 27 copies by 4/30/24 via traceable means to: BAC (IES) 1540-01, U.S. Government Publishing Office, International Exchange Service (IES), Document Warehouse, 8660 Cherry Lane, Laurel, MD 20707-4986.

SHIPMENT F) Deliver 300 copies by 4/30/24 via traceable means to: U.S. Government Publishing Office, Documents Warehouse, 8660 Cherry Lane, Receiving Branch, Stop: IDLP, Laurel MD 20707-4950, Attention: Berine Morrison (202) 512-2010 X30901. Marked Req#4-00206/Subscription Stock.

NOTE: For the two deliveries (Shipments E and F) to the Document Warehouse in Laurel, MD, the following applies:
Pallets: The 27 copies and the 300 copies may travel together but MUST NOT be intermingled on skids. The 27 copies will be on their own set of skids clearly marked, and the 300 copies will be on their own set of skids clearly marked. Clearly marked means using a different color coded packing label (different

colored sheet of paper) for each of the pallets so it is easily distinguishable from the other.
Phone: 202-423-3014
Operating hours 6:30 am to 4:30 pm Monday thru Friday
24 hour notice prior to shipment is preferred to tbrooks@gpo.gov.
Standard load information should be included: Item number, # of pieces, # of cartons, # of pallets, etc.

Deliver by email one (1) set of digital deliverables of the final, approved artwork with the subject line "Digital Deliverable for Jacket 428-106, Req# 24-00006" to Nathaniel.Gates@usitc.gov and tsankey@gpo.gov.

All expenses incidental to submitting proofs, furnishing samples and returning materials, 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	Prior to production Samples/Furnished Electronic File
P-9. Solid and Screen Tint Color Match	Pantone Matching System
P-10. Process Color Match	Prior to production Samples/Furnished Electronic File

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 preaward 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 contractor in line for award 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 the time specified by

the Government 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.

NOTE: Vendors are expected to submit invoices within 30 days of job shipping/delivery.
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Attachment(s): Attachment(s) is/are part of the specification, click 'Download Attachment(s)' link below to view and print the attachments that are part of these specifications.
Download Attachment(s): http://contractorconnection.gpo.gov/download.aspx?Jacket=428106