

Quotation Request //

US Government Publishing Office

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

JACKET:031-252

Quotations are Due By:
(Eastern Time)1:00 PM on 09/19/2018

**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: CD-Rom & Jewel Box for House Journal 114th Congress 2nd Session-2016

QUANTITY: 504 CD-ROM Sets. Each set consists of One CD-Rom inserted into a Jewel Case with a Front Insert and Back Inlay card.

SUBMISSION OF QUOTES: Vendor to submit quotes via Quick Quote (<https://contractorconnection.gpo.gov/OpenJobs.aspx>). Late quotes will not be accepted. All problems submitting quotes via Quick Quote must be reported prior to bid opening time to: DC Team 1 on 202-512-0310.

BIDDERS, PLEASE NOTE: GPO has issued a new GPO Publication 310.2, GPO Contract Terms - Solicitation Provisions, Supplemental Specifications, and Contract Clauses (Rev 1-18). Prospective bidders should carefully read this publication as the applicable terms within become an integral part of this contract. The document is posted at <https://www.gpo.gov/how-to-work-with-us/vendors/forms-and-standards> along with a list of major revisions.

SUBCONTRACTING: Contract Clause 6, "Subcontracts," of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 6-01)), is modified to permit subcontracting of the presswork for CD manufacturers and CD duplication for printing firms.

TRIM SIZE: CD-ROM: Std. 120mm

Jewel Case: Standard to hold 120mm CD, folded 4 page insert, and inlay card

Front Insert: Flat: 9-1/2 x 4-11/16" Folded: 4-3/4 x 4-11/16"

Back Inlay Card with Spine: Flat: 5-15/16 x 4-5/8" Folded: 5-3/8 x 4-5/8"

PAGES: Front Insert: 4 Pages

Back Inlay Card with Spine: Face Only

SCHEDULE:

Furnished Material will be available for pickup by 09/19/2018

Deliver complete (to arrive at destination) by 10/03/2018

F.O.B. destination

QUALITY LEVEL: 3 Quality Assurance Through Attributes (GPO PUB 310.1, effective May 1979 (Rev. 8-02)) applies.

DESCRIPTION:

CD-ROM DUPLICATION: The duplicated CD-ROMs shall be compliant with the International Standard Organization (ISO) 9660 guidelines.

PRINTING:

Front Insert (Face and Back): Pages 1 and 4 print full coverage background in Pantone 321C (Blue) with screens plus type matter, illustration, and a fine detail department seal reversing out to appear white, bleeds

all sides. Pages 2 and 3 print full coverage background in Pantone 321C (Blue) with type matter reversing out to appear white. Bleeds all sides

Flat: 9-1/2 x 4-11/16" Folds To: 4-3/4 x 4-11/16. Fold 4 pages with the title facing out. Insert into Jewel Case so the title of the form can be read without opening packaging.

Back Inlay Card: Prints one side only. Prints full coverage background in Pantone 321C (Blue) with type matter reversing out to appear white. Bleeds all sides

Flat: 5-15/16 x 4-5/8" Folds To: 5-3/8 x 4-5/8". Score or perforate (without ink) the inlay card in two places along the entire 4-5/8" dimension, 1/4" from the left and right edge. Back inlay card must be placed face out in the bottom of the Jewel Case.

CD Label: Prints full coverage background in Pantone 321C (Blue) over Opaque White, with screens plus type matter and a fine detail department seal reversing out to appear white. Bleeds entire perimeter.

MATERIAL FURNISHED: Contractor to pickup at GPO. .
One Master CD-R Disc for Duplication 80 Minutes/700 MB Reproduction.

One CD-R Disc generated on Macintosh with System 10.13.2 using InDesign CC /Illustrator CC /Photoshop CC. Files in Native Format. Fonts and Bleeds are Furnished.

One set of color Laser visuals of the Front Insert, Back Inlay Card, and CD Label to be used as a general guide.

GPO Form 952 Desktop Publishing - Disk Information

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 is responsible for performing a basic check (preflight) of the furnished publishing files to assure accurate output of the required reproduction image. Any errors, media damage or data corruption that might interfere with proper file imaging must be reported to the contract administrator in sufficient time to comply with the shipping schedule. In addition, the contractor is responsible for creating or altering any necessary trapping, setting proper screen angles and screen frequency, and defining file output selection for the imaging device being utilized. All furnished files must be imaged as necessary to meet assigned quality level.

DATA FORMAT VERIFICATION: Upon receipt of the input media, the contractor shall review the files for usability and completeness. The contractor shall verify compliance of each image with the requirements of International Standard ISO 9660. The contractor shall immediately notify the Government of any problems with the furnished data files, including files which are damaged, unreadable, oversized, or not in compliance with ISO 9660. Any delay by the contractor in notifying the Government of problems with the furnished material will not release the contractor from meeting the delivery and distribution schedule.

PAPER: * Must be in accordance with JCP Paper Specification Standards in effect on date of this order

JCP Code* A180, White, Litho (Gloss) Coated Book, Basis Size 25 X 38", Basis Weight 80lbs
NOTE: While postconsumer fiber is encouraged the minimum postconsumer fiber requirement is waived.
All others attributes remain unchanged.

COLOR OF INK:

Pantone 321C (Blue)

PRINT PAGE: Head to Head

MARGINS:

Inadequate gripper. Bleeds All Sides (all items). Follow Electronic Media.

PROOFS:

CHECK DISC: Contractor must produce one Compact Disc Recordable (CD-R) Check Disc which shall have the same structure and content as the final CD-ROM for Government inspection prior to duplication/replication of the ordered quantity. Although the Check Disc will not be required to be printed, it must have written identification thereon and must be placed in a slimline jewel case.

1 printed disc created using the same output device/RIP that will be used to produce the final printed product placed in a slimline jewel case.

Send check disc and printed disc together with the furnished media (copy, electronic files) directly to: USGPO, 44 H Street NW, Washington, DC 20401. Attn: GPO Platform, Mr. Robinson, MARKED FOR REDISTRIBUTION TO: Congressional Publishing Services, Room C-730, GPO, Attn: Daniel Ramey. Contractor must call GPO Contract Compliance Section at 202-512-0520, or e-mail information to compliance@gpo.gov immediately upon sending/delivering proofs and immediately upon notification that the proofs are available for pickup at the department. Proofs will be withheld not more than (1) workday from receipt in the department to when they are made available for pickup at the department. CONTRACTOR MUST NOT PRINT PRIOR TO RECEIVING AN "OK TO PRINT".

BINDING:

INSERTING/JEWEL CASE:

Complete Set consists of: Front Insert, Back Inlay Card, and CD-ROM into each jewel case.

PACKING:

Shrink Film Wrap each individual CD-ROM/JEWEL CASE Set. Pack suitably in shipping containers.

NOTE: Pack 450 shrink-wrapped CDs, going to FDLP (345 copies), IES (90 copies), and Depository File copies (15 copies) in individual mailing cartons with the title printed on the spine.

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

NOTE: MARK ALL CARTONS WITH THE FOLLOWING INFORMATION:

JOB TITLE: CD-ROM & Jewel Case For House Journal 114th Congress 2nd Session 2016

REQUISITION: 8-115201964

JACKET NO.: 031-252

QUANTITY:

NUMBER OF BOXES: EX. Box 1 of 4, Box 2 of 4...

DISTRIBUTION:

Distribution Notice: Contractor must notify the ordering agency on the same day that the product ships/delivers via e-mail sent to dramey@gpo.gov. The subject line of this message shall be "Distribution Notice for Jacket 031-252, Requisition No. 8-01964. 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.

F.O.B. Destination: (Must Deliver On or Before the Scheduled Date):

FOLLOW DELIVERY INSTRUCTIONS:

Deliver (4) sets to: USGPO, 44 H Street NW, Washington, DC 20401. Attn: GPO Platform, Mr. Robinson, MARKED FOR REDISTRIBUTION TO: "Bylaw" Office of the Journal Clerk, Room HT-13, The U.S. Capitol Building, Attn: Lawrence McLaughlin.

Deliver (2) sets to: USGPO, 44 H Street NW, Washington, DC 20401. Attn: GPO Platform, Mr. Robinson, MARKED FOR REDISTRIBUTION TO: "Bylaw" Office of the Parliamentarian, Room H-209, The U.S. Capitol Building.

Deliver (35) sets to: USGPO, 44 H Street NW, Washington, DC 20401. Attn: GPO Platform, Mr. Robinson, MARKED FOR REDISTRIBUTION TO: "Bylaw" Legislative Resource Center, Room 135, Cannon House Office Building.

Deliver (4) sets to: USGPO, 44 H Street NW, Washington, DC 20401. Attn: GPO Platform, Mr. Robinson, MARKED FOR REDISTRIBUTION TO: "Bylaw" House Library, Room B-25, Ford House Office Building.

Deliver (3) sets to: USGPO, 44 H Street NW, Washington, DC 20401. Attn: GPO Platform, Mr. Robinson, MARKED FOR REDISTRIBUTION TO: "Bylaw" Senate Library, Room SR-B15, Russell Senate Office Building.

Deliver (1) set marked "Bylaw" to: State Department Library, Room 3230, 21st and Virginia Avenue NW, Washington DC 20401.

Deliver (1) set to: USGPO, 44 H Street NW, Washington, DC 20401. Attn: GPO Platform, Mr. Robinson, MARKED FOR REDISTRIBUTION TO: "Bylaw" Library of Congress (Congressional Research Service), Room LM-315, Madison Building, 101 Independence Avenue SE, Washington DC 20540-4274.

Deliver (1) set to: USGPO, 44 H Street NW, Washington, DC 20401. Attn: GPO Platform, Mr. Robinson, MARKED FOR REDISTRIBUTION TO: "Bylaw" Supt. Docs. Library, Room C-508A, GPO.

Deliver (1) set to: "Bylaw" National Archives Library, Room 200-B, 8th and Pennsylvania Avenue NW, Washington DC 20401.

Deliver (2) sets to: USGPO, 44 H Street NW, Washington, DC 20401. Attn: GPO Platform, Mr. Robinson, MARKED FOR REDISTRIBUTION TO: Congressional Publishing Services, Room C-730, GPO, Attn:

Daniel Ramey Jr.

ADDITIONAL DELIVERIES (packed in individual mailing cartons with the title printed on the spine):

Deliver (345) sets to: U.S. Government Publishing Office, Federal Depository Library Program (FDLP), Document Warehouse, 8660 Cherry Lane, Laurel, MD 20707-4986.

Deliver (90) sets to: U.S. Government Publishing Office, International Exchange Service (IES), Document Warehouse, 8660 Cherry Lane, Laurel, MD 20707-4986.

Deliver (15) sets, MARKED "Depository File Copies", to: Library of Congress, U.S. Serials and Government Documents Section, U.S. Anglo Division, 101 Independence Avenue, 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).

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

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

(a) Non-destructive Tests -- General Inspection Level III.

(b) Destructive Tests -- Special Inspection Level S-2.

Specified standards to correspond with each required attribute as follows:

ATTRIBUTE:	SPECIFIED STANDARD:
P-7. Type Quality and Uniformity	Furnished Electronic Media
P-9. Solid and Screen Tint Color	Pantone Matching System

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