

# Quotation Request //

US Government Publishing Office

JACKET:031-464

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

Quotations are Due By:  
(Eastern Time)10:00 AM 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.

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**TITLE:** White Franked Laser Peel-Off Labels (FL-06)

**QUANTITY:** 1000 Self-Adhesive Labels (125 sheets of 8-up Labels).

**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.

**TRIM SIZE:** 4-1/4 x 2-3/4"

**PAGES:** Face Only

**SCHEDULE:**

Furnished Material will be available for pickup by 09/20/2018

Deliver complete (to arrive at destination) by 09/26/2018

F.O.B. destination

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

**DESCRIPTION:**

**PRINTING:** Prints type/rule matter/barcode and signature in Black Ink. Coat the entire back of each label with a permanent type, pressure sensitive adhesive.

**CONSTRUCTION:** Die-cut labels with rounded corners; kiss cut each sheet vertically 4-1/4" from left/right edges & horizontally in 3 places every 2-3/4" to form a sheet of 8 labels (2 across & 4 down). Do not penetrate the backing sheet, remove waste.

**MATERIAL FURNISHED:** Contractor to pickup at GPO. .

One (1) CD-R containing Print PDF - Also see Attached

One (1) piece of same size camera copy (8-up sheet).

One (1) GPO Form 905 - Labeling and Marking Specifications.

**PAPER:** \* Must be in accordance with JCP Paper Specification Standards in effect on date of this order White Uncoated Label Paper, (basis size 25 x 38", basis weight 50-60 lbs. per 500 sheets).

Note: Must be Laser Printer Compatible

Stock (including backing sheet) is to have a maximum thickness of 0.0080" to allow for proper feeding through a laser printer with minimum jamming, folding, or other abnormal occurrences.

**COLOR OF INK:**

Black

**PRINT PAGE:** One Side Only

**MARGINS:**

Adequate gripper left and right only. Follow Furnished Camera Copy.

**PROOFS:** NONE

**BINDING:**

See Description

**PACKING:**

Fanfold suitably. Pack suitably in shipping containers.

**LABELING** (package and/or container label): Reproduce shipping container label from furnished repro, fill in appropriate blanks and attach to shipping containers. In addition to the regular markings, identify as indicated in "Packing" above.

**NOTE: MARK ALL CARTONS WITH THE FOLLOWING INFORMATION:**

**JOB TITLE:** Mailing Labels Frank Only - Self Adhesive Label

**REQUISITION:** 8-115202007

**JACKET NO.:** 031-464

**QUANTITY:** \_\_\_1000 Labels, 125 sheets of 8-up labels\_\_\_\_\_

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

**DISTRIBUTION:**

Deliver 1000 labels (125 sheets, 8-up), and all Government furnished material to: U.S. Government Publishing Office, 44 H Street NW, Washington, DC 20401. GPO Platform (Attn: Mr. Robinson). Marked For Re-Distribution to: Room 1524, Building: Long

Contractor must notify the ordering agency on the same day that the product ships/delivers via e-mail sent to kdethomasis@gpo.gov. The subject line of this message shall be "Distribution Notice for Jacket 031-464, Requisition 8-115202007". 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.

**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 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	Electronic Media
P-9. Solid or Screen Tint Color Match	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>.

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

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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