

Quotation Request //

US Government Publishing Office

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

JACKET:032-253 R-2

Quotations are Due By:
(Eastern Time)10:00 AM on 10/17/2018

**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: Rubber Stamps w/wood base handle

QUANTITY: 45 total stamps consisting of 3 each of 15 different individual stamps.

R-1 - Bid extension

R-2 - See Schedule

- Item 1: Bylaw - Size - 3-3/4 x 1-1/4" - Quantity - 3
- Item 2: H. REPT - Public - Size - 3-3/4 x 1-1/4" - Quantity - 3
- Item 3: S. REPT - Public - Size - 3-3/4 x 1-1/4" - Quantity - 3
- Item 4: H. DOC - Size - 3-3/4 x 1-1/4" - Quantity - 3
- Item 5: S. DOC - Size - 3-3/4 x 1-1/4" - Quantity - 3
- Item 6: HOLD - Size - 3-3/4 x 1-1/4" - Quantity - 3
- Item 7: House DOC ROOM J 89-283 - Size - 11/16 x 2-1/2" - Quantity - 3
- Item 8: 35 Deliver to B25 - Size - 11/16 x 2-3/4" - Quantity - 3
- Item 9: House DOC ROOM J 89-280 - Size - 11/16 x 2-1/4" - Quantity - 3
- Item 10: House DOC ROOM J 89-289 - Size - 11/16 x 2-1/2" - Quantity - 3
- Item 11: Senate DOC ROOM J 89-142 Extra Committees - Size - 11/16 x 2-3/4" - Quantity - 3
- Item 12: Senate DOC ROOM J 89-142 Extra Bills - Size - 11/16 x 2-1/4" - Quantity - 3
- Item 13: Senate DOC ROOM J 89-156 - Size - 11/16 x 2-1/2" - Quantity - 3
- Item 14: 150 Deliver to SH-B04 HART J. 89-142- Size - 11/16 x 2-3/4" - Quantity - 3
- Item 15: 150 Deliver to SH-B04 HART J. 89-156- Size - 11/16 x 3" - Quantity - 3

SPECIFICATIONS WILL APPLY EQUALLY TO ALL ITEMS EXCEPT AS NOTED HEREIN.

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.

SUBMISSION OF QUOTES: Vendor to submit quotes via Quick Quote (<https://contractorconnection.gpo.gov/openjobs.aspx>). Fax, email, and phone quotes are not acceptable. 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, 202-512-0310.

TRIM SIZE: Items 1 thru 6 - 3-3/4 x 1-1/4"

Item 7: 11/16 x 2-1/2"

Item 8: 11/16 x 2-3/4"

Item 9: 11/16 x 2-1/4"

Item 10: 11/16 x 2-1/2"

Item 11: 11/16 x 2-3/4"

Item 12: 11/16 x 2-1/4"

Item 13: 11/16 x 2-1/2"

Item 14: 11/16 x 2-3/4"

Item 15: 11/16 x 3"

PAGES: Face Only

SCHEDULE:

Furnished Material will be available for pickup by 10/17/2018

Deliver complete (to arrive at destination) by 10/30/2018

F.O.B. destination

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

DESCRIPTION:

See camera art for all items. Item 1 contains 6 lines of text, items 2 thru 6 contain 7 lines of text and items 8 thru 15 contain 1 line of text each. Camera art will require an approx. 87% reduction in order to meet required stamp size.

White background required behind the rubberized portion of the stamp on the wood base in order to make the stamp content readable. Stamp information should also be on the long edge of wood (right reading) as much as possible. See provided sample to use as guide.

MATERIAL FURNISHED: Contractor to pickup at GPO. Two (2) Microsoft Word Docs containing the camera art for the 15 items.

Contractor can 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.

Two(2) previous samples to use as guide.

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.

COLOR OF INK:

N/A

PRINT PAGE: One Side Only

MARGINS: Follow Copy Sample. Adequate Gripper.

PROOFS:

None Required

PACKING:

Pack Suitable

NOTE: MARK ALL CARTONS WITH THE FOLLOWING INFORMATION:

JOB TITLE: Rubber Stamps with Wood Base Handle for CPS Office

REQUISITION: 9-01956

JACKET NO.: 032-253

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 kdethomasis@gpo.gov The subject line of this message shall be "Distribution Notice for Jacket 032-253, Requisition 9-01956". 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 all stamps plus ALL GFM to: U.S. Government Publishing Office, Congressional Publishing, 732 N. Capitol Street, NW., Washington DC 20401, Attn: Ken DeThomasis, 202-512-0224

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

Camera Copy

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