

Quotation Request //

US Government Publishing Office

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

JACKET:032-326 S R-2

Quotations are Due By:

(Eastern Time)10:00 AM on 10/19/2018

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

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
032-326	9-00066	1169-00	2,000	Green Internal Priority Mail Only Envelopes
032-327	9-00067	1169-00	2,000	Interoffice Correspondence Envelope with Metal Clasp

TITLE: Green Internal Priority Mail Only Envelopes

QUANTITY: 2000 Copies of item 1 plus 2,000 copies of item 2 for a total of 4,000 total envelopes.

R1 - See Schedule

R2 - See Schedule

Item 1: Green Internal Priority Mail Only Envelopes - Quantity 2,000

Item 2: Interoffice Correspondence Envelope with Metal Clasp - Quantity - 2,000

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: Item 1: 10 x 13"

Item 2: 9-1/2 x 12-1/2" with 1-1/2" Flap

PAGES: Face Only

SCHEDULE:

Furnished Material will be available for pickup by 10/22/2018

Deliver complete (to arrive at destination) by 11/16/2018

f.o.b. Destination - MUST deliver on or before 11/16/2018

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

DESCRIPTION:

SPECIFICATIONS WILL APPLY EQUALLY TO ALL ITEMS EXCEPT AS NOTED HEREIN

The predominant production function is waived for this procurement. Printing firms, manufacturers, dealers or brokers may submit bids for this solicitation.

The contractor may make contracts for the furnishing of all or any part of the supplies or work specified. Accordingly, Contract Clause 6, "Subcontracts," of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 6 01)), does not apply to this procurement.

Item 1: Prints black ink on green envelope(to match Pantone-347), or surface tint white envelope on face, back and flap (Before Construction)in Pantone-347(Green) and print black type(face only). Print black type/line matter, and solid areas with text reversing out to green color of envelope.

CONSTRUCTION:

Open end envelope with center seams and approximately 1-3/4" slightly slanted gummed flap (with rounded corners) and a 1" folded overlap at the bottom (back) sealed with water-resistant adhesive.

Follow supplied sample.

Item 2: Prints Text/Line matter in Black ink on Brown Kraft Envelope.

CONSTRUCTION:

Open end envelope with center seams and approximately 1-1/2" slightly slanted gummed flap (with rounded corners). Center of flap has 1/4" diameter round hole. Reinforce drilled hole (see sample) on inside of flap. Affix one silver metal clasp on body of envelope (back side). Properly align the metal clasp with the reinforced metal clasp (will insert into the reinforced drill hole to close envelope). and a 1" folded overlap at the bottom (back) sealed with water-resistant adhesive.

Follow supplied sample.

MATERIAL FURNISHED: Contractor to pickup at GPO. One (1) CD-R containing 1 Print PDF for each item

One (1) GPO Form 917 - Certificate of Selection of Random Copies

One (1) GPO Form 2678 - Blue Label

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.

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.

PAPER: * Must be in accordance with JCP Paper Specification Standards in effect on date of this order
JCP Code* V10, Light-Colored Brown (Kraft, Shade) Envelopes, Basis Size 17 X 22" Basis Weight
Item 1: 10 x 13" Green or White Envelopes. 24 lbs per 500 sheets 17 x 22".

Note: If green color envelope is used the color must match Pantone-347(Green)

Item 2: JCP Code* V10, Light-Colored Brown (Kraft, Shade) Envelopes, Basis Size 17 X 22" - 28-32lb

COLOR OF INK:

black and Pantone 347(possible)

PRINT PAGE: One Side Only

MARGINS: Follow Copy Sample. Adequate Gripper.

PROOFS:

None Required

PACKING:

Pack each item Separately.

NOTE: MARK ALL CARTONS WITH THE FOLLOWING INFORMATION:

JOB TITLE: Green Internal Priority Mail Only Envelopes

REQUISITION: 9-00066

JACKET NO.: 032-326

QUANTITY: _____

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

JOB TITLE: Interoffice Correspondence Envelopes

REQUISITION: 9-00067

JACKET NO.: 032-327

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 dramey@gpo.gov The subject line of this message shall be "Distribution Notice for Jacket 032-326/327, Requisition 9-00066/00067". 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 2,000 copies of Item 1 (includes 50 Blue Label Copies)and 2,000 copies of Item 2 (Includes 50 Blue Label Copies) to: U.S. Government Publishing Office, 44 H. Street, NW, Washington, DC 20401, GPO Platform, Attn: Mr. Robinson, Marked for Redistribution to: 6th Floor, Postal Square Attn: Kelli Ashton.

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:

