

# Quotation Request //

## US Government Publishing Office

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

**JACKET:032-443**

**Quotations are Due By:**  
**(Eastern Time)10:00 AM on 11/16/2018**

**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:** Floor Tour Access Passes

**QUANTITY:** 3578 total finished laminated forms/access passes - 8 each of 441 different versions + 1 Generic (50 without state or district on card)and +10 samples.

**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:** 5 x 2-1/2"

**PAGES:** Face and Back

**SCHEDULE:**

Furnished Material will be available for pickup by 11/16/2018

Deliver complete (to arrive at destination) by 12/10/2018

F.O.B. destination

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

**DESCRIPTION:**

**DIGITAL PRINTING ACCEPTABLE:** At contractor's option, the product may be produced via conventional offset or digital printing provided that Quality Level 3 standards are maintained. Final output must be a minimum of 150 line screen and at a minimum resolution of 2400 x 2400 x 1 bit or 600 x 600 x 8 bit depth 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.

**PRINTING:** Finished forms/access passes print face and back in Pantone 295C Blue and Pantone 193C Red (which may be converted to Four Color Process if printing digitally) with full coverage and bleeds consisting of type/line matter in both Pantone colors and Government seal on face.

Copy runs across the 5" dimension on each side. Face changes for each version. Back is common to all versions.

**FINISHING:**

Trim four sides and round all corners

Film laminate face and back of each with a clear polyester 10 mil gloss laminate Sealed edges required.

Punch one rounded end slot, centered, approx. 5/8 x 1/8" across the left edge of the 2-1/2" dimension. See supplied sample for visual of slot type expected. Do not put slot on right edge.

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

One ISO 9660 compliant CD-R formatted on a MAC with System 10.12.6 utilizing Adobe InDesign CC, 2018 Adobe Illustrator CC 2018, and Adobe Photoshop CC 2018. Supplied files are in PDF and native application formats. Fonts are furnished.

One (1) set of color laser visuals to be used as a general guide.

Two (2) sample cards for for slot position only. Do not put slot on right edge.

#### 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.

**ELECTRONIC PREPRESS:** Prior to image processing, the contractor shall perform a basic preflight check of the furnished media and publishing files to assure correct output of the required reproduction image. If any errors, media damage, or data corruption that might interfere with proper file image processing are discovered during inspection by the contractor, work must be discontinued and further instructions should immediately be requested from the contract administrator.

This preflight must identify any problem areas with digital file submission and must include but not be limited to missing or damaged fonts, damaged disks, missing bleeds, improper trim size, and improper color definition. The Contractor is also responsible for creating or altering any necessary trapping, setting proper screen angles and frequency (unless indicated otherwise by the Government), and defining proper file output selection for the imaging device being used. All furnished files must be imaged as necessary to meet the assigned Quality Assurance Through Attributes Program (QATAP) level.

**PAPER:** \* Must be in accordance with JCP Paper Specification Standards in effect on date of this order JCP Code\* L21, Smooth and Fancy-Finish Cover, White, Basis Size 20 X 26", Basis Weight 90 lbs Exception Basis weight and match White Cordwain Cover Mohawk Carnival for finish.

#### **COLOR OF INK:**

Pantone 295C Blue and Pantone 193C Red (which may be converted to 4-Color Process if printing digitally) with film laminate both sides

**PRINT PAGE:** Head to Head

#### **MARGINS:**

Adequate gripper, No bleeds. Follow furnished Electronic File.

#### **PROOFS:**

NONE REQUIRED

#### **BINDING:**

See "DESCRIPTION" herein

**PACKING:**

Pack each version separately by state. Pack suitably per shipping container.

**LABELING AND MARKING - (Package and/or Container Label):** Reproduce shipping container label from furnished repro, fill in appropriate blanks and attach to shipping containers/packages.

**DISTRIBUTION:**

FULL delivery address (including "for redistribution to address") MUST be clearly marked on each carton's label.

Deliver 3,578 total copies (8 each of 441 different versions) of the finished form/access passes to: U.S. Government Publishing Office, 44 H Street, NW, Washington, DC 20401, Attn: GPO Platform, Mr. Robinson. Please NOTE on carton label: "Platform to hold - MUST Call Daniel Ramsey, 512-0224 upon delivery to GPO". CARTON(S) SHOULD BE MARKED FOR REDISTRIBUTION TO: HB-6 the Capitol, Attn: Ted Daniels.

Deliver 5 samples of the finished form/access passes to: U.S. Government Publishing Office, 44 H Street, NW, Washington, DC 20401, Attn: GPO Platform, Mr. Robinson. Please NOTE on carton label: "Platform to hold - MUST Call Daniel Ramsey, 512-0224 upon delivery to GPO". CARTON(S) SHOULD BE MARKED FOR REDISTRIBUTION TO: Room 135 Cannon House Office Building, Attn: Mike McGee/Velmon Washington.

Deliver 5 samples (version not important) and All Government Furnished Material to: U.S. Government Publishing Office (GPO), 44 H Street NW, Central Receiving, Washington DC 20401, Congressional Publishing, Attn: Daniel Ramsey, (202-512-0224).

**MUST ARRIVE AT DESTINATION ON/OR BEFORE SCHEDULED DELIVERY DATE**

Contractor must notify the ordering agency on the same day that the product ships/delivers via e-mail sent to Daniel Ramey [Mail to:dramey@gpo.gov]. The subject line of this message shall be "Distribution Notice for Jacket# 032-443, Requisition 9-115202133". 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 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	Electronic media
P-9. Solid or Screen Tints Match	Pantone matching system
P-10. Process Color Match	Electronic media

Prior to award, contractor may be required to provide information related to specific equipment that will be used for production.

All expenses in incidental to returning materials, submitting proofs, and furnishing samples must be borne by the contractor.

**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>.

All expenses incidental to submitting proofs, furnishing samples and returning materials, must be borne by the contractor.

**Attachment(s):** NONE