

# Quotation Request //

## US Government Publishing Office

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

**JACKET:032-590**

**Quotations are Due By:**  
**(Eastern Time)10:00 AM on 11/01/2018**

**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:** Photography Order Forms/Books

**QUANTITY:** 100 Matchbooks; each matchbook contain (25) 3-part carbonless sets per matchbook.

**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:** 4-1/2 x 6-5/8"; Detached overall 4-1/2 x 7-1/4"

**SCHEDULE:**

Furnished Material will be available for pickup by 11/01/2018

Deliver complete (to arrive at destination) by 11/13/2018

F.O.B. destination

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

**DESCRIPTION:**

**PRODUCT:** 3-part chemical transfer sets with top perforated stub and Matchbook Style Binding with top wraparound cover 25 sets per book.

**STUB:** Sets are to be held together at the 4-1/2" top by a 1/2 to 1" internally glued or pasted, perforated stub.

**MATCHBOOK CONSTRUCTION:** Bind (25) 3-Part Sets per Book. Wraparound matchbook style cover plus a top cover. Bottom cover to wraparound to form a writing stop. Score cover at all folds. Two (2) wire stitched through the top binding stub are required. A piece of chipboard or equal, approx. .020" thick, must be placed between bottom set and cover. Score all folds. Match sample provided as construction guide.

**PRINTING:** Matchbook cover is blank. Parts 1, 2, 3 print type/rule matter in Black. Copy designations print Pantone 185 (Red) at bottom center of each part.

**TYPE of CHANGES:** Marginal on face of Parts 2 and 3.

**\*\*NOTE:** Matchbook padded. The backing need to be strong enough to write an order in your hand, and the

tuck under flap should allow the writing on the first order to go to the next\*\*.

**MATERIAL FURNISHED:** Contractor to receive. One (1) previously printed sample for construction and guide. One (1) supplied CD-ROM with PDF file reduce approx. 95% and no smaller, previous sample, laser printout.

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

Part 1: White Chemical Transfer CB, 13-15 lbs. (basis weight per 500 sheets, 17 x 22)

Part 2: Canary Chemical Transfer CFB, 14-17 lbs. (basis weight per 500 sheets, 17 x 22)

Part 3: Pink Chemical Transfer CF, 13-15 lbs. (basis weight per 500 sheets, 17 x 22)

Paper supplied by contractor having the following basis weights must conform to all specifications contained in JCP Code O-80: CB and CF- 15 lb; CFB- 14.5 lb.

Manila Tag JCP P10, basis size 24 x 36"; basis weight 150 lbs.

Chipboard Backing .020" thickness

\*\*NOTE: Transfer Image Blue/Black\*\*.

**COLOR OF INK:**

Black and Pantone 185.

**PRINT PAGE:** One Side Only

**MARGINS:**

Follow electronic media. Adequate gripper.

**PROOFS:**

E-Mail proofs (indicate margins). **CONTRACTOR MUST NOT PRINT PRIOR TO RECEIVING AN "OK TO PRINT"**. One (1) set of E-Mailed Electronic Page Proofs. Contractor to submit one "Press Quality" PDF "soft" proof (for content only) using the same Raster Image Processor (RIP) that will be used to produce the final printed product. PDF proof will be evaluated for text flow, image position, and color breaks. Proofs will not be used color match.

E-Mailed proofs marked with Jacket 032-590, Requisition 9-115202198 plus return name and E-Mail address directly to the Agency at [dramey@gpo.gov](mailto:dramey@gpo.gov)

Contractor must call GPO Contract Compliance Section at (202) 512-0520 immediately upon E-Mailing proofs and immediately upon receiving the returned proofs or OK E-Mail back from the Department. Proofs will be withheld not more than 1 workday from receipt at the Department to receipt in the contractor's plant.

**BINDING:**

See above.

**PACKING:**

Shrink Film Pack in units of 10 pads. Pack suitably per shipping container.

NOTE: MARK ALL CARTONS WITH THE FOLLOWING INFORMATION:

JOB TITLE: NCR Pads: Appointment Order Form/Band in a Matchbook

REQUISITION: 9-115202198

JACKET NO.: 032-590

QUANTITY: \_\_\_\_\_

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

**DISTRIBUTION:**

Deliver 100 pads to: U.S. GPO, 44 H Street, NW, GPO Platform, Washington, DC 20401. GPO Platform, Attn: Mr. Robinson, Marked for Re-Distribution to: Room 2002, Rayburn H.O.B., Attn: Dana.

Contractor must notify the ordering agency on the same day that the product ships/delivers via e-mail sent to [dramey@gpo.gov](mailto:dramey@gpo.gov) The subject line of this message shall be "Distribution Notice for Jacket 032-590, Requisition 9-115202198. 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	Camera Copy
P-9. Solid or Screen Tints 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>.

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**