

Quotation Request //

US Government Publishing Office

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

JACKET:033-112

Quotations are Due By:
(Eastern Time)10:00 AM on 12/06/2018

**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: Card: Member Emergency Information

QUANTITY: 1200 Cards

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: 3-3/8 x 2-1/8"

PAGES: 2

SCHEDULE:

Furnished Material will be available for pickup by 12/07/2018

Deliver complete (to arrive at destination) by 12/14/2018

F.O.B. destination

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

DESCRIPTION:

Side 1 prints Fine Detail logo and solid bar with text matter reversing out to white printing in 4 color process, type matter in black. Bleeds 2 sides. Side 2 prints in type/line matter in black only.

All corners get rounded.

MATERIAL FURNISHED: Contractor to pickup at GPO. One (1) CD-R containing Print PDF. Can also be emailed upon award.

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* O90, Printable Plastic Film (Synthetic Paper), Basis Size 25 X 38" Basis Weight Similar or Equal to Opaque White 20 Mil (preferred) up to 30 mil. will be accepted Polyethylene smooth Gloss Finish Front and Back.

COLOR OF INK:

4-Color Process Plus Black

PRINT PAGE: Head to Foot

MARGINS:

Follow electronic Media - Contains Bleeds

PROOFS:

None Required

BINDING:

Round corner all corners with 1/4" round Corners

PACKING:

Pack Suitable

NOTE: MARK ALL CARTONS WITH THE FOLLOWING INFORMATION:

JOB TITLE: Card: Member Emergency Information

REQUISITION: 115202441

JACKET NO.: 033-112

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 033-112, Requisition 115202441". 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 1,200 copies (Includes 50 Departmental Random Blue Label Copies) to: U.S. Government Publishing Office, 44 H St., NW, Washington, DC 20401, GPO Platform, Attn: Mr. Robinson, Marked For Redistribution to: Room H2-192, Ford House Building, Attn: Emily Scanlon.

Deliver 1 sample copy and ALL GFM to: U.S. Government Publishing Office, 44 H St., NW, Washington, DC 20401, Attn: Ken DeThomasis, Congressional Publishing Room C-730.

Note: For the "Blue Label" Copies -- A copy of the Government furnished certificate (GPO Form 917) must accompany the voucher sent to GPO, Financial Management Service, for payment. Failure to furnish the certificate may result in delay in processing the voucher. NOTE: Form is also available at <https://www.gpo.gov/pdfs/vendors/sfas/Form917.pdf>

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

the contractor

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-10. Process Color Match	Electronic media

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