

# Quotation Request //

US Government Publishing Office

**JACKET:037-007**

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

**Quotations are Due By:**  
**(Eastern Time)10:00 AM** on 07/15/2019

**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:** Return to Senate Library Label

**QUANTITY:** 2000 Self Adhesive Labels; Ten Rolls containing 200 Labels each, Plus 10 Sample Labels.

**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.

**TRIM SIZE:** 2-5/8 X 6"

**PAGES:** Face Only Label

**SCHEDULE:**

Furnished Material will be available for pickup by 07/16/2019

Deliver complete (to arrive at destination) by 07/22/2019

F.O.B. destination

**QUALITY LEVEL:** 3 Quality Assurance Through Attributes (GPO PUB 310.1, effective May 1979 (Rev. 9-19)) applies.

**DESCRIPTION:**

Label prints face only type/rule matter,  
plus a fine detail departmental seal in black ink.

**MATERIAL FURNISHED:** Contractor to pickup at GPO. One (1) CD-R containing File furnished in PDF format.

One (1) Black Laser visuals to be used as general guide.

One (1) Previously printed sample to match.

Contractor can download the "Labeling and Marking Specifications" form (GPO Form 905, R. 7-15) from [gpo.gov](http://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

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Yellow (Exact match of Pantone 100 Yellow), Uncoated Label Paper,  
Basis Size 25 x 38", Basis Weight 50-60 lbs. per 500 Sheets, equal to Scotch Mark Brand.

Note: Color may be achieved by surface tinting. If surface tinting is used in this procurement, a solid background must be maintained.

Paper must be Laser Printer Compatible.

**COLOR OF INK:**

Black Ink and Pantone 100 Yellow.(Ink must be Laser Printer Compatible).

**PRINT PAGE:** One Side Only

**MARGINS:**

Inadequate gripper margins, black ink, approximately 3/16" margin on all sides, if surface tinted, bleeds on all sides.

**PROOFS: NONE**

**BINDING:**

CONSTRUCTION: Coat the entire surface of the back of each label with a removable type pressure sensitive adhesive. Adhesive must permit easy removal of labels from Book Cloth or Buckram without damage and must not leave adhesive residue.

Die cut labels to 2-5/8" x 6" with 4 square corners, waste removed. Mount labels, centered on a suitable continuous 3" wide backing sheet with 1/16" space between labels.

Deliver in rolls of 200 labels each, wound on a suitable core, print side out, head off first.

**PACKING:**

Pack suitable in shipping containers.

NOTE: MARK ALL CARTONS WITH THE FOLLOWING INFORMATION:

JOB TITLE: RETURN TO SENATE LIBRARY (LABELS)

REQUISITION: 9-01736

JACKET NO.: 037-007

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 037-007, Requisition 9-01736. 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.

F.O.B. Destination: (Must Deliver On or Before the Scheduled Delivery Date):

Deliver 2,000 labels (ten rolls) to: USGPO, 44 H Street NW, Washington, DC 20401 GPO PLATFORM:  
Attn: Mr. Robinson. Marked for Re-Distribution to: Room SR B15, Russell Senate Office Building, Attn:

Robert Nix.

Deliver 10 sample labels to: USGPO, 44 H Street NW, Washington, DC 20401. Attn: Ken DeThomasis, Congressional Publishing, Room C-730.

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	Furnished Electronic Media
P-9. Solid and Screen Tint Color Match	Pantone Matching System

**PREAWARD SURVEY:** In order to determine the responsibility of the prime contractor or any subcontractor, the Government reserves the right to conduct an on-site pre-award survey at the contractor's/subcontractor's facility or to require other evidence of technical, production, managerial, financial, and similar abilities to perform, prior to the award of a contract. As part of the financial determination, the contractor in line for award may be required to provide one or more of the following financial documents:

- 1) Most recent profit and loss statement
- 2) Most recent balance sheet
- 3) Statement of cash flows
- 4) Current official bank statement
- 5) Current lines of credit (with amounts available)
- 6) Letter of commitment from paper supplier(s)
- 7) Letter of commitment from any subcontractor

The documents will be reviewed to validate that adequate financial resources are available to perform the contract requirements. Documents submitted will be kept confidential, and used only for the determination of responsibility by the Government. Failure to provide the requested information in the time specified by the Government may result in the Contracting Officer not having adequate information to reach an affirmative determination of responsibility.

**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