

# Quotation Request //

## US Government Publishing Office

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

**JACKET:037-606 R-2**

**Quotations are Due By:**  
**(Eastern Time)1:00 PM on 09/19/2019**

**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:** CP-102A Property/ Evidence Envelope with String and Metal Eyelet

**QUANTITY:** 3750 Brown Kraft Expansion Envelopes.

**REVISION 2: SCHEDULE CHANGE**

**\*\*REVISION 1: SCHEDULE AND TITLE CHANGE\*\***

**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:** 4-1/2 x 10-1/2"(plus 4" flap)

**SCHEDULE:**

Furnished Material will be available for pickup by 09/19/2019

Deliver complete (to arrive at destination) by 10/11/2019

F.O.B. destination

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

**DESCRIPTION:**

**REVISION 2: SCHEDULE CHANGE**

**\*\*REVISION 1: SCHEDULE AND TITLE CHANGE\*\***

**SUBCONTRACTING:** Contract Clause 6, "Subcontracts," of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 1-18)), is modified to permit subcontracting of the presswork for envelope manufacturers and construction of envelopes for printing firms.

Envelope prints black type and rule matter on the face only, the side opposite the seams.

Construction: Envelopes to be open end, center seam with a 2" expansion gusset on each side and extending 1" into the flap area. Envelope must have a 4" flap of which 2 -1/4" is a gummed flap (see sample provided).

The center seam must overlap approximately 1" and be sealed with water resistant adhesive (all seams to be constructed with water-resistant adhesive). Score flap approximately 1" and 2" from flap fold for gusset expansion. Score bottom 2" v-cut flap 1" up from fold on bottom of envelope (9-1/2" down from flap fold). Contractor to match sample of previously printed sample.

All envelopes must contain a hard fiber button on the outside of the flap and the back of the envelope. The button on the outside of the flap must have a suitable hard fiber reinforcement patch on the inside of the flap and a metal eyelet plus a string (not less than 9" in length). The button on the back of the envelope must

have a metal eyelet which shall penetrate two thicknesses of paper at the center seam overlap.

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

At contractor's option, Contractor to receive via e-mail after award;

One CD-R with print ready PDF.

One Black & White Laser

One previously printed sample, to be used as a general and construction guide.

Previous sample to be used as a general and construction guide.

GPO Form 2678 (departmental random copies-blue label).

GPO Form 917 (Certificate of Selection).

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.

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 32-40 lbs.

**COLOR OF INK:**

Black

**PRINT PAGE:** One Side Only

**MARGINS:**

FACE: Head: 1-3/4"\* Foot:5/16" Left: 1/8" Right: 1/8"

\*from flap score

**PROOFS:**

NOTE:(LABEL PROOF) Contractor to email a PDF proof of the completely filled out carton label for approval prior to delivery to dramey@gpo.gov Carton Labels MUST be on GPO Form 905 and must be correctly filled out with job title, jacket, quantity, contractor information, etc.

NOTE: (ENVELOPE PROOF)Proofs will NOT be required; however, contractor will be responsible for final output that is in conformance with the visuals as provided. The contractor will be responsible for reporting immediately to the GPO if there is any discrepancy within the content of the digital file versus the visuals.

Contractor must call GPO Contract Compliance Section at (202) 512-0520, or e-mail information to compliance@gpo.gov., immediately upon sending/delivering proofs and immediately upon notification that the proofs are available for pickup at the department.

Proofs will be withheld not more than one (1) workday from receipt in the department to when they are made available for pickup at the department.

**CONTRACTOR MUST NOT PRINT PRIOR TO RECEIVING AN "OK TO PRINT".**

**PACKING:**

Package: Shrink film wrap 50 envelopes per pack. Pack suitably in shipping containers.

**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 037-606, Requisition No. 9-02064. 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

**\*\* SHIPPING / DELIVERY NOTIFICATION \*\***

Contractor to send email to dramey@gpo.gov with the tracking information when the shipper has been established. The date, approximate time of arrival, and tracking numbers should be provided at that time.

Deliver 3,750, (including 80 Departmental Random "Blue Label" Copies) and all GFM to: USGPO, 44 H Street, NW, Washington, DC 20401, US Capitol Police, Room A-345, Attn: James Hoover.

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>

Deliver 5 Samples of the finished product and Government furnished material, directly to: USGPO, 44 H Street, NW, Washington, DC 20401, Congressional Publishing, Room C-730 Attn: Daniel Ramey.

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 or Screen Tints 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 preaward 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/agency/billing-and-payment>.

**Attachment(s):** NONE