

# Quotation Request //

## US Government Publishing Office

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

**JACKET:037-892**

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

**Submit Quotes Online, unless otherwise instructed, via: <https://contractorconnection.gpo.gov/openjobs.aspx>  
Contractor must provide mandatory W-9 form before GPO makes payment.**

---

**TITLE:** Mailing Labels: Frank Only - Self Adhesive Label

**QUANTITY:** 504 Total Labels, 63 Sheets of 8-up labels.

**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, 202-512-0307.

**BIDDERS, PLEASE NOTE:** GPO has issued a new GPO Publication 310.1, Quality Assurance Through Attributes (Rev 9-19).

**TRIM SIZE:** .

Backing Sheet: 8-1/2 x 11"

Individual Label: 4-1/4 x 2-3/4"

**PAGES:** Face Only

**SCHEDULE:**

Furnished Material will be available for pickup by 10/10/2019

Deliver complete (to arrive at destination) by 10/17/2019

F.O.B. destination

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

**DESCRIPTION:**

DIGITAL PRINTING NOT ACCEPTABLE.

Printing: Each Label print with type matter, signature, and barcode. Eight (8) identical labels per sheet (2 across and 4 down). NOTE: Must be compatible with laser printer.

Construction: Coat the entire back of the label for each sheet with a permanent type adhesive. Kiss cut label paper with round corners vertically 4-1/4" from left /right edges and horizontally in 3 places every 2-3/4" to form a sheet of 8 labels (2 across and 4 down). Die-cut label paper only, do not penetrate backing sheet.

**MATERIAL FURNISHED:** Contractor to receive. Via Email after award.

One (1) File in PDF format.

One (1) Black Laser visuals to be used as general guide at contractor's option.

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

\*Must be in accordance with JCP Paper Specification Standards in effect on date of this order.

\*\*White Uncoated Label Paper, (basis size 25 x 38", basis weight, 50-60 lbs. per 500 sheets)

NOTE: \*\*The stock, including the backing sheet, is to have a maximum thickness of 0.0080" to allow for proper feeding through a laser printer with minimum jamming, folding or other abnormal occurrences.

Paper must be Laser Printer Compatible.

**COLOR OF INK:**

Black (Ink must be Laser Printer Compatible).

**PRINT PAGE:** One Side Only

**MARGINS:** Adequate Gripper.

Follow Furnished Media.

**PROOFS:**

None Required

**BINDING:**

See Description.

**PACKING:**

Shrink Film Pack in suitable units.

Note: Mark ALL CARTONS WITHE THE FOLLOWING INFORMATION

JOB TITLE: MAILING LABELS: Frank Only - Self adhesive label

Requisition: 116103584

Jacket: 037-892

Quantity: 504

Number of Boxes: Ex. Box 1 of 4, Box 2 or 4...

Pack suitably per shipping container.

**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 037-892, Requisition 9-03584. 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 504 total (63 sheets), and furnished material via traceable means to: U.S. Government Publishing

Office, 44 H St. NW., Washington, DC 20401, GPO Platform, Attn: Mr. Robinson, Marked for Re-distribution to: Room 2243, Rayburn H.O.B. Building.

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