

Quotation Request //

US Government Publishing Office

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

JACKET:037-902 R-1

Quotations are Due By:

(Eastern Time)10:00 AM on 10/11/2019

**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: Rubber Stamps with Wood Base Handle

QUANTITY: 51 total stamps consisting of 3 each of 17 different individual stamps.

R-1: Includes subcontracting and Buy American Act

Item 1: Bylaw

Item 2: H. REPT - Public

Item 3: S. REPT - Public

Item 4: H. DOC

Item 5: S. DOC

Item 6: HOLD

Item 7: House DOC ROOM J 99-283

Item 8: 45 Deliver to B25

Item 9: House DOC ROOM J 99-280

Item 10: House DOC ROOM J 99-289

Item 11: Senate DOC ROOM J 99-142 Extra Committees

Item 12: Senate DOC ROOM J 99-142 Extra Bills

Item 13: Senate DOC ROOM J 99-156

Item 14: 150 Deliver to SH-B04 HART J. 99-142

Item 15: 150 Deliver to SH-B04 HART J. 99-156

Item 16: Duplicate Jacket

Item 17: Hold 150 Copies for Binding

SPECIFICATIONS WILL APPLY EQUALLY TO ALL ITEMS EXCEPT AS NOTED HEREIN.

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: Items 1 thru 6 and 17 - 3-3/4 x 1-1/4"

Items 7 thru 16: 11/16 x 1-1/4" to 3" (Contractor's Option)

PAGES: Face Only

SCHEDULE:

Furnished Material will be available for pickup by 10/11/2019

Deliver complete (to arrive at destination) by 10/24/2019

F.O.B. destination

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

DESCRIPTION:

Product: rubber Stamps with Wood Base Handle

See camera art for all items. Item 1 contains 6 lines of text, items 2 thru 5 contain 6 lines of text and item 6 contain 3 lines of text, Items 7 thru 16 contain 1 line of text each and item 17 contains 3 lines of text. Camera art will require an approx. 87% reduction in order to meet required stamp size. Contractor responsible for accuracy of text.

Contractor's option to determine the stamp size width for items 7 though 17 between 1-1/4" to 3".

White background required behind the rubberized portion of the stamp on the wood base in order to make the stamp content readable. Stamp information should also be on the long edge of wood (right reading) as much as possible.

SUBCONTRACTING: The contractor may make contracts for the furnishing of all or any part of the supplies or work specified. Accordingly, Contract Clause 6, "Subcontracts," of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 01-18), does not apply to this procurement.

BUY AMERICAN ACT - NOTE: In compliance with Contract Terms, Contractor must state within [bid] submitted the Country of origin where the end product [Rubber Stamp] is being manufactured. ([Indicate the Country of origin in the comments field when submitting Quotes using Contractor Connect.]

MATERIAL FURNISHED: Contractor to pickup at GPO. Two (2) Microsoft Word Docs containing the camera art for the 17 items.

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.

COLOR OF INK:

N/A

PRINT PAGE: One Side Only

MARGINS: Adequate Gripper.

PROOFS:

None Required

PACKING:

Pack Suitable. Separate and Mark each Stamp by Title.

NOTE: MARK ALL CARTONS WITH THE FOLLOWING INFORMATION:

JOB TITLE: Rubber Stamps with Wood Base Handle for CPS Office

REQUISITION: 0-00246

JACKET: 037-902

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 037-902, Requisition 0-00246. 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 all rubber stamps plus ALL GFM via traceable means to: U.S. Government Publishing Office, Congressional Publishing, 732 N. Capitol Street, NW., Washington DC 20401, Rm. C-730, Attn: Ken DeThomasis, 202-512-0224

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	Camera Copy

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