

# Quotation Request //

## US Government Publishing Office

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

**JACKET:037-972**

**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.**

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**TITLE:** Mailing Labels for Tim Kaine

**QUANTITY:** 2000 Labels delivered in continuous feed strips of suitable quantities. Plus 5 samples.

**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 Team APS DC, 202-512-0307.

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

**TRIM SIZE:** 3-1/2 x 15/16"

**PAGES:** Face Only

**SCHEDULE:**

Furnished Material will be available for pickup by 10/15/2019

Deliver complete (to arrive at destination) by 10/21/2019

F.O.B. destination

**MUST BE AT DESTINATION ON OR BEFORE SCHEDULED DELIVERY DATE.**

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

**DESCRIPTION:**

**PRINTING:** Prints type matter and signature in Black Ink.

**CONSTRUCTION:**

Die-cut labels with round corners, do not penetrate backing sheet, and remove waste. Coat the entire back of each label with a permanent type, pressure sensitive adhesive.

Mount on a suitable 3-3/4" or 4" (contractor's option) wide continuous backing sheet, with 1/16" space between labels. Perforate backing sheet along the entire 4" dimension and every 1" between labels. Fanfold suitable. Continuous strips of suitable amounts.

**MATERIAL FURNISHED:** Contractor to pickup at GPO. One (1) CD-ROM with file in PDF format. One (1) piece of same size camera copy.

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 shall perform a basic check (preflight) of the furnished media and publishing files to assure correct output of the required reproduction image. Any errors, media damage, or data corruption that might interfere with proper file image processing must be reported to the contract

administrator.

The contractor shall create or change any necessary trapping, set proper screen angles and screen frequency, and define file output selection for the imaging device being utilized. Furnished files must be imaged as necessary to meet the assigned quality level.

**PAPER:** \* 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).

**COLOR OF INK:**

Black

**PRINT PAGE:** One Side Only

**MARGINS:**

Adequate gripper left and right. Follow electronic media.

**PROOFS:**

None Required

**BINDING:**

See Description

**PACKING:**

Fanfold suitable. Pack suitably in shipping containers.

**LABELING**(package and/or container label): Reproduce shipping container label from furnished repro, fill in appropriate blanks and attach to shipping containers. In addition to the regular markings, identify as indicated below.

**NOTE: MARK ALL CARTONS WITH THE FOLLOWING INFORMATION:**

**JOB TITLE:** Mailing Labels: Sen Tim Kaine

**REQUISITION:** 0-00070

**JACKET NO.:** 037-972

**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 [dramey@gpo.gov](mailto:dramey@gpo.gov) Phone Number: 202-512-0224. The subject line of this message shall be "Distribution Notice For Jacket Number: 037-972, Requisition Number: 0-00070. 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 2,000 labels, and all government furnished material to: U.S. Government Publishing Office, 44 H Street NW, Washington, DC 20401. GPO Platform (Attn:) Mr. Robinson. Marked For Re-Distribution to: Room SR-210, Russell Building Attn: Kath Wilmoth

Deliver 5 Sample labels to: U.S. Government Publishing Office, 44 H. Street NW, Washington, DC 20401. Room C730, Attn: CPS- Daniel Ramey, Jr. (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 / Electronic Media

**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/vendors/how-to-get-paid>.

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**Attachment(s):** NONE