

Quotation Request //

US Government Publishing Office

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

JACKET:038-034

Quotations are Due By:
(Eastern Time)1:30 PM on 10/24/2019

**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: Miscellaneous Services: VEHICULAR MAINTENANCE WORK ORDER

QUANTITY: 2500 (3)-Part Carbonless Sets.

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 APS on 202-512-0307.

TRIM SIZE: 10-1/2 x 8"

FORM NO: CP 398 (Rev. 3/74)

SCHEDULE:

Furnished Material will be available for pickup by 10/25/2019

Deliver complete (to arrive at destination) by 11/01/2019

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.

PRODUCT: 3-Part Carbonless Chemical Transfer Sets.

PRINTING: print face only with type/rule matter (transfer image-black or blue) in Black ink only. **NOTE:** All parts print identical and must register.

No Stub: Sets are held together at the 10-1/2" top edge with a fan apart or equal adhesive. Note: Adhesive **MUST** be in the margin area and doesn't interfere with the print. Glue Must be strong enough to held the set together, and easy to separate parts without any damage.

MATERIAL FURNISHED: Contractor to receive. via email after award.

Purchase order.

One (1) PDF file.

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 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
JCP Code* O80, Carbonless Bond, Basis Size 17 X 22"

PART 1: White Chemical Transfer CB, Basis Size 17 x 22", Basis Weight 13-15 lbs. per 500 sheets.

PART 2: Blue Chemical Transfer CFB, Basis Size 17 x 22", Basis Weight 14-17 lbs. per 500 sheets.

JCP Code* K10, Index, Buff, Basis Size 25.5 X 30.5"

PART 3: Buff Chemical Transfer Tag CF, 7.5 mils. thick

COLOR OF INK:

Black.

PRINT PAGE: One Side Only

MARGINS: Adequate Gripper.

Follow electronic file.

PROOFS: NONE

BINDING:

Trim 4 sides.

PACKING:

Shrink Film Pack in units of suitable. Pack suitably per shipping container.

DISTRIBUTION:

Distribution Notice: 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 038-034 Req. No. 0-00092". 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 2,500 copies (includes 50 Departmental Random "Blue Label" Copies) via traceable means to: U.S. Government Printing Office, 44 H Street, NW, Washington, DC 20401 (Attn: Mr. Robinson MARKED FOR RE-DISTRIBUTION TO: Room A-345, Building USGPO, Office - PAMD-USCP, C10, J. 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>

All expenses incidental to returning materials, submitting proofs, and furnishing samples 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 1.

(b) Destructive Tests -- Special Inspection Level S-2.

Specified standards to correspond with each required attribute as follows:

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