

Quotation Request //

US Government Publishing Office

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

JACKET:038-076

Quotations are Due By:
(Eastern Time)3:00 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: White Franked Laser Crack & Peel-Off Labels with Barcode-Cheryl L. Johnson

QUANTITY: 504 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.

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 10/25/2019

Deliver complete (to arrive at destination) by 10/31/2019

F.O.B. destination

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

DESCRIPTION:

Printing: Print each Label in pantone 286 with text, signature, and barcode matter. There are 8 identical labels per sheet (2 across and 4 down). 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 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 rounded corners paper only, do not penetrate backing sheet.

MATERIAL FURNISHED: Contractor to pickup at GPO. One (1) CD-R containing Print PDF

One (1) Printed Laser Camera Copy for one 8-1/2 x 11" sheet of 8-up labels to be reproduced same size

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
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**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.

COLOR OF INK:

pantone 286. Ink must be Laser Printer Compatible

PRINT PAGE: One Side Only

MARGINS: Follow Copy Sample. Adequate Gripper.

PROOFS:

None Required

BINDING:

See Description

PACKING:

Shrink Wrap in suitable units, Pack suitable

NOTE: MARK ALL CARTONS WITH THE FOLLOWING INFORMATION:

JOB TITLE: Franked Labels with Barcode -

REQUISITION: 0-01161

JACKET NO.:038-076

QUANTITY: _____

NUMBER OF BOXES: EX. Box 1 of 4, Box 2 of 4...

Shrink Film Pack Suitable Pack suitable 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 038-076, Requisition 0-01161". 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 total of 504 labels/63 sheets and furnished material to: U.S. Government Publishing Office, 44 H St. NW., Washington, DC 20401, GPO Platform, Attn: Mr. Robinson, Marked for Redistribution to: Room - Attic, Thomas Jefferson, Attention : Selena

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

P-7. Type Quality and Uniformity

SPECIFIED STANDARD

Furnished 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.

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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>.

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Invoices may also be mailed to: U.S. Government Publishing Office, Office of Financial Management, Attn: Comptroller, Stop: FMCE, Washington, DC 20401.

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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