

Quotation Request //

US Government Publishing Office

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

JACKET:038-077 R-3

Quotations are Due By:
(Eastern Time)10:00 AM on 10/30/2019

**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: W-2 Form

QUANTITY: 16000 pressure seal (flat) perforated forms.

R-1: Schedule Change.

R-2: Schedule.

R-3: Schedule Change.

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: 8-1/2 x 14" (overall)

PAGES: Face and back.

SCHEDULE:

Furnished Material will be available for pickup by 10/31/2019

Deliver complete (to arrive at destination) by 11/27/2019

F.O.B. destination

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

DESCRIPTION:

Print head to foot, type matter on face and back in Pantone 286. Face of form prints (side opposite adhesive) line matter and two security tint blocks, (random pattern tint). Back of form prints type/line matter only (Follow Furnished Sample).

Forms must be compatible and guaranteed to function with PSMailers 7K Plus Modified; speed--11,000 per hour, double-detection 36" conveyor, high speed laser printer. Note: Adhesive used on form must be pressure seal glue suitable for use on a High Speed Xerox Laser Printer.

MATERIAL FURNISHED: Contractor to pickup at GPO. Two pieces of camera copy for face and back type matter and fold/perforation lines without ink locations. Two construction guides including tint knockout areas. Contractor to retype set one type line. See copy.

PAPER: * Must be in accordance with JCP Paper Specification Standards in effect on date of this order JCP Code* O61, White High Quality Copier, Laser, Xerographic, Basis Size 17 X 22" Basis Weight 28 lb

COLOR OF INK:

Match Pantone 286 blue.

PRINT PAGE: Head to Foot

MARGINS: Follow Copy Sample. Adequate Gripper.

PROOFS:

None required. Contractor responsible for performing all necessary proofreading to insure that the final

product is in conformity with the camera copy submitted.

BINDING:

CONSTRUCTION: Perforate (slit or slot without ink) vertically along the entire 14" dimension at 3/8" from the left and right edges; and 4-1/4" from left/right edge within the tinted knockout area (follow sample). Forms must have fine (dot) perforation to facilitate folding at 3/8", 4-5/8", 5-5/8", 9-3/8" and 10-3/4" from the top edge (side opposite the tinted knockout area). Forms must be suitable for two parallel folds (after construction) to 8-1/2 x 4-3/4".

ADHESIVE (apply adhesive but do not seal):

(a) Apply Pressure Seal glue, approx. 1/4" wide x 1/2" long spot glue along the 14" dimension at both left and right sides, between the vertical perforations and the outside edges and at four places at the bottom of the back of the form, (follow sample).

(b) Forms have slide finger opening glue tabs on face. The four (4) glue tabs are approximately 3/4 to 1" x 3/8" rectangles of pressure seal glue on the back of the form adjacent to the top edge of form spaced evenly between the vertical perforations.

PACKING:

Pack 1,000 per container. Pack suitably to protect forms.

NOTE: MARK ALL CARTONS WITH THE FOLLOWING INFORMATION:

JOB TITLE: Miscellaneous Services: W-2 Forms

REQUISITION: 0-00119

JACKET NO.: 038-077

QUANTITY: _____

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

DISTRIBUTION:

Deliver 16,000 forms, via traceable means, directly to: U.S. Government Publishing Office, 44 H Street, NW, Washington, DC 20401 (GPO Platform--Attn: Mr. Robinson. Marked for Re-Distribution to: PGDM, 1535 Cabin Branch Drive, Landover, MD 20785; Attn: Ivan Schnider).

Deliver 5 samples and Government Furnished Material, via traceable means, directly to: U.S. Government Publishing Office, 44 H Street, NW, Washington, DC 20401 (Attn: CPS - Daniel Ramey Jr., 202-512-0224).

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 038-077; Requisition No. 9-00163". 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.

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
P-9. Solid or Screen Tints Color Match

SPECIFIED STANDARD

Previously Supplied Proof
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 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