

# Quotation Request //

## US Government Publishing Office

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

**JACKET:038-341**

**Quotations are Due By:**  
**(Eastern Time)2:00 PM on 11/20/2019**

**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:** White Franked Laser Peel Off Labels - Chuck Grassley

**QUANTITY:** 5000 Self-Adhesive Labels (625 sheets of 8-up Labels) - Rounded Corners.

**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:** 4-1/4 x 2-3/4"

**PAGES:** Face Only

**SCHEDULE:**

Furnished Material will be available for pickup by 11/22/2019

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:**

**PRINTING:** Prints type/line matter/barcode and signature in Blue Ink (Pantone 286 Blue). Coat the entire back of each label with a permanent type, pressure sensitive adhesive.

**CONSTRUCTION:** Die-cut labels with rounded corners; kiss cut each sheet vertically 4-1/4" from left/right edges & horizontally in 3 places every 2-3/4" to form a sheet of 8 labels (2 across & 4 down). Do not penetrate the backing sheet.

**MATERIAL FURNISHED:** Contractor to pickup at GPO. One piece of same size camera copy (8-up sheet) and sample and one CD.

One (1) previously printed sample to use as a guide

One (1) GPO Form 917 - Certificate of Selection of Random Copies

One (1) GPO Form 2678 - Blue Label

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 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 White Uncoated Label Paper, (basis size 25 x 38", basis weight 50-60 lbs. per 500 sheets).

Note: Must be Laser Printer Compatible.

Stock (including backing sheet) is to have a maximum thickness of 0.0080" to allow for proper feeding thru a laser printer with minimum jamming, folding, or other abnormal occurrences.

**COLOR OF INK:**

Pantone 286 Blue

**MARGINS:**

Adequate gripper left and right only. Follow Furnished Camera Copy.

**PROOFS:**

None required. The contractor will be responsible for performing all necessary proofreading to insure that the final product is in conformity with the copy submitted.

**PACKING:**

Pack suitably in shipping containers.

NOTE: MARK ALL CARTONS WITH THE FOLLOWING INFORMATION:

JOB TITLE: FRANKED PEEL-OFF LABELS (Neal)

REQUISITION: 116103752

JACKET NO.: 038-341

QUANTITY: \_\_\_5,000 Labels, 625 sheets of 8-up labels\_\_\_\_\_

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. The subject line of this message shall be "Distribution Notice for Jacket 038-341, Requisition 116103752". 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 5,000 labels (625 sheets, 8-up), 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 512, Bldg. Ford, Attn: Debra.

**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 III.

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

Specified standards to correspond with each required attribute as follows:

ATTRIBUTE:  
P-7. Type Quality and Uniformity

SPECIFIED STANDARD:  
Furnished 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 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>. All expenses incidental to submitting proofs, furnishing samples and returning materials, must be borne by the contractor

**Attachment(s):** NONE