

Quotation Request //

US Government Publishing Office

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

JACKET:038-693

Quotations are Due By:

(Eastern Time)12:30 PM on 12/30/2019

**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: Envelopes: Inside Mail/Official Use Only

QUANTITY: 40000 Envelopes (including 100 departmental random blue label copies), plus 5 samples.

SUBMISSION OF QUOTES: Vendor to submit quotes via Quick Quote (<https://contractorconnection.gpo.gov/OpenJobs>). Late quotes will not be accepted. All problems submitting quotes via Quick Quote must be reported prior to bid opening time to APS-DC on 202-512-0307.

TRIM SIZE: 10 x 13" (after construction).

PAGES: Face and Back (after construction).

SCHEDULE:

Furnished Material will be available for pickup by 12/31/2019

Deliver complete (to arrive at destination) by 01/14/2020

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.

SUBCONTRACTING: Contract Clause 6, "Subcontracts," of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 01-18)), is modified to permit subcontracting of the presswork for envelope manufacturers and construction of envelopes for printing firms.

PRINTING: Envelope prints face and back, head to head,(after construction) with black type and rule matter. Image on back extends across seams and must align horizontally across center seam and vertically across bottom seam.

CONSTRUCTION: Envelopes to be open end, center seam, plus a 2" ungummed flap. The center and bottom seams must overlap 1" and be sealed with a water resistant adhesive. Score the envelope flap to permit folding. Flap must not cover type matter on seam side when closed. All envelopes must contain a hard fiber button on the outside of the flap and the back of the envelope. The button on the outside of the flap must have a suitable hard fiber reinforcement patch on the inside of the flap and a non-rust metal eyelet plus a string (not less than 9" in length). The button on the back of the envelope must have a non-rust metal eyelet which shall penetrate two thicknesses of paper at the center seam overlap.

DRILLING: After construction, drill six round holes 3/8" in diameter (through two thicknesses of paper), in two vertical rows, with the 3 holes in each column, 3-5/8" center to center vertically. Center of holes begin 2-1/8" from bottom edge, and 3-1/2" from left and right sides. Do not drill flap. Follow the furnished sample as a general guide.

MATERIAL FURNISHED: Contractor to pickup at GPO. One previous printed sample to be used as a general guide.

One laser visual to be used as a general guide.

GPO Form 892c (R. 12/17) Proofs.

GPO Form 917 (Certificate of Selection).

GPO Form 2678 (Departmental random copies-blue label).

One .pdf file containing 2 pages, one for each side.

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* J10: Light Blue Ledger or Kraft, Basis Weight 28-32 lbs. per 500 sheets, Basis Size 17 X 22" Close color match to furnished sample. Must use 30% recycled content.

COLOR OF INK:

Black

PRINT PAGE: Head to Head

MARGINS:

Face: (approx.) Head 5/16" (to flap score), Foot 1/4", Left 7/8", Right 7/8"

Back: (approx.) Head 2-9/16" (to flap score), Foot 1/4", Left 7/8", Right 7/8"

PROOFS:

NONE REQUIRED

PACKING:

Shrink film wrap in units of 50. Pack suitably in shipping containers.

DISTRIBUTION:

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 038-693, Requisition No. 0-116103907; 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 40,000 copies (including 200 Blue Label Copies), via traceable means, to: U.S. Government Publishing Office, Central Receiving-44 H Street, NW, Washington, DC 20401 (Attn: Mr. Robinson; Marked For Re-Distribution to B-240, Longworth House Office Building, Attn: Chris Naughton).

Deliver 5 sample copies and Government furnished material, via traceable means, directly to: U.S.

Government Publishing Office, 732 North Capitol Street, NW, Mail Stop CPS, Room C-730, Washington, DC 20401 (Attn: Ken DeThomasis, 202-512-2654).

Deliver 1 sample copy to: U.S. Government Publishing Office, 732 North Capitol Street, NW, Mail Stop CSAPS, Room C-838, Washington, DC 20401 (Attn: Brian Coleman, AST1, 202-512-0303).

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	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 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