

Quotation Request //

US Government Publishing Office

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

JACKET:039-386

Quotations are Due By:

(Eastern Time)10:00 AM on 01/31/2020

**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: FY 2021 Budget CD-Rom

QUANTITY: 770 CD-ROMs

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SUBCONTRACTING: Contract Clause 6, "Subcontracts," of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 6-01)), is modified to permit subcontracting of the printing of CD-ROMS.

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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.

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****Note:** No definite schedule for pickup of material can be predetermined. Tentatively, the master will be ready for pickup on February 3, 2020. Adherence to the delivery schedule must be maintained. The contractor WILL NOT be given any additional workdays if the Government furnished material is late.

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Budget of the US Govt. 2021 CD-ROM - must be delivered by February 7, 2020, no later than noon.

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TRIM SIZE: CD-ROM: Std. 120 mm

Front Insert: 4-3/4 x 4-3/4"

Bottom Inlay: 5-29/32 x 4-5/8"

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PAGES: CD-ROM: face only

Front Insert: face and back

Bottom Inlay: face only

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SCHEDULE:

Furnished Material will be available for pickup by 02/03/2020

Deliver complete (to arrive at destination) by 02/07/2020

F.O.B. destination

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

DESCRIPTION:

PREDOMINANT PRODUCTION FUNCTION: The predominant production function is CD-ROM replication.

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SECURITY/WARNING: The contractor shall take all necessary precautions to insure against loss of forms or other reproducibles at any time prior to delivery by him to a transportation agent or delivery to

destination. Proper control and handling must be maintained at all times to prevent any information or materials required to produce the product ordered under these specifications from falling into unauthorized hands. Unless otherwise indicated herein, all extra copies, materials, waste, etc., must be destroyed.

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Contractor must furnish all materials and services as required to create CD-ROM discs from a furnished recordable type CD-R. Contractor must read the data from the CD-R and verify the ISO 9660 format. Note: Delivered CD-ROM discs must conform to the International Organization for Standardization (ISO)/International Electrotechnical Commission (IEC) International Standard 10149, "Information Technology - Data Interchange on Read-Only 120 mm Optical Data Discs (CD-ROM)," and ISO International Standard 9660, "Information Processing - Volume and File Structure of CD-ROM for Information Interchange."

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CD-ROM: CD-ROM prints solid opaque white background with Pantone 432 C (Blue) and Pantone 7503 (Gold overprint including solids with type reversed to white. (Pantone colors may change)

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Front Insert: Prints face and back in Pantone 432 C (Blue) and Pantone 7503 (Gold) with type and line matter (some reversing out to appear white), images and illustration. Full bleed.(Pantone colors may change)

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Bottom Inlay: Prints Pantone 432 C (Blue) and Pantone 7503 (Gold) with type matter reversing out to appear white. Full bleed.(Pantone colors may change)

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MATERIAL FURNISHED: Contractor to pickup at department. Contractor to pickup at GPO. One CD-ROM formatted for use on a Windows PC, utilizing Adobe Acrobat. Files are furnished in PDF format. Bleeds are furnished. Fonts are not furnished.

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GPO Form 2678 (departmental random copies-blue label).
GPO Form 917 (Certificate of Selection).

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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.

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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.

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When required by the Government, the contractor shall make minor revisions to the electronic files. Prior to making revisions, the contractor shall copy the furnished files and make all changes to the copy.

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PAPER: * Must be in accordance with JCP Paper Specification Standards in effect on date of this order
Front Insert: JCP Code* A180, White Litho (Gloss) Coated Book, Basis Size 25 x 38 Basis Weight 70lb
Bottom Inlay: JCP Code* A180, White Litho (Gloss) Coated Book, Basis Size 25 x 38 Basis Weight 70lb

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The requirement for postconsumer fiber (as specified in the Government Paper Specification Standards No. 12) for this contract is waived. However, the addition of the post consumer fiber is encouraged provided that the requirements of this Standard are met. All other attributes remain the same.

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COLOR OF INK:

Pantone 432 C (Blue) and Pantone 7503 (Gold) Opaque White (There is a possibility these colors can change)

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MARGINS:

Follow electronic media. Front insert and bottom inlay inadequate gripper.

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PROOFS:

Proofs will NOT be required; however, contractor will be responsible for final output that is in conformance with the visuals as provided. The contractor will be responsible for reporting immediately to the GPO if there is any discrepancy within the content of the digital file versus the visuals.

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BINDING:

CONSTRUCTION:

Front Insert: Trim four sides.

Bottom Inlay: Score or perforate vertically along the entire 4-5/8" dimension at 1/4" from the left and right edges.

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SET ASSEMBLY: Insert one copy of the front inlay into the front of each jewel case under the retaining tabs provided therefore, with title panel visible through the front of the jewel case. Insert one copy of the bottom inlay into the back of each jewel case with the printed image visible through the back and sides of the jewel case. Insert one copy of the CD-ROM face up into each jewel case on the tray.

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Individually shrink film wrap each jewel case in a moisture proof wrapping material.

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PACKING:

PACKING: Individually shrink film wrap each jewel case in a moisture proof wrapping material. Pack in shipping containers.

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PACKAGE AND LABEL AS FOLLOWS - ALL CDS COME BACK TO THE GOVERNMENT PUBLISHING OFFICE.

157 copies pack as follows:

- 15 - Senate Document Room SHB-04 Hart
- 2 - House Committee on the Budget (B-234 Longworth/134 Cannon)
- 5 - Senate Committee on Appropriations (SD-126 Dirksen)
- 25 - House Committee on Appropriations (H-305 Capitol)
- 6 - Joint Economic Committee (SD-G01 Dirksen)
- 5 - Joint Committee on Taxation (502 Ford)
- 30 - Senate Committee on Finance (SD-219 Dirksen)
- 32 - Senate Leadership Offices (Distribution to Come)
- 5 - Senate Committee on Budget (SD-624 Dirksen)

32 - Miscellaneous Senate Committees (Distribution to Come)

15 - GPO Room C-730, Attn: Lyle Green CC 4340

25 - Library of Congress (ByLaw) Government Documents - Receiving Platform C Street between 1st and 2nd Street, SE.

409 - Supt DOCS/FDLP/BAC 1520-01, US GPO FDLP, Document Warehouse, 8660 Cherry Lane, Laurel, MD 20707-4986

J. 247-551 (Paper - Plain Titles) Item 0853-C

27 - Misc. Depts. (List)

90 - USGPO-IES BAG 1540-01, Document Warehouse, 8660 Cherry Lane, Laurel, MD 20707-4986, Marked: IES Copies

25 - BAC(By-Law) 1525-01, Library of Congress, U.S. Serials and Government Documents Section, US/Anglo Division, 101 Independence, Ave., SE, Stop 4276, Washington, DC 20540-4276 Marked Depository File Copies

20 - Government Publishing office, 732 North Capitol Street, NW, Washington, DC 20401 Room C-838, Attention Shirley Forster

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DISTRIBUTION:

Contractor must notify the ordering agency on the same day that the product ships/delivers via e-mail sent to isussan@gpo.gov / mdevinney@gpo.gov. The subject line of this message shall be Distribution Notice for Jacket 039-386. 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.

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Deliver ALL copies to: U.S. Government Publishing Office, Central Receiving Unit, Room 170A, 44 H Street NW Loading Dock, Washington, DC 20401, Attn: Abe Sussan (202-641-3136) or Darrell Mahoney (202-425-8962).

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Contractor to call Attn: Abe Sussan (202-641-3136) or Darrell Mahoney (202-425-8962) or (202) 512-0589, Approx. 24 hours prior to delivery and provide names of drivers and time of delivery. All Sets Must be at Destination AT MAIN GPO by noon February 7, 2020.

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M/F Attn: Darrell Mahoney (202-425-8962) or Abe Sussan (202-641-3136). If there is a delivery problem upon arrival at dock contact Sgt. Epley or Sgt. Griffin at 202-512-1319; DO NOT LEAVE WITHOUT MAKING DELIVERY UNDER ANY CIRCUMSTANCE.

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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>.

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All expenses incidental to submitting proofs, furnishing samples and returning materials, must be borne by the contractor.

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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 & Uniformity:	Electronic Media
P-9. Solid & Screen Tint Color Match:	Pantone Matching System

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Prior to award, contractor may be required to provide information related to specific equipment that will be used for production.

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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>.

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Attachment(s): NONE