

# Quotation Request //

## US Government Publishing Office

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

**JACKET:040-049**

**Quotations are Due By:**  
**(Eastern Time)10:00 AM** on 01/06/2021

**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:** Inauguration Gift Bags

**QUANTITY:** 700 Custom Gift Bags, and Stamping Dies.

**SUBCONTRACTING:** The contractor may make contracts for the furnishing of all or any part of the supplies or work specified. Accordingly, Contract Clause 6, "Subcontracts," of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 01-18), does not apply to this procurement.

**BUY AMERICAN ACT - NOTE:** In compliance with Contract Terms 310.2 (Rev. 01-18), Contractor must state within quote submitted either that the end product is a Domestic end product or a Foreign end product as defined in Contract Clause 37 for the requested promotional item.

Domestic end product or Foreign end product must be indicated in the comments field when submitting Quotes using Contractor Connect. The contractor shall indicate "product of unknown origin when it is unknown if the product offered is a domestic end product; in that instance, GPO will consider the quote as a Foreign end product, in accordance with Contract Terms, Certifications C-2 (Buy American Certification), that components of unknown origin have been considered to have been mined, produced, or manufactured outside the United States.

**NOTE:** Prior to award sample is required to the agency for approval. No additional cost will be allowed for pre-award sample.

**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 at 202-512-0307.

**TRIM SIZE:** 13 length x 10 height x 5 width.

**PAGES:** 2

**SCHEDULE:**

Furnished Material will be available for pickup by 01/07/2021

Deliver complete (to arrive at destination) by 01/14/2021

F.O.B. destination

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

**DESCRIPTION:**

Medium size gift/shopping bag made from 157gsm matte laminated paper w/ matte film lining (Suitable thickness), Navy Blue, Matte Finish. Foil stamp on two outer panels: **\*\*PLACE CARD STOCK AFFIXED AT THE BOTTOM INSIDE OF THE BAG WHICH MATCHES THE INSIDE COLOR OF THE BAG.**

**Stamping:** Common Front & Back approx. 5 x 5" area: Bags are to be foil stamped in Gold centered from the top & bottom edge of bag, centered left/right, with Departmental seal and (3) lines of type, head of

Eagle towards top of bag, visually located between bag handles on both sides of bag. Stamping must have solid impressions--no picking, pinholes, or filled letters. Use the Foils from the KURZ BOOK: Number 427.

Bags have standard length Navy Blue reinforced weaved rope handles affixed to interior of bag to prevent rope from detaching from the bag along with suitably covered (see "PAPER") approx. 13" x 5" matching color chipboard or equal bottom insert capable of supporting approx. 15 lbs. without bending or breaking.

**MATERIAL FURNISHED:** Contractor to pickup at GPO. .

Via email after award.

One (1) Purchase order.

One (1) Zip file containing Adobe Acrobat PDF, Indesign Files and all fonts needed. Contractor to create stamping dies and the Die is to be returned with Government furnished materials.

GPO Form 892 (R. 12/17) Proofs

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

GPO Form 917 (Certificate of Selection).

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  
Bottom Insert: JCP Code\* L12, No. 2 Gloss-Coated Cover, Navy Blue, Basis Size 20 X 26" Basis Weight 100 lbs.

or equal fiber board. See "DESCRIPTION" for bag material.

**COLOR OF INK:**

Gold foil equal to Kurz Book: Number 427.

**PRINT PAGE:** See Above

**MARGINS:**

See "DESCRIPTION".

**PROOFS:**

E-MAIL PROOFS (indicate margins): CONTRACTOR MUST NOT PRINT PRIOR TO RECEIVING AN "OK TO PRINT". One set of E-Mailed Electronic Page Proofs. Contractor to submit one ?Press Quality PDF ?soft proof (for content only) using the same Raster Image Processor (RIP) that will be used to produce the final printed product. PDF proof will be evaluated for text flow, image position, and color breaks. Proof will not be used for color match.

E-Mailed proofs (marked with Jacket/Req. Number plus return name and E-Mail address) directly to the Agency at mdevinney@gpo.gov. Contractor must call GPO Contract Compliance Section at (202) 512-0520 immediately upon E-Mailing proofs and immediately upon receiving the returned proofs (or OK E-Mail)

back from the Department. Proofs will be withheld not more than (1) workdays from receipt at the Department to receipt in the contractor's plant.

All samples shall be manufactured at the facilities in which the contract production quantities are to be manufactured.

**BINDING:**

Handles MUST be reinforced to prevent the rope from slipping off the bag.

**PACKING:**

NOTE: MARK ALL CARTONS WITH THE FOLLOWING INFORMATION:

JOB TITLE: Inauguration Gift Bags

REQUISITION: 1-00290

JACKET NO.: 040-049

QUANTITY:

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

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: mdevinney@gpo.gov. The subject line of this message shall be "Distribution Notice for Jacket # 040-049, Requisition # 1-00290". 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 700 Bags (includes 50 Departmental Random "Blue Label" Copies) and stamping dies via traceable means to: U.S. Government Publishing Office, 44 H St., NW, Washington, DC 20401, Attn: Cathy DeVinney, 202-512-0224 or 202-680-4592.

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>

Deliver 10 sample bags (Packaged Separately) via traceable means to: U.S. Government Publishing Office, 44 H St., NW, Washington, DC 20401, Attn: Cathy DeVinney, 202-512-0224 or 202-680-4592.

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

**QUALITY ASSURANCE LEVELS AND STANDARDS:** The following levels and standards shall apply to these specifications:

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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 and Uniformity

Prior Production Samples/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 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 low contractor 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 a timely manner 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