

# Quotation Request //

## US Government Publishing Office

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

**JACKET:040-964**

**Quotations are Due By:**

**(Eastern Time)10:00 AM on 08/11/2020**

**Submit Quotes Online, unless otherwise instructed, via: <https://contractorconnection.gpo.gov/openjobs.aspx>  
Contractor must provide mandatory W-9 form before GPO makes payment.**

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**TITLE:** US Capitol Police Badge Control Card (3-part carbonless)

**QUANTITY:** 100 PADS (consisting of 50 sets per pad, 3-part chemical transfer, 150 sheets per set)

**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 Team on 202-512-0307.

**BIDDERS, PLEASE NOTE:** GPO has issued a new Government Paper Specification Standards, No. 13, dated September 2019. Prospective bidders should carefully read this publication as the applicable standards within become an integral part of this contract. The document is posted at <https://www.gpo.gov/how-to-work-with-us/vendors/forms-and-standards> along with a list of major revisions.

**TRIM SIZE:** 5 x 3-1/2"

**SCHEDULE:**

Furnished Material will be available for pickup by 08/12/2020

Deliver complete (to arrive at destination) by 08/19/2020

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 IS NOT ACCEPTABLE.

Forms print face only in type/rule matter in black ink only. NOTE: All parts MUST register.

Changes: All copies have a marginal change (copy designation) prints with black ink, one line of type in the bottom center.

**PAD (no stub):** Pad 50 (3-part) sets per each pad at the 5" top dimension. Insert at back chipboard, newsboard, or equal, approximately .020" thick. Adhesive used must permit ready separation at any set but must provide sufficient strength to guarantee sets will remain together after separation from the pad AND permit ready separation of the parts without damage to the parts.

**MATERIAL FURNISHED:** Contractor to receive. .

Via email after award.

One (1) Purchase Order

One (1) PDF File.

Contractor to 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 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\* O80, Carbonless Bond; White and Colors, Basis Size 17 X 22" Basis Weight

**NO STUB:** Sets are to be held together at the 5" top edge with Fan-a-Part or equal adhesive.

Part 1: White Chemical Transfer CB, 13-15 lbs. (basis weight per 500 sheets, 17 x 22)

Part 2: Blue Chemical Transfer CFB, 14-17 lbs. (basis weight per 500 sheets, 17 x 22)

Part 3: Canary Chemical Transfer CF, 13-15 lbs. (basis weight per 500 sheets, 17 x 22)

Paper supplied by contractor having the following basis weights must conform to all specifications contained in JCP Code O-80: CB and CF- 13-15 lb; CFB- 14-17 lb.

**COLOR OF INK:**

Black

**PRINT PAGE:** One Side Only

**MARGINS:** Adequate Gripper.

Follow electronic media.

**PROOFS:**

None

**BINDING:**

See "DESCRIPTION"

**PACKING:**

**NOTE: MARK ALL CARTONS WITH THE FOLLOWING INFORMATION:**

**JOB TITLE:** US Capitol Police Badge Control Card (3-part carbonless)

**REQUISITION:** 0-01383

**JACKET NO.:** 040-964

**QUANTITY:** \_\_\_\_\_

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

Box Suitable

**DISTRIBUTION:**

Contractor must notify the ordering agency on the same day that the product ships/delivers via e-mail sent to sforester@gpo.gov. The subject line of this message shall be "Distribution Notice for Jacket 040-964, Req. No. 0-01383. 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 100 pads (50 sets per pad), via traceable means to: U.S. Government Publishing Office, 44 H Street NW, Washington, DC 20401, (Marked For Re-Distribution), USCP, GPO, Bldg, ROOM A-345, Attn: James Hoover: 2-0504, james.hoover@uscp.gov.

Deliver 1 sample pad, and all Government furnished material via traceable mean to: U.S. Government Publishing Office, 44 H Street NW, Washington, DC 20401, Attn: CPS - Shirley Forster, Room C-730, 202-512-0224.

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:

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	Furnished Electronic Media
P-9. Solid and Screen Tint Color Match	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 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