

# Quotation Request //

## US Government Publishing Office

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

**JACKET:040-996**

**Quotations are Due By:**  
**(Eastern Time)10:00 AM on 08/17/2020**

**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:** CP-102USCP PROPERTY TAG-WITH STRING

**QUANTITY:** 5000 Property Tags (With String and Metal Eyelet)

**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 DC APS 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:** 2-5/8 x 5-1/4"

**PAGES:** Face Only

**SCHEDULE:**

Furnished Material will be available for pickup by 08/17/2020

Deliver complete (to arrive at destination) by 08/21/2020

F.O.B. destination

MUST deliver on or before 8/21/2020.

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

**DESCRIPTION:**

DIGITAL PRINTING NOT ACCEPTABLE

Prints type/rule matter in black ink only. Drill one round hole, 1/4" in diameter and 3/8" from patch TOP end to center of hole. Center on 2-5/8" dimension. Reinforce hole on both sides with a hard fiber patch and metal eyelet. Clip corners at patch end. String and insert through hole on each tag, a double loop with twine. String is approximately 12" total length before looping (see provided sample as construction guide).

**MATERIAL FURNISHED:** Contractor to receive. Via email after award.

Purchase order.

One PDF File.

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 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 JCP Code\* K10, Index, Buff, Basis Size 25.5 X 30.5", Basis Weight 140 lbs.

**COLOR OF INK:**

Black

**PRINT PAGE:** One Side Only

**MARGINS:**

**FACE: Head:** 1/4"\* **Foot:**3/16" **Left:** 1/8" **Right:** 1/8"

\*to patch end

**PROOFS:**

None Required

**BINDING:**

See "Description" herein.

**PACKING:**

Pack suitably per shipping container.

**DISTRIBUTION:**

Contractor must notify the ordering agency on the same day that the product ships/delivers via e-mail sent to sforster@gpo.gov. The subject line of this message shall be Distribution Notice for Req. 0-01401, Jacket 040-996. 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.

**F.O.B. DESTINATION:** (TO DELIVER ON OR BEFORE SCHEDULED DELIVERY DATE 8/21/2020).

Deliver 5,000 copies 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.

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 1 sample set, 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:

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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:	SPECIFIED STANDARD:
P-7. Type Quality and Uniformity	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 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 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>.

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**Attachment(s):** NONE