

Quotation Request //

US Government Publishing Office

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

JACKET:041-419

Quotations are Due By:
(Eastern Time)10:00 AM on 10/28/2020

**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: House Floor Tour Access Passes

QUANTITY: 3578 total finished laminated forms/access passes - 8 each of 441 different versions + 1 Generic (50 without state or district on card)and +10 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: 5 x 2-1/2"

PAGES: Face and Back

SCHEDULE:

Furnished Material will be available for pickup by 10/29/2020

Deliver complete (to arrive at destination) by 12/14/2020

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 ACCEPTABLE: At contractor's option, the product may be produced via conventional offset or digital printing provided that Quality Level 3 standards are maintained. Final output must be a minimum of 150 line screen and at a minimum resolution of 2400 x 2400 x 1 bit or 600 x 600 x 8 bit depth technology. Digital device must have a RIP that provides an option for high quality color matching such as Device Links Technology and/or ICC Profiles.

PRINTING: Finished forms/access passes print face and back in Pantone 295C Blue and Pantone 193C Red (which may be converted to Four Color Process if printing digitally) with full coverage and bleeds consisting of type/line matter in both Pantone colors and Government seal on face.

Copy runs across the 5" dimension on each side. Face changes for each version. Back is common to all versions.

FINISHING:

Trim four sides and round all corners

Film laminate face and back of each with a clear polyester 10 mil gloss laminate Sealed edges required.

Punch one rounded end slot, centered, approx. 5/8 x 1/8" across the left edge of the 2-1/2" dimension. See

supplied PDF for visual of slot type expected. Do not put slot on right edge.

MATERIAL FURNISHED: Contractor to receive. Emailed upon award.

One (1) High Res PDF.

One (1) GPO Form 917 - Certificate of Selection of Random Copies

One (1) GPO Form 2678 - Blue Label

Contractor can 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* L21, Smooth and Fancy-Finish Cover, White, Basis Size 20 X 26", Basis Weight 80 lbs Exception Basis weight and match Mohawk Felt Cover Jute.

COLOR OF INK:

Pantone 295C Blue and Pantone 193C Red (which may be converted to 4-Color Process if printing digitally) with film laminate both sides

PRINT PAGE: Head to Head

MARGINS:

Adequate gripper, No bleeds. Follow furnished Electronic File.

PROOFS:

PRIOR TO PRODUCTION SAMPLES

Prior to the commencement of production of the contract production quantity, the contractor shall submit Two (2) sample to: U.S. Government Publishing Office, 44 H Street, NW, Washington, DC 20401, Attn: Ken DeThomasis and Shirley Forster. Samples will be tested for conformance of materials and for construction. Each sample must be constructed as specified using the form, materials, equipment, and methods of production, which will be used in producing the final product. All samples shall be manufactured at the facilities in which the contract production quantities are to be manufactured.

Samples will be inspected and tested and must comply with the specifications in all respects. The container and accompanying documentation shall be marked PREPRODUCTION SAMPLES and shall include the GPO jacket, and purchase order. The samples must be submitted in sufficient time to allow Government testing of the samples and production and shipment in accordance with the shipping schedule.

The Government will approve, conditionally approve, or disapprove the samples within (5) workdays of the receipt thereof. Approval or conditional approval shall not relieve the contractor from complying with the

specifications and all other terms and conditions of the contract. A conditional approval shall state any further action required by the contractor. A notice of disapproval shall state the reasons therefor.

If the samples are disapproved by the Government, the Government, at its option, may require the contractor to submit additional samples for inspection and test, in the time and under the terms and conditions specified in the notice of rejection. Such additional samples shall be furnished, and necessary changes made, at no additional cost to the Government and with no extension in the shipping schedule. The Government will require the time specified above to inspect and test any additional samples required.

In the event the additional samples are disapproved by the Government, the contractor shall be deemed to have failed to make delivery within the meaning of the default clause in which event this contract shall be subject to termination for default, provided however, that the failure of the Government to terminate the contract for default in such event shall not relieve the contractor of the responsibility to deliver the contract quantities in accordance with the shipping schedule.

In the event the Government fails to approve, conditionally approve, or disapprove the samples within the time specified, the Contracting Officer shall automatically extend the shipping schedule in accordance with Contract Clause 12, "Notice of Compliance With Schedules," of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 01-18)).

Manufacture of the final product prior to approval of the sample submitted is at the contractor's risk. Samples will not be returned to the contractor. All costs, including the costs of all samples shall be included in the contract price for the production quantity.

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

BINDING:

See "DESCRIPTION" herein

PACKING:

FULL delivery address (including "for redistribution to address") MUST be clearly marked on each carton's label.

Pack each version separately by state. Pack suitably per shipping container.

LABELING AND MARKING - (Package and/or Container Label): Reproduce shipping container label from furnished repro, fill in appropriate blanks and attach to shipping containers/packages.

DISTRIBUTION:

Contractor must notify the ordering agency on the same day that the product ships/delivers via e-mail sent to Ken DeThomasis (kdethomasis@gpo.gov), Shirley Forster (sforster@gpo.gov). The subject line of this message shall be "Distribution Notice for Jacket# 041-419, Requisition 1-116201551". 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 3,578 (Includes 80 Departmental Random Blue Label Copies) total copies (8 each of 441 different versions) of the finished form/access passes to: U.S. Government Publishing Office, 44 H Street, NW,

Washington, DC 20401, Attn: GPO Platform, Mr. Robinson. Please NOTE on carton label: "Platform to hold - MUST Call Ken DeThomasis or Shirley Forster, 512-0224 upon delivery to GPO". CARTON(S) SHOULD BE MARKED FOR REDISTRIBUTION TO: HB-6 the Capitol, Attn: Ted Daniels.

Deliver 5 samples of the finished form/access passes to: U.S. Government Publishing Office, 44 H Street, NW, Washington, DC 20401, Attn: GPO Platform, Mr. Robinson. Please NOTE on carton label: "Platform to hold - MUST Call Ken DeThomasis or Shirley Forster, 512-0224 upon delivery to GPO". CARTON(S) SHOULD BE MARKED FOR REDISTRIBUTION TO: Room 135 Cannon House Office Building, Attn: Mike McGee/Velmon Washington.

Deliver 5 samples and All Government Furnished Material to: U.S. Government Publishing Office (GPO), 44 H Street NW, Central Receiving, Washington DC 20401, Congressional Publishing, Attn: Ken DeThomasis or Shirley Forster, (202-512-0224).

MUST ARRIVE AT DESTINATION ON/OR BEFORE SCHEDULED DELIVERY DATE

All expenses in incidental to returning materials, submitting proofs, and furnishing samples 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	OK'd proof/Prior prod/Furnished Electronic File
P-9. Solid or Screen Tints Match	Pantone matching system
P-10. Process Color Match	Electronic media

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

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.

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>.

Attachment(s): NONE