

Quotation Request //

US Government Publishing Office

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

JACKET:041-887 R-1

Quotations are Due By:
(Eastern Time)10:00 AM on 11/09/2020

**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: Card: Memeber Emergency Information

QUANTITY: 1000 Cards.

R1 - See Schedule **

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.

TRIM SIZE: 3-3/8 x 2-1/8"

PAGES: 2

SCHEDULE:

Furnished Material will be available for pickup by 11/10/2020

Deliver complete (to arrive at destination) by 11/13/2020

F.O.B. destination

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

DESCRIPTION:

Side 1 prints Fine Detail logo and solid bar with text matter reversing out to white printing in 4 color process, type matter in black. Bleeds 2 sides. Side 2 prints in type/line matter in black only.

1/4" Rounded four corners.

MATERIAL FURNISHED: Contractor to receive. Emailed upon award.

One (1) Print 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* O90, Printable Plastic Film (Synthetic Paper), Basis Size 25 X 38" Basis Weight Similar or Equal to Opaque White 20 Mil (preferred) up to 30 mil. will be accepted Polyethylene smooth Gloss Finish Front and Back.

COLOR OF INK:

4-Color Process Plus Black

PRINT PAGE: Head to Foot

MARGINS:

Follow electronic Media - Contains Bleeds

PROOFS:

1 set of digital color content proofs for card. Direct to plate must be used to produce the final product with a minimum resolution of 2400 x 2400 dpi. Proofs must be created using the same Raster Image Processor (RIP) that will be used to produce the product. Proofs shall be collated with all elements in proper position (not pasted up), imaged face and back, trimmed and folded to the finished size of the product, as applicable.

Send proofs together with the furnished media (lasers and electronic files) using the furnished revised proof label (GPO Form 892) which must be filled in by the contractor and used on all proof packages. Send proofs directly to: Government Publishing Office, 732 North Capitol Street, NW, Washington, DC 20401. Attn: Ken DeThomas/Shirley Forster. Email tracking number for proofs to sgaumer@gpo.gov.

BINDING:

Round corner all corners with 1/4" round Corners

PACKING:

Pack Suitable

NOTE: MARK ALL CARTONS WITH THE FOLLOWING INFORMATION:

JOB TITLE: Card: Member Emergency Information

REQUISITION: 116201587

JACKET NO.: 041-877

QUANTITY: _____

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

DISTRIBUTION:

Contractor must notify the ordering agency on the same day that the product ships/delivers via e-mail sent to kdethomasis@gpo.gov & sforster@gpo.gov. The subject line of this message shall be "Distribution Notice for Jacket 041-887, Requisition 116201587". 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 1,000 copies (Includes 50 Departmental Random Blue Label Copies) to: U.S. Government Publishing Office, 44 H St., NW, Washington, DC 20401, GPO Platform, Attn: Mr. Robinson, Marked For Redistribution to: Room H2-192, Ford House Building, Attn: Erik Speranza.

Deliver 1 sample copy and ALL GFM to: U.S. Government Publishing Office, 44 H St., NW, Washington, DC 20401, Attn: Ken DeThomas, Congressional Publishing Room C-730.

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>

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	Approved Proofs/Electronic Media file
P-10. Process Color Match	Approved Proofs

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>.

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>.

NOTE: Vendors are expected to submit invoices within 30 days of job shipping/delivery.

.
Attachment(s): NONE