

Quotation Request //

US Government Publishing Office

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

JACKET:042-138

Quotations are Due By:
(Eastern Time)10:00 AM on 11/30/2020

**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: 2 Part Form: Official Travel Authorization

QUANTITY: 100 Pads (50 two-part carbonless paper sets to a pad). Typesetting Required.

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: 7-1/4 x 3-1/4"

PAGES: Face only on both parts.

SCHEDULE:

Furnished Material will be available for pickup by 11/30/2020

Deliver complete (to arrive at destination) by 12/04/2020

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 NOT ACCEPTABLE

PRINTING: The face of both parts print identical (MUST REGISTER) with type/rule matter in Black ink only. Transfer image blue/black.

NUMBERING: Start numbering at 1500551 and number consecutively in black ink on the face of both parts (Follow furnished PDF for position). No missing numbers. Crash numbering is NOT acceptable.

PADDING: Pad 50 2-part sets per pad. Pad on the 7-1/4", top dimension. Each pad to have a chipboard, newsboard, or equal back approximately 0.020" thick. Adhesive used must permit ready separation at any set but must provide sufficient strength to guarantee that the sets will remain together, when in use after separation from the pad, but permit ready separation of the parts without damage to the parts.

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

Purchase order.

One (1) PDF file.

One (1) PDF of a scanned previous sample to follow for numbers position, typeface, and size.

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* O80, Carbonless Bond; White, Basis Size 17 X 22" Basis Weight

Part 1: White Chemical Transfer, CB, 13-15 lbs.

Part 2: White Chemical Transfer, CF, 13-15 lbs.

COLOR OF INK:

Black

PRINT PAGE: See Above

MARGINS: Adequate Gripper.

Follow electronic file.

PROOFS:

None Required

BINDING:

Trim 4 sides.

PACKING:

Shrink Wrap in suitable units.

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 kdethomasis@gpo.gov, and sforster@gpo.gov. The subject line of this message shall be Distribution Notice for Jacket 042-138, Requisition 1-116201628. 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.

MUST ARRIVE AT DESTINATION ON/OR BEFORE SCHEDULED DELIVERY DATE

Deliver 100 Pads via traceable means to: U.S. Government Publishing Office, 44 H Street, NW, Washington, DC 20401, Attn: GPO Platform. ATTN: Mr. Robinson. MARKED FOR REDISTRIBUTION TO: Rm. B-215, Building: LHOB, Attn: Keith Harrington.

Deliver 5 samples NO numbers via traceable means 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).

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	Avg. Type dimension/Furnished electronic file

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 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>.

Attachment(s): NONE