

# Quotation Request //

## US Government Publishing Office

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

**JACKET:043-598 R-3**

**Quotations are Due By:**  
**(Eastern Time)10:00 AM on 08/25/2021**

**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:** CP-102-C U.S.C.P. Evidence Envelope  
**QUANTITY:** 1000 Peel & Seal Tyvek Expansion Envelopes.

\*\*\*\* R1 - See Quantity and Schedule \*\*\*\*\*  
\*\*\*\* R2 - See Quantity, Size, Description, Material Furnished, Schedule, and Distribution \*\*\*\*\*  
\*\*\*\* R3 - See Size, Description, and Schedule \*\*\*\*\*

**SUBCONTRACTING:** Contract Clause 6, "Subcontracts," of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev.1/18)), is modified to permit subcontracting of the presswork for envelope manufacturers and construction of envelopes for printing firms.

**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.

**TRIM SIZE:** 12 x 16 x 4" (After Construction)

**PAGES:** Face Only (Before Construction).

**SCHEDULE:**

Furnished Material will be available for pickup by 09/14/2021

Deliver complete (to arrive at destination) by 11/05/2021

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.

**PRINTING:** Envelope prints type/rule matter and departmental logo with some reversing out to appear white in 4-color process on the side opposite the seam. Prints a solid color bar at the top that does not bleed. Score All Folds. The GPO imprint line must not appear on the finished product.

**CONSTRUCTION:** Envelope to be constructed using white Tyvek material. Envelope is to be open on top end (short) with diagonal seam and expandable folds(gussets) on right and left sides of envelope, for a total expansion of 4" (2" on right + 2" on left). Flap should have peel and seal permanent type pressure sensitive adhesive strip

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

Via email after award.

One (1) Purchase Order.

One (1) PDF file.

GPO Form 892c (R. 12/17) Proofs  
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. Contractor must notify the Government as soon as necessary in order 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\* V90, TYVEK-Finish Envelope, White, Basis Size 17 X 22" Basis Weight 18 lbs.

**COLOR OF INK:**

4-color process

**PRINT PAGE:** One Side Only

**MARGINS:** Adequate Gripper.

Follow Electronic file.

**PROOFS:**

Send proofs together with the furnished media (copy, electronic files) directly to: U.S. Government Publishing Office, Central Receiving, 44 H Street, Washington, DC 20401. Attn: Congressional Publishing, Rm. C-730, Shirley Forster (202-512-0224). Contractor must call GPO Contract Compliance Section at 202-512-0520, or e-mail information to [compliance@gpo.gov](mailto:compliance@gpo.gov) immediately upon sending/delivering proofs and immediately upon notification that the proofs are available for pickup at the department. Proofs will be withheld not more than (3) workdays from receipt in the department to when they are made available for pickup at the department. **CONTRACTOR MUST NOT PRINT PRIOR TO RECEIVING AN "OK TO PRINT"**.

One set of digital color content proofs. Direct to plate must be used to produce the final product with a minimum 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.

PLUS

**PRIOR TO PRODUCTION SAMPLES:** Prior to the commencement of production of the contract production quantity, the contractor shall submit samples to: U.S. Government Publishing Office, Central Receiving, 44 H Street, Washington, DC 20401. Attn: Congressional Publishing, Rm. C-730, Shirley Forster (202-512-0224). Six (6) samples will be tested for conformance of material(s) and will be tested for usage on the specified equipment and/or for construction. The container and accompanying documentation shall be marked **PREPRODUCTION SAMPLES** and shall include the GPO jacket, purchase order, and

program numbers. 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 (3) 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".

**PACKING:**

Pack in suitable shipping containers.

NOTE: PACK FLAT. MARK ALL CARTONS WITH THE FOLLOWING INFORMATION:

JOB TITLE: CP-102-C U.S.C.P. Evidence Envelope

REQUISITION: 1-00707

JACKET NO.: 043-598

QUANTITY:

**DISTRIBUTION:**

Contractor must notify the ordering agency on the same day that the product ships/delivers via e-mail sent to [sforster@gpo.gov](mailto:sforster@gpo.gov). The subject line of this message shall be Distribution Notice for Jacket 043-598, Req. No. 1-00707. 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 Envelopes (Includes 50 Departmental Random Copies "Blue Label") via traceable means to: US GPO, 44 H Street NW, Washington, DC 20401. GPO Platform, Attn: Mr. Robinson, "Marked for Redistribution to: USCP 119D Street N.E. Room 230. Kevin.Gallagher@uscp.gov 202-224-2946. Platform to hold--MUST CALL Shirley Forster at 512-0224 upon arrival. Note: The full address including the redistribution address must be clearly marked.

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 3 samples and all GFM via traceable means to: U.S. Government Publishing Office, Central Receiving, 44 H Street, Washington, DC 20401. Attn: Congressional Publishing, Rm. C-730, Shirley Forster (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:**

P-7. Type Quality and Uniformity

P-10. Process Color Match

**SPECIFIED STANDARD:**

Prior to production Samples/Furnished Electronic File

Prior to production Samples/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 low contractor may be required to provide one or more of the following financial documents within:

- 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