

# Quotation Request //

## US Government Publishing Office

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

**JACKET:043-687**

**Quotations are Due By:**  
**(Eastern Time)10:00 AM on 04/13/2021**

**Submit Quotes Online, unless otherwise instructed, via: <https://contractorconnection.gpo.gov/openjobs.aspx>  
Contractor must provide mandatory W-9 form before GPO makes payment.**

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**TITLE:** Enrolled Bills and Resolutions Pads

**QUANTITY:** 6 Wraparound matchbook style books; with top cover, containing 50 two-part carbonless paper sets per book, 300 sets total, with wraparound back cover and writing stop for each Item.

**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:** 4 x 9-1/2

Parts 1 & 2: 4 x 8-3/4", detached.

Top cover 4 x 26 1/2" (wraparound)

**PAGES:** 1 - Parts 1 and 2.

**SCHEDULE:**

Furnished Material will be available for pickup by 04/15/2021

Deliver complete (to arrive at destination) by 04/30/2021

F.O.B. destination

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

**DESCRIPTION:**

**PRINTING:** Parts 1 and 2 print common on face only. All print is in black ink. Backs of all parts are blank. All covers and writing stop are blank. All parts must register, registration is critical.

**CONSTRUCTION:** Bind 50 two-part carbonless paper sets per book in matchbook style. Wraparound matchbook cover plus a top cover. Top cover measures 26-1/2 x 4". Wrap around cover begins flush with top binding edge on back, Folds back over wire stitches, continues to cover the back wrapping around to the front providing a full length writing stop. Score cover at all folds. A piece of chipboard or equal material at least .020" thick must be placed behind last set. Two (2) wire stitches pass through the top cover, binding stub, and chipboard and are securely fastened. Reinforce binding stub with suitable black binder's tape which wraps around and completely covers the binding stub front, spine and back and the two(2) wire stitches front and back.

**STUB:** Sets are held together by a 3/4" perforated (to be stitched) stub at the top.

**PERFORATE STUB:** 3/4" from the top. Perforation must be strong enough to hold the sets in place but allow for easy removal.

**SETS:** Part 1 (Top sheet) color is white and Part 2 (Bottom sheet) color is canary.

WARRANTY: Contract Clause 15, "Warranty", of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 01-18)) is amended for the solicitation to the effect that the warranty period is EXTENDED from 120 days to one calendar year from the date the check is tendered as final payment. All other provisions remain the same.

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

Via email after award.

One (1) Purchase order.

One (1) PDF file.

Two (2) JPG files - Scanned samples from previous printing for reference.

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 shall perform a basic check (preflight) of the furnished media and publishing files to assure correct output of the required reproduction image. Any errors, media damage, or data corruption that might interfere with proper file image processing must be reported to the contract administrator.

The contractor shall create or change any necessary trapping, set proper screen angles and screen frequency, and define file output selection for the imaging device being utilized. Furnished files must be imaged as necessary to meet the assigned quality level.

**PAPER:** \* Must be in accordance with JCP Paper Specification Standards in effect on date of this order

Wraparound Cover: JCP Code\* P10, High-Finish Manila Tag, Basis Size 24 X 36" Basis Weight 150 lb.

Part 1: JCP Code\* O80, White, Carbonless Bond, CB, Basis Size 17 X 22" Basis Weight 13-15 lb

Part 2: JCP Code\* O80, Canary, Carbonless Bond, CF, Basis Size 17 X 22" Basis Weight 13-15 lb

Chipboard or equal material at least .020" thick.

**COLOR OF INK:**

Black.

**PRINT PAGE:** One Side Only

**MARGINS:** Adequate Gripper.

Follow furnished electronic file.

**PROOFS:**

None required.

**BINDING:**

See "Description".

**PACKING:**

Pack suitable per shipping container.

NOTE: MARK ALL CARTONS WITH THE FOLLOWING INFORMATION:

JOB TITLE: Enrolled Bills and Resolutions Pads

REQUISITION: 1-17101301

JACKET NO.: 043-687

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 sfoster@gpo.gov. The subject line of this message shall be "Distribution Notice for Jacket 043-687, Req. No. 1-17101301". 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 6 books to: U.S. Government Publishing Office, 44 H Street, NW, Washington, DC 20401, GPO PLATFORM, Attn: Mr. Robinson, Marked for Re-Distribution to: H154, Capitol Attn: Greg

Deliver one (1) sample book via traceable means to: U.S. Government Publishing Office, 44 H Street, NW, Washington, DC 20401, Congressional Publishing, room C-730, Attn: Shirley Forster.

**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	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:

- 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