

# Quotation Request //

## US Government Publishing Office

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

**JACKET:044-335**

**Quotations are Due By:**  
**(Eastern Time)10:00 AM** on 05/04/2021

**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:** Envelopes: Green-Internal Priority Mail Only-Reusable with Clasp  
**QUANTITY:** 2000 Envelopes.

**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.

**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.

**TRIM SIZE:** 10 x 13" (After Construction)

**PAGES:** Face only (after construction)

If surface tinting - Face and Back (Before construction)

**SCHEDULE:**

Furnished Material will be available for pickup by 05/06/2021

Deliver complete (to arrive at destination) by 05/27/2021

F.O.B. destination

**MUST ARRIVE AT DESTINATION ON OR BEFORE SCHEDULED DELIVERY DATE.**

**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:**

Print black ink on green envelope(to match Pantone 347 Green), or surface tint white envelope on both face, back and flap (Before Construction)in Pantone 347(Green) and print black type(face only). Print black type/rule matter, and solid areas with text reversing out to green color of envelope.

**CONSTRUCTION:**

Open end envelope with center seams and approximately 1-3/4" slightly slanted gummed flap (with rounded corners) and a 1" folded overlap at the bottom (back) sealed with water-resistant adhesive. Center of flap has 1/4" diameter round hole. Reinforce drilled hole on inside of flap. Affix one a non-rust silver metal clasp on body of envelope (back side). Properly align the metal clasp with the reinforced hole on inside of flap (will insert into the reinforced drilled hole to close envelope).

Envelope to include Metal Clasp: A winged metal device that is affixed to the back of the envelope just below the throat and behind the seal flap.

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

Via email after award.

One (1) Purchase Order.

One (1) PDF file.

Two (2) JPG files. Scans of previous printing for reference and position of Metal Clasp.

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 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 JCP Code\* V20, Writing Envelope; White or Green, Basis Size 17 X 22" Basis Weight 24 lbs.

Note: If green color envelope is used the color must match Pantone 347(Green).

**COLOR OF INK:**

Black

Pantone 347(Green) - If surface tinting white envelope

**PRINT PAGE:** See Above

**MARGINS:** Adequate Gripper.

Inadequate gripper - If surface tinting.

Follow electronic file.

**PROOFS:**

None Required.

**BINDING:**

See "DESCRIPTION".

**PACKING:**

Pack suitable.

MARK ALL CARTONS WITH THE FOLLOWING INFORMATION:

JOB TITLE: Envelopes: Green-Internal Priority Mail Only-Reusable with Clasp

REQUISITION: 1-01053

JACKET NO.: 044-335

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. The subject line of this message shall be "Distribution Notice for Jackets 044-335",

requisition 1-01053. 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 2,000 envelopes (includes 50 Departmental Random "Blue Label" Copies) via traceable means to: U.S. Government Publishing Office, 44 H Street NW, Washington, DC 20401, GPO Platform, Attn: Mr. Robinson, Marked for Redistribution to: Postal Square. 6th Floor desk, Michael Lee, 202-224-1113.

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 5 sample envelopes to: U.S. Government Publishing Office, 44 H Street NW, Room C-730, Washington DC 20401. Attn: Shirley Forster.

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	Furnished electronic file
P-9. Solid and Screen Tint Color Match	Pantone Matching System

**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