

Quotation Request //

US Government Publishing Office

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

JACKET:047-399 S

Quotations are Due By:
(Eastern Time)10:00 AM on 05/04/2022

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

Bidders must enter quote price for each jacket. Award will be made based on the lowest total bid for all jackets.				
Jacket	Requisition #	BAC	Copies	Title
047-399	1-17201279	1102-00	100	Pads: House Enrolling Clerk To Reading Clerk
047-400	1-17201280	1102-00	100	Pads: Engrossed Bills, Resolutions, and Messages

TITLE: Pads: House Enrolling Clerk To Reading Clerk

QUANTITY: 100 Wraparound matchbook style books for each jacket; with top cover, containing 25 two-part carbonless paper sets per book, with wraparound back cover and writing stop for each Item.

Note: One (1) sample copy of each Item is also required Plus (1) Digital Deliverable.

Item 1 (047-399): Pads: House Enrolling Clerk to Reading Clerk.

Item 2 (047-400): Pads: Enrolled Bills and Resolutions

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: For both jackets:

4 x 9-1/2"

4 x 8-3/4" (detached)

SCHEDULE:

Furnished Material will be available for pickup by 05/05/2022

Deliver complete (to arrive at destination) by 05/13/2022

F.O.B. DESTINATION

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

DESCRIPTION:

TIME CRITICAL:

****Delivery MUST be received by 5/13/22 for an event.****

Notify tsankey@gpo.gov, npanyan@gpo.gov and sforster@gpo.gov of the delivery status at the time of shipment to meet the at destination delivery date.

This is a time-critical order. For the purpose of this contract, the provision in GPO Contract Terms Pub.

310.2 (Rev. 1-18) for schedule extensions does not apply. No automatic extensions of schedules will be made. All interested contractors must commit to the original schedule. Shipments must be made by a carrier that will guarantee delivery at destination within the specified schedule. Carrier's "targets" in lieu of "guaranteed" deliveries will not be acceptable.

SPECIFICATIONS WILL APPLY EQUALLY TO BOTH ITEMS EXCEPT AS NOTED HEREIN.

DIGITAL PRINTING ACCEPTABLE.

At contractor's option, the product may be produced via conventional offset or digital printing provided that Quality Level 3 standards are maintained. Final output must be a minimum of 150 line screen and at a minimum resolution of 1200 x 1200 x 1 bit or 600 x 600 x 4 bit depth technology.

SAMPLES PROVIDED: See samples for construction guide (contractor to pickup). See attached photos for reference.

PRINTING: Part 1 and 2 print common 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 25 two-part carbonless paper sets per book in matchbook style. Wraparound matchbook cover plus a top cover. Top cover measures 4 x 9-1/2". Wrap around cover, on the back measures 4 x 18-1/2" 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 binders 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.

BINDING: Side stitch in 2 places on the 4" side.

DIGITAL DELIVERABLE: Upon completion, the contractor must furnish an email to agency with final production files converted to a single simple Acrobat PDF file "Optimized for Press" with proper color mode.

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 pickup at GPO. Via email after award.

One (1) Purchase Order

Via contractor prepaid shipping label after award:

One (1) piece of same size camera copy for each jacket.

One (1) sample for each jacket from previous printing to be followed for layout of parts. Also to be used as a construction guide. Contractor to provide prepaid shipping label for pickup.

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.

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

Top & Wraparound Cover: JCP Code* P10, High-Finish Manila Tag, Basis Size 22.5 X 28.5" 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.

Note: Transfer imaging must be black.

COLOR OF INK:

Black.

PRINT PAGE: One Side Only

MARGINS: Follow Copy Sample. Adequate Gripper.

PROOFS:

None required. The contractor will be responsible for performing all necessary proofreading to insure that the final product is in conformity with the copy submitted.

BINDING:

See "DESCRIPTION".

PACKING:

Pack separately and suitably in cartons and shipping containers NTE 40 lbs. to ensure forms are not damaged during shipment.

NOTE: MARK ALL CARTONS WITH THE FOLLOWING INFORMATION:

JOB TITLE: Pads: House Enrolling Clerk To Reading Clerk

REQUISITION: 117201279

JACKET NO.: 047-399

QUANTITY: _____

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

or

JOB TITLE: Pads: Engrossed Bills, Resolutions, and Messages

REQUISITION: 117201280

JACKET NO.: 047-400

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 sforster@gpo.gov, npanyan@gpo.gov and cc: tsankey@gpo.gov. The subject line of this message shall be "Distribution Notice for Jacket 047-399, Requisition# 117201279 and Jacket 047-400, Requisition# 117201280". The notice must provide all applicable tracking numbers, shipping method, and Title.

Deliver 100 books for each jacket via traceable means to: U.S. Government Publishing Office, 44 H Street, NW, Washington, DC 20401, GPO PLATFORM, Attn: Mr. Robinson, **Marked For Re-Distribution to: HT-13 Capitol Bldg. Attn: Bob Rota (202) 512-2051.

Deliver in separate packaging one (1) sample copy of each jacket and all GFM via traceable means to: U.S. Government Publishing Office, 44 H Street, NW, Washington, DC 20401, GPO PLATFORM, Attn: Mr. Robinson, **Marked For Re-Distribution to: Shirley Forster/Natalya Panyan, Mailstop: CSC, Room C-730, (202) 512-2051.

Deliver by email one (1) digital deliverable of the final artwork for both jackets as press-quality PDF's to sforster@gpo.gov, npanyan@gpo.gov and cc: tsankey@gpo.gov.

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

Prior to award, contractor may be required to provide information related to specific equipment that will be used for production.

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): Attachment(s) is/are part of the specification, click 'Download Attachment(s)' link below to view and print the attachments that are part of these specifications.

Download Attachment(s): <http://contractorconnection.gpo.gov/download.aspx?Jacket=047399>