

# Quotation Request //

US Government Publishing Office

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

**JACKET:048-036 R-2**

**Quotations are Due By:**  
**(Eastern Time)10:00 AM on 07/29/2022**

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

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**TITLE:** W-2 Forms

**QUANTITY:** 16000 pressure seal (flat) perforated forms.

\*\*\*\* R1 - See Schedule \*\*\*\*

\*\*\*\* R2 - See Schedule \*\*\*\*

**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:** 8-1/2 x 14" (overall)

**PAGES:** Face and back.

**SCHEDULE:**

Furnished Material will be available for pickup by 08/02/2022

Deliver complete (to arrive at destination) by 11/30/2022

F.O.B. destination

Delivery date is a MUST.

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

**DESCRIPTION:**

DIGITAL PRINTING IS NOT ACCEPTABLE.

Print face and back (head to foot) with type/rule matter in Pantone 286 (Blue). Face of form prints (side opposite adhesive) type matter and two security tint blocks, (random pattern tint). Back of form prints type/rule matter only.

Forms must be compatible and guaranteed to function with PSMailers 7K Plus Modified; speed--11,000 per hour, double-detection 36" conveyor, high speed laser printer. Note: Adhesive used on form must be pressure seal glue suitable for use on a High Speed Xerox Laser Printer.

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

Via email after award.

One (1) Purchase order.

One (1) PDF file.

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\* O61, White, High Quality Xerographic Copier, Laser Printer, Basis Size 17 X 22" Basis Weight 28 lbs.

**COLOR OF INK:**

Pantone 286 (blue).

**PRINT PAGE:** Head to Foot

**MARGINS:** Adequate Gripper.

**PROOFS:**

None required.

**BINDING:**

**CONSTRUCTION:** Perforate (slit or slot without ink) vertically along the entire 14" dimension at 3/8" from the left and right edges; and 4-1/4" from left/right edge within the tinted knockout area. Forms must have fine (dot) perforation to facilitate folding at 3/8", 4-5/8", 5-5/8", 9-3/8" and 10-3/4" from the top edge (side opposite the tinted knockout area). Forms must be suitable for two parallel folds (after construction) to 8-1/2 x 4-3/4".

**ADHESIVE** (apply adhesive but do not seal):

(a) Apply Pressure Seal glue, approx. 1/4" wide x 1/2" long spot glue along the 14" dimension at both left and right sides, between the vertical perforations and the outside edges and at four places at the bottom of the back of the form.

(b) Forms have slide finger opening glue tabs on face. The four (4) glue tabs are approximately 3/4 to 1" x 3/8" rectangles of pressure seal glue on the back of the form adjacent to the top edge of form spaced evenly between the vertical perforations.

**PACKING:**

Pack 1,000 per container. Pack suitably to protect forms.

**NOTE: MARK ALL CARTONS WITH THE FOLLOWING INFORMATION:**

**JOB TITLE:** W-2 Forms

**REQUISITION:** 2-01178

**JACKET NO.:** 048-036

**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](mailto:sforster@gpo.gov). The subject line of this message shall be "Distribution Notice for Jacket 048-036; Requisition No. 2-01178". 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 16,000 forms (includes 125 Departmental Random "Blue Label" Copies) via traceable means, directly to: U.S. Government Publishing Office, 44 H Street, NW, Washington, DC 20401 (GPO Platform--Attn: Mr. Robinson. Marked for Re-Distribution to: PGDM, 1535 Cabin Branch Drive, Landover, MD 20785; (Attn: George Holliday).

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 copies via traceable means to: U.S. Government Publishing Office, 44 H Street, NW, Washington, DC 20401 (Attn: Shirley Foster CPS).

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 Media
P-9. Solid or Screen Tints 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 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