

# Quotation Request //

## US Government Publishing Office

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

**JACKET:049-384**

**Quotations are Due By:**  
**(Eastern Time)10:00 AM on 11/28/2022**

**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:** Bicycle ID Decal

**QUANTITY:** 1320 Total Reflective Labels, (8 SETS OF EACH NUMBER), PERMIT NUMBERS 1-165.

**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 202-512-2374.

**TRIM SIZE:** 1.6 x 2.14" (Diamond Shaped)

**PAGES:** Face Only

**SCHEDULE:**

Furnished Material will be available for pickup by 11/30/2022

Deliver complete (to arrive at destination) by 12/30/2022

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 NOT ACCEPTABLE.

**SECURITY/WARNING:** The contractor shall take all necessary precautions to insure against loss of forms and/or other reproducible at any time prior to delivery by him to a transportation agent or delivery to destination. Proper control and handling must be maintained at all times to prevent any information or materials required to produce the product ordered under these specifications from falling into unauthorized hands. Unless otherwise indicated herein, all extra copies, materials, waste, etc., must be destroyed.

**PRINTING:** All items screen print with a bleed all sides solid in PANTONE 334 Green plus type/numbers in black ink (reversing out, and trapping).

**NUMBERING:** Number from 1 THRU 165 (8 Sets of each) in black ink and must be in a sans-serif font with a 12 point minimum and 14 point maximum font size. Numbers are to be centered horizontally as shown in PDF file.

**LAMINATION:** Laminate the entire surface of face only, after printing, with polyesters (such as polyethylene terephthalate), polypropylene, vinyl or cellulose acetate (glossy), having a thickness equal to the furnished sample. The laminated product must have no distortion of the printed matter and must remain clear and legible.

CONSTRUCTION: Back of labels are to be coated with a permanent type, pressure sensitive adhesive and mounted on a suitable backing sheet. Slit the backing sheet (kiss cut-diamond shape-must not penetrate the backing sheet) for easy removal of label.

The adhesive used must be suitable for adhering to glass, metal (painted and unpainted), and plastic surfaces. Labels will be used outdoors and will be exposed to all types of extreme weather conditions. Labels must be able to withstand extreme climate conditions from - 10 degrees to 105 degrees Fahrenheit, furtive removal, road chemicals and car wash chemicals and materials.

NOTE: Label substrate must have a gloss coating. Labels must be guaranteed to retain their adhesive qualities, color, and reflective power for a period of not less than 24 months after application to bicycles.

FADE RESISTANCE: The inks/paints used must not show any appreciable change in color after exposure in an Atlas Fadeometer for 680 standard fading hours or its equivalent.

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

One (1) Purchase order.

One (1) PDF file of 165 pages (8-up of each number on each page). Contractor must create the trap on all pieces.

One (1) previous sample to follow for construction and lamination thickness. Contractor to provide a shipping label. File created with MAC 12.6, InDesign CC 2022, version 18 and Acrobat Version 22, Fonts are furnished, AI graphics linked.

GPO Form 952 Desktop Publishing - Disk Information

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 Silver reflective sheeting, Type 1, Class 3, Tamper Evident Material. Silver (or Chrome) "Void" Polyester, 0.004" to 0.006" thickness.

**COLOR OF INK:**

PANTONE 334 Green and Black

**PRINT PAGE:** One Side Only

**MARGINS:**

Inadequate gripper.  
Follow electronic file.

**PROOFS:**

E-MAIL PROOFS (indicate margins): CONTRACTOR MUST NOT PRINT PRIOR TO RECEIVING AN "OK TO PRINT". One set of E-Mailed Electronic Page Proofs of each number (1-165) and One PDF file of the carton labels completely filled out with all pertinent information on a GPO carton label. Contractor to submit one "Press Quality" PDF "soft" proof (for content only) using the same Raster Image Processor (RIP) that will be used to produce the final printed product. PDF proof will be evaluated for text flow, image position, and color breaks. Proof will not be used for color match.

NOTE: In addition, the contractor is to send a PDF file of the carton labels completely filled out with all pertinent information on a GPO carton label

E-Mailed proofs (marked with Jacket/Req. Number plus return name and E-Mail address) directly to the Agency at kdethomasis@gpo.gov and sforster@gpo.gov. Contractor must call GPO Contract Compliance Section at (202) 512-0520 immediately upon E-Mailing proofs and immediately upon receiving the returned proofs (or OK E-Mail) back from the Department. Proofs will be withheld not more than (2) workdays from receipt at the Department to receipt in the contractor's plant.

**BINDING:**

See "Description".

**PACKING:**

Shrink wrap in Sets of 8 (Numbers 1-165).

Pack suitably per shipping container.

**DISTRIBUTION:**

Distribution Notice: Contractor must notify the ordering agency on the same day that the product ships/delivers via e-mail sent to: kdethomasis@gpo.gov and sforster@gpo.gov. The subject line of this message shall be "Distribution Notice for Jacket 049-384, Req. No. 3-00115. 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 1,320 labels via traceable means to: "U.S. Government Publishing Office, 44 H Street, NW, Washington, DC 20401, Attn: GPO Platform, Mr. Robinson, MARKED FOR REDISTRIBUTION TO: Building, Room SR-305, Russell Building, Attn: Kristen Mollett" (the FULL information within quotes ("") MUST appear on carton labels.

Deliver 5 samples via traceable means to: U.S. Government Publishing Office, 44 H Street, NW, Washington, DC 20401 (Attn: Ken DeThomasis and Shirley Forster, Congressional Publishing Room C-730).

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	Approved Proofs/Electronic File
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 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