

# Quotation Request //

## US Government Publishing Office

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

**JACKET:050-122**

**Quotations are Due By:**  
**(Eastern Time)1:00 PM on 01/04/2023**

**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:** Calendar Slip with Numbering  
**QUANTITY:** 705 2-Part (Carbonless) Sets.

**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 (Tim Sankey) on 202-512-0488 or email [tsankey@gpo.gov](mailto:tsankey@gpo.gov).

**TRIM SIZE:** 10 x 7"

**PAGES:** 2-Parts (4 pages/2 leaves) per set

**SCHEDULE:**

Furnished Material will be available for pickup by 01/05/2023

Deliver complete (to arrive at destination) by 01/10/2023

F.O.B. destination

**\*JOB MUST DELIVER BY 1/10/2023!\***

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

**DESCRIPTION:**

DIGITAL PRINTING IS ACCEPTABLE.

At contractors 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.

Set prints face only type and rule matter in black ink. No marginal word changes.

NO STUB: Sets are to be held together at the 10" top edge with Fan-a-Part or equal adhesive.

DRILL: Drill each set with 3 round holes 1/4" in diameter 4-1/4" center to center; center on 10" dimension; center of holes 3/8" from the top 10" dimension.

NUMBERING: Number from 001 to 700 in red ink, on the face of all parts (excluding samples), in the (upper left corner, head to left), parallel to the 7" dimension and approximately 2-1/4" from top 10" dimension, in an area 6/8 x 6/8" using 1/4 to 1/2" high characters. No missing numbers. Crash numbering is acceptable. See attached.

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

One (1) Purchase order.

One (1) PDF File.

One (1) JPEG file to show numbering location - see also attached.

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 is responsible for performing a basic check (preflight) of the furnished publishing files to assure accurate output of the required reproduction image. Any errors, media damage or data corruption that might interfere with proper file imaging must be reported to the contract administrator in sufficient time to comply with the shipping schedule.

In addition, the contractor is responsible for creating or altering any necessary trapping, setting proper screen angles and screen frequency, and defining file output selection for the imaging device being utilized. All furnished files must be imaged as necessary to meet assigned quality level.

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

Part 1: JCP Code\* O80, Carbonless Bond; White Basis Size 17 X 22" Basis Weight 13-21lbs

Part 2: JCP Code\* P10, High-Finish Manila Tag, Basis Size 24 X 36" Basis Weight 7.5 Pts.

Part 2: JCP Code\* P10: Exception to Weight.

**COLOR OF INK:**

Black (Printed form) and Red (Numbering)

**PRINT PAGE:** See Above

**MARGINS:**

Adequate Gripper, follow Electronic Media.

**PROOFS:**

No Proof Required.

**BINDING:**

See "DESCRIPTION".

**PACKING:**

Shrink Film Pack in units of 50. Pack suitable per shipping cartons.

**DISTRIBUTION:**

Contractor must notify the ordering agency on the same day that the product ships/delivers via e-mail sent to sforster@gpo.gov and cc: tsankey@gpo.gov. The subject line of this message shall be "Distribution Notice for Jacket 050-122, Requisition 3-20230352". 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 700 Sets via traceable means to: U.S. Government Publishing Office, 44 H Street, NW, GPO Platform, Washington, DC 20401, Attention: Mr. Robinson, Marked for Redistribution to: SH-B04 OPDS Main Office, Capitol Bldg., Attention: Mary Anne Clarkson 202-224-3630.

Deliver 5 un-numbered samples via traceable means to: USGPO, 44 H Street, NW, Washington, DC 20401, Congressional Publishing, Room C-730, Attn: Shirley Forster 202-512-0224.

**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  
 P-9. Solid or Screen Tints Color Match

Furnished Electronic Media  
 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 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):** 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=050122>