

Quotation Request //

US Government Publishing Office

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

JACKET:050-987

Quotations are Due By:
(Eastern Time)1:00 PM on 04/10/2023

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

TITLE: FY 2024 Budget of the U.S. Government CD-ROM

QUANTITY: 596 CD-ROMs with Front Insert and Bottom Inlay.

SUBCONTRACTING: Contract Clause 6, "Subcontracts," of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 6-01)), is modified to permit subcontracting of the printing of CD-ROMS.

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 Carrie Guasto, APS DC Team, at 202-512-0866 or cguasto@gpo.gov.

MUST be delivered by 04/24/2023, no later than noon.

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TRIM SIZE: .

CD-ROM: Std. 120 mm

Front Insert: 4-3/4 x 4-3/4"

Bottom Inlay: 5-29/32 x 4-5/8"

.
PAGES: .

CD-ROM: face only

Front Insert: face only

Bottom Inlay: face only

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SCHEDULE:

Furnished Material will be available for pickup by 04/11/2023

Deliver complete (to arrive at destination) by 04/24/2023

F.O.B. destination

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

DESCRIPTION:

PREDOMINANT PRODUCTION FUNCTION: The predominant production function is CD-ROM replication.

SECURITY/WARNING: The contractor shall take all necessary precautions to insure against loss of forms or other reproducible at any time prior to delivery by them 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.

Contractor must furnish all materials and services as required to create CD-ROM discs from a furnished recordable type CD-R. Contractor must read the data from the CD-R and verify the ISO 9660 format. Note: Delivered CD-ROM discs must conform to the International Organization for Standardization (ISO)/International Electrotechnical Commission (IEC) International Standard 10149, "Information Technology - Data Interchange on Read-Only 120 mm Optical Data Discs (CD-ROM)," and ISO International Standard 9660, "Information Processing - Volume and File Structure of CD-ROM for Information Interchange."

DIGITAL PRINTING IS 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 2400 x 2400 x 1 bit or 600 x 600 x 8 bit depth technology. Digital device must have a RIP that provides an option for high quality color matching such as Device Links Technology and/or ICC Profiles

CD-ROM: CD-ROM prints with Pantone 662 (Dark Blue) and Pantone 290 (Light Blue) overprint including solids with type/rule matter and illustrations. Contractor to print directly on the disc (no labels). All inks used for the disc shall not damage the lacquer layer or negatively impact usability. All discs require a white base coating prior to printing on the discs.

Front Insert: Prints face only in Pantone 662 (Dark Blue) and Pantone 290 (Light Blue) with type and illustration. Full bleed.

Bottom Inlay: Prints in Pantone 662 (Dark Blue) and Pantone 290 (Light Blue) with type and illustration. Full bleed.

MATERIAL FURNISHED: Contractor to receive. Via email after award.
Purchase order.

One (1) PDF file with three (3) pages containing artwork for CD-ROM and Inserts. Pg 1 is the Front Insert, Pg 2 is the Bottom Inlay, Pg 3 is the CD Face. Bleeds are furnished, fonts are not.
One (1) CD-ROM to be used as a master. Contractor to provide shipping label.

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
Front Insert: JCP Code* A180, White Litho (Gloss) Coated Book, Basis Size 25 x 38 Basis Weight 70 lbs.
Bottom Inlay: JCP Code* A180, White Litho (Gloss) Coated Book, Basis Size 25 x 38 Basis Weight 70 lbs.

COLOR OF INK:

Pantone 662 (Dark Blue) and Pantone 290 (Light Blue)

PRINT PAGE: See Above

MARGINS:

Follow electronic media.

Front insert and bottom inlay inadequate gripper.

PROOFS: NONE

BINDING:

CONSTRUCTION:

Front Insert: Trim four sides.

Bottom Inlay: Score or perforate vertically along the entire 4-5/8" dimension at 1/4" from the left and right edges.

SET ASSEMBLY: Insert one copy of the front inlay into the front of each jewel case under the retaining tabs provided therefore, with title panel visible through the front of the jewel case. Insert one copy of the bottom inlay into the back of each jewel case with the printed image visible through the back and sides of the jewel case. Insert one copy of the CD-ROM face up into each jewel case on the tray.

Individually shrink film wrap each jewel case in a moisture proof wrapping material.

PACKING:

PACKING: Individually shrink film wrap each jewel case in a moisture proof wrapping material. Pack in shipping containers.

PACKAGE AND LABEL AS FOLLOWS - ALL CDs COME BACK TO THE GOVERNMENT PUBLISHING OFFICE FOR REDISTRIBUTION

Pack 596 CD-ROMs as follows:

Qty 2 - House Committee on the Budget (204/507 Cannon)

Qty 15 - Senate Committee on Appropriations (S-128 Capitol)

Qty 25 - House Committee on Appropriations (H-307 Capitol)

Qty 6 - Joint Economic Committee (SD-G01 Dirksen)

Qty 5 - Joint Committee on Taxation (502 Ford)

Qty 6 - Senate Committee on Finance (SD-219 Dirksen)

Qty 12 - Senate Leadership Offices (SHB-08 Hart)
Qty 3 - Senate Committee on the Budget (SD-624 Dirksen)
Qty 41 - Miscellaneous Committees (SHB-08 Hart)

Qty 15 - GPO, Room 730C, Attn: Sarah Wheeling, Congressional Publishing Services

Qty 25 - Library of Congress (bylaw) Receiving Platform, C Street between 1st and 2nd Street, SE, Washington DC.

Qty 30 - Misc. Depts. (List)
Qty 5 - Overs for Late Riders.

Qty 326 - Supt. Docs/FDLP/BAC 1520-01, US GPO FDLP, Document Warehouse, 8660 Cherry Lane, Laurel, MD 20707-4986, Item # to be provided upon award

Qty 60 - US GPO - IES, BAC 1540-01, Document Warehouse, 8660 Cherry Lane Laurel, MD 20707-4986. Marked IES Copies.

Qty 20 - BAC (By-Law) 1525-01, Library of Congress, U.S. Serials and Government Documents Section, U.S./Anglo Division, 101 Independence Ave., SE, Stop 4276, Washington, DC 20540-4276. Marked Depository File Copies.

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: cguasto@gpo.gov. The subject line of this message shall be Distribution Notice for Jacket 050-987, Req. 3-01153. 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.

Shipping Notification: Contractor to email sforster@gpo.gov with the tracking information when the shipper has been established. The date, approximate time of arrival, and tracking numbers should be provided at that time.

Deliver all 596 copies via traceable means to: U.S. Government Publishing Office, 44 H Street NW, Central Receiving, Attn: Mr. Robinson & Mr. Simms, Washington, DC 20401. MARKED FOR REDISTRIBUTION.

Contractor to call Attn: Abe Sussan (202-641-3136) or Darrell Mahoney (202-425-8962) or (202) 512-0589, Approx. 24 hours prior to delivery and provide names of drivers and time of delivery. All Sets Must be at Destination AT MAIN GPO by noon 04/24/2023.

M/F Attn: Darrell Mahoney (202-425-8962) or Abe Sussan (202-641-3136). If there is a delivery problem upon arrival at dock contact Sgt. Epley or Sgt. Griffin at 202-512-1319; DO NOT LEAVE WITHOUT MAKING DELIVERY UNDER ANY CIRCUMSTANCE.

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 1.
- (b) Destructive Tests -- Special Inspection Level S-2.

Specified standards to correspond with each required attribute as follows:

ATTRIBUTE:	Specified Standard
P-7. Type Quality & Uniformity:	Electronic Media
P-9. Solid & 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 preaward 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