

# Quotation Request //

## US Government Publishing Office

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

**JACKET:051-476**

**Quotations are Due By:**  
**(Eastern Time)3:00 PM on 03/14/2023**

**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:** 118th Congress Floor Passes

**QUANTITY:** 351 Total forms (Numbered Punched & Laminated) 3 different items, includes 1-sample of each.

**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 on 202-512-0743.

**\*\*MUST DELIVER NLT 3/28/23\*\***

- Item 1- 118th Congress Floor Access Pass - 151 Forms
- Item 2- 118th Congress Floor Access Pass - 100 Forms
- Item 3- 118th Congress Fifteen Minute Staff Pass - 100 Forms

**TRIM SIZE: .**

- Item 1: 5" x 2"
- Item 2: 4" x 2-5/8"
- Item 3: 6-3/16" x 2-5/8"

**PAGES:** 3 ITEMS FACE AND BACK

**SCHEDULE:**

Furnished Material will be available for pickup by 03/17/2023  
Deliver complete (to arrive at destination) by 03/28/2023  
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 IS NOT ACCEPTABLE**

All the requirements of these specifications apply equally to all items unless otherwise indicated herein.

Forms (ALL) print type/rule matter on the face and back.

Construction: Film laminate face and back of all forms. Gloss laminate with a thickness of 0.010 clear gloss laminate, for total combined thickness of approximately 43 Mil. Laminate the entire surface of both sides of all forms, after printing and numbering, with clear polyesters (such as polyethylene terephthalate), polypropylene, vinyl or cellulose acetate, having a thickness of 0.010". The laminated product must have no distortion of the printed matter and must remain clear and legible.

Numbering:

Item 1: Number from 800 to 950 with 3/16" to 1/4" high number in Pantone 185 Red Ink, match sample for location

Item 2: Number from 1000 to 1099 with 3/16" to 1/4" high number in Pantone 185 Red Ink, match sample for location

Item 3: Number from 1100 to 1199 3/16" to 1/4" high number in Black ink.

NOTE: For The 1 SAMPLE of Each Card Use 000 For the Numbers On ALL.

Punching:

Item 1: Punch one (approx. 5/8 x 1/8") rounded end slot, centered in the 2" dimension (Right side, right reading)

Item 2: Punch one (approx. 5/8 x 1/8") rounded end slots-centered in the 2-5/8" dimension (Right side, right reading)

Item 3: Punch two (approx. 5/8 x 1/8") rounded end slot, centered in the 2-5/8" dimension

**MATERIAL FURNISHED:** Contractor to receive. via email after award.

One (1) Purchase Order

Three (3) PDF files - One for each item.

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.

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 JCP Code\* R11; Pressboard, Colors (Type I) Basis Weight 265 lbs.

With exception to paper weight - Basis weight 265lbs.

All Items MUST Match Fibermark's Genuine Pressboard Stock

Item 1: and 2: White

Item 3: Tan

**COLOR OF INK:**

Items: 1 and 2 print in Pantone 185 Red

Items: 3 prints in Black

**PRINT PAGE:** Head to Head

**MARGINS:**

Adequate gripper. Follow electronic files.

**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. 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.

E-Mailed proofs (marked with Jacket/Req. Number plus return name and E-Mail address) directly to the Agency at [sforster@gpo.gov](mailto:sforster@gpo.gov) and [cduncan@gpo.gov](mailto:cduncan@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:**

Pack all Items Separately and Identify by Item Number AND Title. Pack the samples (1 of each card numbered 000) separately and identify as SAMPLES and mark to the attention of Shirley Forster.

Pack suitable in shipping containers.

NOTE: MARK ALL CARTONS WITH THE FOLLOWING INFORMATION:

JOB TITLE: 118th Congress Floor Passes-SAA Gibson Signature

REQUISITION: 2023-0855

JACKET NO.: 051-476

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) and [cduncan@gpo.gov](mailto:cduncan@gpo.gov). The subject line of this message shall be "Distribution Notice for Jacket 051-576, Req. No. 2023-0855. 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 351 copies to: US GPO, 44 H Street NW, Washington, DC 20401. GPO Platform, Attn: Mr. Robinson, "Marked for Redistribution to: OPDS Main Office, SH-B04, Denis / Ruth". Platform to hold--MUST CALL Shirley Forster at 512-0224 upon arrival. Note: The full address including the redistribution address must be clearly marked.

Deliver 1 sample of each Item (3 total), Numbered "000" and All Government Furnished Material to: U.S. Government Publishing Office, Central Receiving, 44 H Street, Washington, DC 20401. Attn: Congressional Publishing, Rm. C-730, Shirley Forster (202-512-0224).

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 III.

(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

OK'd Proofs/Furnished 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