

# Quotation Request //

## US Government Publishing Office

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

**JACKET:052-108**

**Quotations are Due By:**  
**(Eastern Time)10:00 AM** on 05/11/2023

**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:** Book Plate Stickers

**QUANTITY:** 8000 Peel and stick labels.

**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](mailto:cguasto@gpo.gov).

**TRIM SIZE:** 2-1/2 x 3-1/2"

**PAGES:** Face Only

**SCHEDULE:**

Furnished Material will be available for pickup by 05/12/2023

Deliver complete (to arrive at destination) by 05/19/2023

F.O.B. destination

Must Deliver on or before 05/19/2023

**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 Type/rule matter and logo in Black ink only. No Bleeds. GPO imprint line must not appear on the finished product.

**CONSTRUCTION:** Coat the entire back of each label with a permanent type pressure sensitive adhesive protected by a suitable same size slit backing sheet.

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

Via email after award.

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](http://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  
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White Uncoated Label Paper, Basis Size 25 x 38", Basis Weight 50-60 lbs, per 500 sheets.

**COLOR OF INK:**

Black

**PRINT PAGE:** One Side Only

**MARGINS:** Adequate Gripper.

**FACE: Head:** 1/4" **Foot:**1/4" **Left:** 1/4" **Right:** 1/4"

Adequate gripper.

Follow electronic file.

**PROOFS:**

No Proof Required.

**PACKING:**

Shrink Wrap in units of 100 labels with chip board back.

NOTE: MARK ALL CARTONS WITH THE FOLLOWING INFORMATION:

JOB TITLE: Book Plate Sticker - Senate Library

REQUISITION: 3-01110

JACKET NO.: 052-108

QUANTITY: \_\_\_\_\_

NUMBER OF BOXES: EX. Box 1 of 4, Box 2 of 4...

Pack Suitable per shipping container.

**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 052-108, Req. 3-01110. 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 8,000 Labels (includes 80 Departmental Random "Blue Label" Copies) via traceable means to: U.S. Government Publishing Office, 44 H St. NW, Washington DC 20401, GPO Platform, Attn: Mr. Robinson, Marked for Re-distribution to: SH-B04, Terri Downs, 202-224-3064.

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 samples via traceable means to: U.S. Government Publishing Office, 44 H Street NW, Washington DC 20401, Congressional Publishing, Room C-730, Attention: Shirley Forster.

**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:	Furnished Electronic File

**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