

# Quotation Request //

## US Government Publishing Office

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

**JACKET:053-702**

**Quotations are Due By:**  
**(Eastern Time)10:00 AM on 11/07/2023**

**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:** Blue Inside Mail Official Use Envelopes

**QUANTITY:** 15000 ungummed button and string closure envelopes.

**SUBCONTRACTING:** Contract Clause 6, "Subcontracts," of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev.1/18)), is modified to permit subcontracting of the presswork for envelope manufacturers and construction of envelopes for printing firms.

**\*\*Contractors are required to enter a true 'Additional Rate'. This is the running rate (with make-ready/setup removed), not a per item price of total cost.\*\***

**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:** 10 x 13"

**PAGES:** Face and back (after construction.)

**SCHEDULE:**

Furnished Material will be available for pickup by 11/09/2023

Deliver complete (to arrive at destination) by 12/07/2023

F.O.B. destination

**MUST DELIVER ON OR BEFORE 12/07/2023.**

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

**DESCRIPTION:**

**DIGITAL PRINTING IS NOT ACCEPTABLE**

**PRINTING:** Envelope prints face and back (head to head) in black ink only with type and rule matter. Image on back extends across seams and must align horizontally across center seam and vertically across bottom seam. Recycled tag line to be printed.

**CONSTRUCTION:** Envelopes are to be open-end center seam plus a 2" ungummed flap. The center and bottom seams must overlap by 1" and all seams must be sealed with water-resistant adhesive. Flap must be scored to permit folding and flap must not cover type matter on seam side when closed.

All envelopes must contain a hard fiber button on the outside of the flap and the back of the envelope. The button on the outside of the flap must have a suitable hard fiber reinforcement patch on the inside of the flap and a non-rust metal eyelet plus a string (not less than 9" in length). The button on the back of the envelope must have a metal eyelet which shall penetrate two thicknesses of paper at the center seam overlap.

**DRILLING:** After construction, drill six (6) round holes 3/8" in diameter (through two thicknesses of paper), in two (2) vertical rows with three (3) holes in each column, 3-5/8" center to center vertically. Center of holes begin 2-1/8" from bottom edge, and 3-1/2" from left and right sides. Do not drill flap. Follow furnished sample.

**WARRANTY:** Contract Clause 15, "Warranty", of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 01-18)) is amended for the solicitation to the effect that the warranty period is **EXTENDED** from 120 days to one calendar year from the date the check is tendered as final payment. All other provisions remain the same.

**MATERIAL FURNISHED:** .

via email after award.

One (1) Purchase Order

One (1) PDF file

One (1) Previously printed sample to be used as a guide for paper color, margins, and construction.

Contractor to supply UPS or Fedex label upon award.

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

Light Blue Ledger or Kraft, Basis Size 17 X 22" Basis Weight 28-32 lb

Must use 30% recycled content.

Color must be close match to furnished sample.

**COLOR OF INK:**

Black

**PRINT PAGE:** Head to Head

**MARGINS:**

Face: (approx.) Head: 1/4" (to flap score), Foot 1/4", Left 3/4", Right 3/4".  
Back: (approx.) Head 2-3/4" (to flap score), Foot 1/4", Left 7/8", Right 3/4".  
Follow furnished sample.

**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 and cc: cguasto@gpo.gov. Contractor must call/email GPO Contract Compliance Section at (202) 512-0520 / Compliance@gpo.gov 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 (1) workday from receipt at the Department to receipt in the contractor's plant.

**PACKING:**

Package: Shrink film wrap 50 envelopes per pack.  
Pack suitable in cartons and shipping containers.

NOTE: MARK ALL CARTONS WITH THE FOLLOWING INFORMATION:

JOB TITLE: Blue Inside Mail Official Use Envelopes  
REQUISITION: 3-01091  
JACKET NO.: 053-702  
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 and cc: cguasto@gpo.gov. The subject line of this message shall be "Distribution Notice for Jacket 053-702, Req. No. 3-01091. 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 15,000 envelopes (including 125 Departmental Random "Blue Label" Copies) via traceable means to: U.S. Government Publishing Office, 44 H Street NW, Washington DC 20401, GPO Platform, Attn: Mr. Gregory Robinson, Marked for Re-distribution to: HB-28 Capitol.

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 sample envelopes and all Government furnished material via traceable means to: U.S.

Government Publishing Office, 44 H Street NW, Washington DC 20401, Congressional Publishing Room C-730, Attn: 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 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	OK'd Electronic Proof / 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 contractor in line for award 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 the time specified by the Government 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/agency/billing-and-payment>.

**Attachment(s):** NONE