

Quotation Request //

US Government Publishing Office

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

JACKET:054-014 R-3

Quotations are Due By:
(Eastern Time)1:00 PM on 10/08/2024

**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: Inaugural Lanyards

QUANTITY: 20650 total imprinted lanyards consisting of four (4) items. See "Description" herein.

R-1: Removed Buy American Act

R-2: Revised to allow for dye sublimation, revised badge holder requirement, extended delivery date

R-3: Badge holders must be contractor supplied

SUBCONTRACTING: The contractor may make contracts for the furnishing of all or any part of the supplies or work specified. Accordingly, Contract Clause 6, "Subcontracts," of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 01-18)), does not apply to this procurement.

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.

SECURITY CONTROL PLAN: Prior to award, the contractor will be required to submit a Security Control Plan to GPO within two (2) hours of receipt of Review and Confirm.

The contractor shall operate and maintain an effective security system whereby materials used to perform the contract are manufactured and/or stored (e.g. while awaiting distribution or disposal) so as to ensure against theft and/or the unauthorized possession of the materials. Contractor is cautioned that Government provided information shall not be used for non-government business. Specifically, Government information shall not be used for the benefit of a third party. The Government retains the right to conduct on-site security reviews at any time during this contract.

1. The plan shall contain at a minimum how government files (data) will be secured to prevent disclosure to a third party prior to and after termination of contract;
2. Explain how all accountable materials will be handled throughout all phases of production;
3. How the disposal of waste materials will be handled; and,
4. How all applicable Government-mandated security/privacy/rules and regulations as cited in this contract shall be adhered to by the contractor.

POST-AWARD CONFERENCE: A post-award conference will be required within two (2) days of award via Microsoft Teams meeting at a date and time to be determined. The purpose of the conference will be to discuss and review all aspects of the contractors internal and external operations required to complete this contract. Attending this meeting will be Government representatives to establish coordination of all required operations.

TRIM SIZE: 36 x 1" Neck Band.

PAGES: Face and back.

SCHEDULE:

Furnished Material will be available for pickup by 10/09/2024

Deliver complete (to arrive at destination) by 11/15/2024

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

DESCRIPTION:

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

Item 1: Flag Red, qty 150

Item 2: Navy Blue, qty 5500

Item 3: Black, qty 10,000

Item 4: Yellow, qty 5000

PRODUCT: High quality polyester/nylon lanyard with slider and breakaway plastic clasp plus approx. 1.6" black metal swivel curved lobster claw clasp, and clear plastic vertical badge holder with thumb slot. Badge holder must fit a 2-1/8 x 3-3/8" badge. See attachments for examples.

PRINTING: Lanyards print both sides with one (1) line of type and star in a repeating pattern.

Items 1 thru 3 print with opaque white ink only.

Item 4 prints with black ink only.

NOTE: Contractor's option to print as specified above or via Dye Sublimation. If opting for dye sublimation, Pantone colors to match will be provided upon award. Contractor must note which option is being offered in 'Comments'.

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: Contractor to receive. via email after award.

One (1) Purchase Order.

One (1) PDF file containing four (4) pages - one (1) for each item.

Four (4) Adobe InDesign files - one (1) for each item.

GPO Form 892c (R. 12/17) Proofs

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 Polyester/Nylon lanyard - See "Description" herein for color requirements.

COLOR OF INK:

See "Description" herein.

MARGINS:

Follow electronic files.

PROOFS:

**Upon award the contractor must submit two (2) sample lanyards for EACH item to establish color standard, breakaway feature, slider, clasp and badge holder. Send samples via traceable means to: US Government Publishing Office, 44 H Street NW, Washington DC 20401. Attn: Sarah Wheeling/Natalya Panyan.

NOTE: If producing via Dye Sublimation, only two (2) total sample lanyards are required.

NOTE: Upon shipment of samples, contractor must immediately relay tracking information to cguasto@gpo.gov.

E-MAIL PROOFS (indicate margins): CONTRACTOR MUST NOT PRINT PRIOR TO RECEIVING AN "OK TO PRINT". One set of E-Mailed Electronic Page Proofs for EACH ITEM. 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 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 two (2) workdays from receipt at the Department to receipt in the contractor's plant.

PLUS

PRIOR TO PRODUCTION SAMPLES: Prior to the commencement of production of the contract production quantity, the contractor shall submit ten (10) samples of EACH item via traceable means to: US Government Publishing Office, 44 H Street NW, Washington DC 20401. Attn: Sarah Wheeling/Natalya Panyan.

NOTE: Upon shipment of samples, contractor must immediately relay tracking information to cguasto@gpo.gov.

10 samples of each item will be tested for conformance of materials and color match. 10 samples of each

item will be tested for usage on the specified equipment and/or for construction. The container and accompanying documentation shall be marked PREPRODUCTION SAMPLES and shall include the GPO jacket, purchase order, and program numbers. The samples must be submitted in sufficient time to allow Government testing of the samples and production and shipment in accordance with the shipping schedule.

The Government will approve, conditionally approve, or disapprove the samples within five (5) workdays of the receipt thereof. Approval or conditional approval shall not relieve the contractor from complying with the specifications and all other terms and conditions of the contract. A conditional approval shall state any further action required by the contractor. A notice of disapproval shall state the reasons therefor.

If the samples are disapproved by the Government, the Government, at its option, may require the contractor to submit additional samples for inspection and test, in the time and under the terms and conditions specified in the notice of rejection. Such additional samples shall be furnished, and necessary changes made, at no additional cost to the Government and with no extension in the shipping schedule. The Government will require the time specified above to inspect and test any additional samples required.

In the event the additional samples are disapproved by the Government, the contractor shall be deemed to have failed to make delivery within the meaning of the default clause in which event this contract shall be subject to termination for default, provided however, that the failure of the Government to terminate the contract for default in such event shall not relieve the contractor of the responsibility to deliver the contract quantities in accordance with the shipping schedule.

In the event the Government fails to approve, conditionally approve, or disapprove the samples within the time specified, the Contracting Officer shall automatically extend the shipping schedule in accordance with Contract Clause 12, "Notice of Compliance With Schedules," of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 01-18)).

Manufacture of the final product prior to approval of the sample submitted is at the contractor's risk. Samples will not be returned to the contractor. All costs, including the costs of all samples shall be included in the contract price for the production quantity.

All samples shall be manufactured at the facilities in which the contract production quantities are to be manufactured.

PACKING:

NOTE: Complete and accurate packing slip must accompany the shipment.

Pack each item separately and identify.

Pack in suitable cartons and shipping containers to prevent damage during transit.

Mark all cartons with job title, item, req#, jacket#, number of boxes, qty per box.

DISTRIBUTION:

Contractor must notify the ordering agency on the same day that the product ships/delivers via e-mail sent to swheeling@gpo.gov and cc: cguasto@gpo.gov. The subject line of this message shall be Distribution

Notice for Jacket 54-014, Requisition No. 2024-1098 Lanyards. 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 20,650 total lanyards (per item breakdown below) via traceable means to: U.S. Government Publishing Office, 44 H Street NW, Washington DC 20401, Attn: Sarah Wheeling/Natalya Panyan, 202-512-0224.

- Item 1: Flag Red, qty 150
- Item 2: Navy Blue, qty 5500 (includes 80 blue label copies)
- Item 3: Black, qty 10,000 (includes 80 blue label copies)
- Item 4: Yellow, qty 5000 (includes 80 blue label copies)

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 of each item via traceable means to: U.S. Government Publishing Office, CPS, Room C-730, 44 H Street NW, Washington DC 20401, Attn: Sarah Wheeling/Natalya Panyan, 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 Priors/Furnished electronic file
P-9. Solid and Screen Tint Color Match	Ok'd Priors/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 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/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=054014>