

# Quotation Request //

US Government Publishing Office

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

**JACKET:056-089 R-1**

**Quotations are Due By:**  
**(Eastern Time)1:00 PM on 08/06/2024**

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

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**TITLE:** Property / Evidence Envelopes

**QUANTITY:** 3005 Brown Kraft Expansion Envelopes.

R-1: Delivery date

**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.

**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 Team (Tim Sankey) on 202-512-0488 or email [tsankey@gpo.gov](mailto:tsankey@gpo.gov).

**TRIM SIZE:** 4-1/2 x 10-1/2" (plus 4" flap)

**FORM NO:** CP-102A (7-91)

**PAGES:** Face only (after construction)

**SCHEDULE:**

Furnished Material will be available for pickup by 08/07/2024

Deliver partial (to arrive at destination) 1000 copies by 08/15/2024.

Deliver complete (to arrive at destination) by 09/16/2024

F.O.B. destination

**MUST DELIVER A MINIMUM OF 1000 ON OR BEFORE 08/15/2024.**

**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 in black ink only with type and rule matter on the face (side opposite the seams) after construction.

**CONSTRUCTION:** Envelopes are to be open-end center seam with a 2" expansion gusset on each side and extending 1" into the flap area. Envelope must have a 4" flap of which 2-1/4" is gummed.

The center seam must overlap approximately 1" and be sealed with water resistant adhesive (all seams to be constructed with water-resistant adhesive). Score flap approximately 1" and 2" from flap fold for gusset expansion. Score bottom 2" v-cut flap 1" up from fold on bottom of envelope (9-1/2" down from flap fold).

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 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.

**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

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 JCP Code\* V10, Light-Colored Brown (Kraft, Shade) Envelopes, Basis Size 17 X 22" Basis Weight 32-40 lbs.

**COLOR OF INK:**

Black

**PRINT PAGE:** One Side Only

**MARGINS:**

**FACE:** Head: 1-3/4" (from flap score); Foot: 5/16"; Left: 1/8"; Right: 1/8"

**PROOFS:**

None required.

**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:** USCP Property/Evidence Envelope CP-102A with String

**REQUISITION:** 2024-1261

**JACKET NO.:** 056-089

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

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



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