

Quotation Request //

US Government Publishing Office

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

JACKET:056-090

Quotations are Due By:
(Eastern Time)11:00 AM on 07/24/2024

**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: Evidence Envelope Capitol Police

QUANTITY: 1003 Tamper Resistant Expansion Envelopes.

NOTE: Contractor must specify in 'COMMENTS' the envelope offered.

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.

TRIM SIZE: 9 x 12 x 2" (After Construction) or 9-1/2 x 12 x 2" (After Construction)

PAGES: Face Only (Before Construction).

SCHEDULE:

Furnished Material will be available for pickup by 07/25/2024

Deliver complete (to arrive at destination) by 08/02/2024

F.O.B. destination

MUST ARRIVE ON OR BEFORE 8/2/2024

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 type/rule matter and departmental logo with some reversing out to appear white in 4-color process on the side opposite the seam. Prints a solid color bar at the top that bleeds (after construction) at top, left, and right. The GPO imprint line must not appear on the finished product.

CONSTRUCTION: Envelope to be constructed using white Tyvek material OR white Herculink material. Envelope is to be open on top end (short) with center seam and expandable folds (gussets) on right and left sides of envelope, for a total expansion of 2" (1" on right + 1" on left). Flap should have peel and seal permanent type pressure sensitive adhesive strip which must be suitable for adhering to substrate offered. Adhesive must cause substrate damage when attempting to open. Score all folds. **NOTE:** Tamper resistant permanent adhesive **MUST** be used on all seams and flap. Adhesive covering must not come in contact with the materials that will be placed inside the envelope after construction.

MATERIAL FURNISHED: Contractor to receive. Via email after award.

One (1) Purchase order.

One (1) PDF file for production - contractor must extend bleeds as necessary.

One (1) Previously printed sample to be used as a construction guide and visual sample. Contractor must supply prepaid shipping label for pickup from zip 20401.

GPO Form 917 (Certificate of Selection).

GPO Form 2678 (Departmental random copies-blue label).

Contractor can 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 is responsible for performing a basic check (preflight) of the furnished publishing files to assure accurate output of the required reproduction image. Any errors, media damage or data corruption that might interfere with proper file imaging must be reported to the contract administrator in sufficient time to comply with the shipping schedule.

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* V90, TYVEK-Finish Envelope, White, Basis Size 17 X 22" Basis Weight 18 lbs.

or
JCP Code* O91, Uncoated (Tear-Resistant), White, Synthetic Paper equal to Herculink, 26 lbs.

Envelopes should not have a border.

COLOR OF INK:

4-color process

PRINT PAGE: One Side Only

MARGINS:

Inadequate gripper. Follow electronic file.

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: tsankey@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 (1) workday from receipt at the Department to receipt in the contractor's plant. **NOTE:** Contractor must be extremely detailed on envelopes and specify type of envelopes, flaps, throat, folds (gussets), seams, lip, dimensions, stock, weight, etc.

BINDING:

See "Description".

PACKING:

Pack flat and suitably in cartons and shipping containers to ensure envelopes are not damaged during shipment.

NOTE: MARK ALL CARTONS WITH THE FOLLOWING INFORMATION:

JOB TITLE: Evidence Envelope Capitol Police

REQUISITION: 2024-1262

JACKET NO.: 056-090

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: tsankey@gpo.gov. The subject line of this message shall be "Distribution Notice for Jacket 056-090, Requisition 2024-1262/Evidence Envelope Capitol Police". 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 1000 envelopes (includes 50 Departmental Random "blue label" copies) via traceable means to: US GPO, 44 H Street NW, Washington, DC 20401. GPO Platform, Attn: Mr. Robinson, "Marked for Redistribution to: USCP 119D Street N.E. Room 230. 202-224-2946. Platform to hold--MUST CALL Shirley Forster at 512-0224 upon arrival. Note: The full address including the redistribution address must be clearly marked.

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 3 envelopes via traceable means to: U.S. Government Publishing Office, Central Receiving, 44 H St. 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 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 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 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): NONE