

# Quotation Request //

## US Government Publishing Office

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

**JACKET:056-452**

**Quotations are Due By:**  
**(Eastern Time)10:00 AM on 08/15/2024**

**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:** White Franked Labels Office of the Clerk

**QUANTITY:** 1008 Total Labels, 126 Sheets of 8-up 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 APS DC Team (Tim Sankey) on 202-512-0488 or email [tsankey@gpo.gov](mailto:tsankey@gpo.gov).

**TRIM SIZE:** Backing Sheet: 8-1/2 x 11"

Individual Label: 4-1/4 x 2-3/4"

**PAGES:** Face Only

**SCHEDULE:**

Furnished Material will be available for pickup by 08/15/2024

Deliver complete (to arrive at destination) by 08/19/2024

F.O.B. destination

\*\*\*MUST ARRIVE ON OR BEFORE 8/19/2024\*\*\*

**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: Label prints with type matter, signature, and barcode in black ink only. Eight (8) identical labels per sheet (2 across and 4 down). NOTE: Final product must be compatible with laser printer.

Construction: Coat the entire back of the label for each sheet with a permanent type adhesive. Kiss cut label paper vertically 4-1/4" from left /right edges and horizontally in 3 places every 2-3/4" to form a sheet of 8 labels (2 across and 4 down). Die cut each individual label with round corners. Die-cut label paper only, do not penetrate backing sheet, and remove waste.

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

One (1) Purchase order.

One (1) PDF file for production.

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](http://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  
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White Uncoated Label Paper, (basis size 25 x 38", basis weight, 50-60 lbs. per 500 sheets)

NOTE: \*\*The stock, including the backing sheet, is to have a maximum thickness of 0.0080" to allow for proper feeding through a laser printer with minimum jamming, folding, or other abnormal occurrences. Must be laser printer compatible.\*\*

**COLOR OF INK:**

Black ink only (Ink must be Laser Printer Compatible).

**PRINT PAGE:** One Side Only

**MARGINS:**

Adequate gripper. Follow electronic file.

**PROOFS:**

None Required.

**BINDING:**

See "Description".

**PACKING:**

Shrink Film Pack in suitable units. Pack suitably in cartons and shipping containers to ensure labels are not damaged during shipment.

NOTE: MARK ALL CARTONS WITH THE FOLLOWING INFORMATION:

JOB TITLE: White Franked Labels Office of the Clerk

REQUISITION: 118200608

JACKET NO.: 056-452

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](mailto:sforster@gpo.gov) and cc: [tsankey@gpo.gov](mailto:tsankey@gpo.gov). The subject line of this message shall be "Distribution Notice for Jacket 056-452, Requisition 118200608". 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 total labels (125 sheets) (includes 6 sheets 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: 2317 RHOB, Attn. Shane Palmer.

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 1 sheet (8 labels) via traceable means to: U.S. Government Publishing Office, 44 H St. NW, Washington DC 20401, Congressional Publishing, Room C-730, Attn: Shirley Forster.

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	Furnished Electronic File
P-9. Solid and Screen Tint Color Match	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 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