

Quotation Request //

US Government Publishing Office

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

JACKET:056-841

Quotations are Due By:
(Eastern Time)10:00 AM on 10/23/2024

**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: House Garages & Parking Security - Leave Request

QUANTITY: 5000 (2)-Part Carbonless Forms.

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 (Steve Gaumer) on 202-512-0446 or email sgaumer@gpo.gov.

TRIM SIZE: 8-1/2 x 5-1/2"

PAGES: 2 Parts (face only).

SCHEDULE:

Furnished Material will be available for pickup by 10/25/2024

Deliver complete (to arrive at destination) by 11/01/2024

F.O.B. destination

MUST deliver on or before 11/1/2024.

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: 2-Part Sets print face only with type/rule matter in Pantone 185 (red) and black inks. No type changes between parts. No bleeds.

CONSTRUCTION: Trim 4-sides. Must be held together with a Fan-A-Part or equal adhesive at the top 8-1/2" dimension. No stub.

MATERIAL FURNISHED: Contractor to receive. .

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 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* O80, Carbonless Bond, Basis Size 17 X 22" Basis Weight

Part-1: White, Chemical Transfer CB, 13-15 lbs. Basis Weight per 500 sheets, Basis Size 17 x 22.

Part-2: Blue, Chemical Transfer CF, 13-15 lbs. Basis Weight per 500 sheets, Basis Size 17 x 22.

COLOR OF INK:

Black + Pantone 185 (red)

PRINT PAGE: One Side Only

MARGINS:

Adequate gripper.

Follow furnished file.

PROOFS:

None required.

BINDING:

See "Description".

PACKING:

Shrink Wrap in units of 25 sets. Pack in suitable shipping cartons and containers.

NOTE: MARK ALL CARTONS WITH THE FOLLOWING INFORMATION:

JOB TITLE:

REQUISITION: _____

Jacket Number: _____

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: sgaumer@gpo.gov. The subject line of this message shall be "Distribution Notice for Jacket 056-841, Requisition 4-11820065. 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 5,000 2-part forms (includes 80 Departmental Random "Blue Label" Copies) via traceable means to: U.S. Government Publishing Office, 44 H Street NW, Washington, DC 20401, (Marked for Re-Distribution), G2-28 Rayburn, HOB. Attn: Sonya Meadows, 202-225-6749.

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 via traceable means to: U.S. Government Publishing Office, 44 H Street NW, Washington, DC 20401, Attn: CPS - Shirley Forster, Room C-730, 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	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