

# Quotation Request //

## US Government Publishing Office

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

**JACKET:057-362**

**Quotations are Due By:**

**(Eastern Time)10:00 AM on 03/13/2025**

**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:** Floor Tour Access Cards 119th Congress

**QUANTITY:** 3642 total laminated cards (8 each of 449 versions + 50 copies of 1 generic version [without district or state designation] + 10 samples)

**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 (Lisa Hollingsworth) on 202-512-0220 or email [lhollingsworth@gpo.gov](mailto:lhollingsworth@gpo.gov).

**TRIM SIZE:** 5 x 2-1/2" with rounded corners.

**PAGES:** Face and back, head to head.

**SCHEDULE:**

Furnished Material will be available for pickup by 03/17/2025

Deliver complete (to arrive at destination) by 03/25/2025

F.O.B. destination

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

**DESCRIPTION:**

DIGITAL PRINTING IS ACCEPTABLE.

At contractor's option, the product may be produced via conventional offset or digital printing provided Quality Level III standards are maintained. Final output must be a minimum of 150-line screen and at a minimum resolution of 1200 x 1200 dpi x 1 bit or 600 x 600 dpi x 4-bit depth technology. Digital device must have a RIP that provides an option for high quality color matching such as Device Links Technology and/or ICC Profiles. NOTE: Contractor must produce the entire job either conventional offset or digital printing; split production methods are not acceptable without prior approval.

**PRINTING:** Face prints type and rule matter with a finely-detailed seal in Pantone 295 (Blue), Pantone 193 (Red), Pantone 7461 (Hawaiian Blue), and Pantone 877 (silver). Back prints type matter only in Pantone 295 (Blue), Pantone 193 (Red). No bleeds on face or back. May be converted to 4CP if printing digitally. Face changes for each version. Back is common to all versions.

**BINDING:** Trim 4-sides. Slight round corner all 4-corners. Punch one (approx. 5/8 x 1/8) rounded end slot, centered on the 2-1/2" dimension, left side.

**ENCAPSULATION:** Using a non-yellowing 10 mil. gloss laminate the entire face and back with polyesters (such as polyethylene terephthalate), polypropylene, vinyl or cellulose acetate. Lamination (encapsulated) must extend at a minimum of 1/8" beyond edges of cards on all sides to avoid seepage. Round all four

corners. The laminate on the product must be evenly applied with no trapped foreign particles, wrinkles, or air bubbles, and have no distortion of the printed matter and must remain clear and legible.

**MATERIAL FURNISHED:** Contractor to receive. .

Via Email after award.

One (1) Purchase Order

One (1) PDF file.

Previous Printed sample available. Contractor to provide shipping label.

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\* L21, Smooth Cover; White, Basis Size 20 X 26" Basis Weight 80 lb  
Equal to Cougar Opaque White Smooth

**COLOR OF INK:**

Face: 4-color process or 4 Pantone colors as listed in description

Back: 4-color process or in 2 Pantone colors as listed in description

**PRINT PAGE:** Head to Head

**MARGINS:**

Face and back: Adequate gripper. Follow furnished file.

**PROOFS:**

None required, however contractor will be responsible for ensuring that the output matches the furnished file and the specifications.

**BINDING:**

See Description.

**PACKING:**

Pack all items separately by State. Pack in suitable cartons and shipping containers.

**NOTE: MARK ALL CARTONS WITH THE FOLLOWING INFORMATION:**

**JOB TITLE:** Floor Tour Access Passes for the 119th Congress.

**REQUISITION:** 5-118201003

**Jacket Number:** 057-362

**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: lhollingsworth@gpo.gov. The subject line of this message shall be "Distribution Notice for Jacket 057-362, Requisition 5-118201003. 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 3,642 total cards (8 each of 449 versions + 50 generic cards) via traceable means to: U.S. Government Publishing Office, 44 H Street NW, Washington, DC 20401, Attn: Mr. Robinson, (Marked for Re-Distribution), Attn: Darius, H124 the Capitol.

Deliver 10 samples (generic version) plus previously printed sample 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	Average Type Dimension
P-9 Solid or Screen Tint Color Match	Pantone Matching System
P-10. Process Color Match	Furnished Electronic File

Prior to award, contractor may be required to provide information related to specific equipment that will be used for production.

**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