

# Quotation Request //

## US Government Publishing Office

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

**JACKET:057-472**

**Quotations are Due By:**

**(Eastern Time)10:00 AM on 12/03/2024**

**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 Labels - CAO

**QUANTITY:** 54000 Peel and stick labels. 1,800 Sheets of 30-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 on 202-512-0446.

**TRIM SIZE:** 2-1/4" x 3/4"

**PAGES:** Face Only

**SCHEDULE:**

Furnished Material will be available for pickup by 12/05/2024

Deliver complete (to arrive at destination) by 12/13/2024

F.O.B. destination

Must Deliver on or before 12/13/2024.

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

**DESCRIPTION:**

**\*\*DIGITAL PRINTING IS NOT ACCEPTABLE\*\***

Print type/rule matter and logo in four color process with some elements reversing out to appear white. No Bleeds. GPO imprint line must not appear on the finished product.

**CONSTRUCTION:** Die-cut labels with round corners, do not penetrate backing sheet, and remove waste. Coat the entire back of the label for each sheet with permanent type adhesive. Kiss cut label paper vertically and horizontally to form a sheet of 30 labels (3 across and 10 down). Die-cut label paper only, do not penetrate backing sheet.

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

Via email after award.

One (1) Purchase order.

One (1) PDF file provided multi-up. Contractor must format/impose artwork.

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

GPO Form 917 (Certificate of Selection).

**PAPER:** \* Must be in accordance with JCP Paper Specification Standards in effect on date of this order White Uncoated Label Paper, Basis Size 25 x 38", Basis Weight 50-60 lbs, per 500 sheets. 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:**

Four color process.

**PRINT PAGE:** One Side Only

**MARGINS:**

Adequate gripper.

Follow electronic file.

**PROOFS:**

No Proof Required. Contractor is responsible for ensuring output matches furnished file.

**BINDING:**

See "Description".

**PACKING:**

Shrink Wrap suitable (in uniform quantities). Pack suitable to prevent damage to labels in transit.

NOTE: MARK ALL CARTONS WITH THE FOLLOWING INFORMATION:

JOB TITLE:

REQUISITION:

JACKET NO.:

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 057-472, Req. 5-118201086. 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 54,000 Labels (includes 200 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: 3150 O'Neil, Attn: Arrica.

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 sample sheet (30 labels) via traceable means to: U.S. Government Publishing Office, 44 H Street, NW, Washington, DC 20401, Congressional Publishing, Room C-730, Attention: Shirley Forster.

**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 1.

(b) Destructive Tests -- Special Inspection Level S-2.

Specified standards to correspond with each required attribute as follows:

ATTRIBUTE:	Specified Standard
P-7. Type Quality & Uniformity:	Furnished Electronic File
P-10. Process Color Match	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 low contractor 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 a timely manner 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