

# Quotation Request //

US Government Publishing Office

**JACKET:058-508**

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

**Quotations are Due By:**  
**(Eastern Time)2:30 PM on 02/11/2025**

**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:** 119TH CONGRESS NEW STAFF ORIENTATION BOOKLET.

**QUANTITY:** 200 Black Spiral-Bound Books.

**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 202-512-0078.

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

**PAGES:** 320 Plus 2-Piece Separate Cover.

**SCHEDULE:**

Furnished Material will be available for pickup by 02/12/2025

Deliver complete (to arrive at destination) by 02/18/2025

F.O.B. destination

\* MUST deliver on or before 2/18/2025.

**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 water-resistant ink or toner with a minimum of 175-line screen. Output must be at a minimum resolution of 2400 x 2400 dpi or 1200 x 1200 dpi x 8 bit plus a RIP that provides an option for high quality color matching such as Device Links Technology and/or ICC Profiles. Resolution that is enhanced or simulated by software will not be acceptable. NOTE: Contractor must produce the entire job either conventional offset or digital printing; split production methods are not acceptable without prior approval.

\*While this procurement is rated Quality 3 and digital printing is acceptable, contractor must ensure that the device used for production is color calibrated and recommended that any maintenance needed is performed prior to production to ensure the highest quality output. Contractor must ensure that heavy solids and images throughout the book do not have banding, toning, roller marks or other imperfections and that registration from page to page is accurate.

**COVERS:** Covers 1, 3 and 4 print with type/rule matter, solids (heavy coverage), illustrations, and agency logos in 4-color process with some text reversing out to appear white. Bleed all sides. Cover 2 is blank.

**TEXT:** Text pages 1 thru 319 print with photos, type/rule matter, charts/graphs, gradients, solids (heavy coverage)/ screen tints, illustrations, and agency logos in 4-color process with some text reversing out to

appear white. Bleed all sides. Text page 320 is blank.

**CONSTRUCTION:** After printing, flush trim all sides and collate covers and text pages. After collating, punch suitably along the entire left side and bind with suitable BLACK plastic coil. \*GBC binding is not acceptable.\*

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

Via email after award;

One (1) Purchase order.

Files to be uploaded to the contractors FTP site.

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.

Note: 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\* L60, Silk / White Dull-Coated Cover, Basis Size 20 X 26" Basis Weight 130 lbs.

JCP Code\* A260, Silk / White Dull-Coated Text, Basis Size 25 X 38" Basis Weight 80 lbs.

**COLOR OF INK:**

4-color process.

**PRINT PAGE:** Head to Head

**MARGINS:**

Full Bleeds.

Follow Electronic Files.

**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 deeverett@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-day from receipt at the Department to receipt in the contractor's plant.

**BINDING:**

See "Description".

**PACKING:**

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

NOTE: MARK ALL CARTONS WITH THE FOLLOWING INFORMATION:

JOB TITLE:

REQUISITION:

JACKET NO.:

ITEM NO.:

QUANTITY:

NUMBER OF BOXES: EX. Box 1 of 4, Box 2 of 4...

**DISTRIBUTION:**

F.O.B. DESTINATION: (TO ARRIVE AT DESTINATION ON OR BEFORE SCHEDULED DELIVERY DATE, 2/18/2025)

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 [deeverett@gpo.gov](mailto:deeverett@gpo.gov). The subject line of this message shall be "Distribution Notice for Jacket 058-508, Requisition 5-00219". 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 200 Spiral Bound Books via traceable means to: U.S. Government Publishing Office, 44 H Street NW, Washington, DC 20401. Attention: Mr. Greg Robinson, Marked for Re-Distribution to: Room SB-241 Longworth C/O Aisling Hickey.

Deliver 5 sample Spiral Books 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	Approved Proofs/Furnished Electronic File
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 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