

Quotation Request //

US Government Publishing Office

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

JACKET:408-247

Quotations are Due By:
(Eastern Time)11:00 AM on 07/26/2019

**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: Security Information Report & Confiscation Report

QUANTITY: 300 books of 25 numbered 2-part sets (total of 7,500 sets).

SUBMISSION OF QUOTES: Vendor to submit quotes via Quick Quote (<https://contractorconnection.gpo.gov/OpenJobs.aspx>). Late quotes will not be accepted. All problems submitting quotes via Quick Quote must be reported prior to bid opening time to DC Team 2 on 202-512-1239.

TRIM SIZE: Sets: 4-1/2 x 9" (includes 5/8" bottom stub + 1/2" top stub)

Accounting Sheet: 4-1/2 x 9"

Chipboard: 4-1/2 x 9"

Cover: 4-1/2 x 27"

FORM NO: 33447018 / 7540FM0010658

PAGES: Top Cover: Face and Back (head to foot)

Accounting Sheet: Face only

Sets/Form: Face and Back (head to head)

SCHEDULE:

Furnished Material will be available for pickup by 08/06/2019

Deliver complete (to arrive at destination) by 09/05/2019

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 Not Acceptable

CAUTION: Except for the stock number, form number and edition date, **NO MARKING OR IDENTIFICATION OF ANY KIND** may appear on these copies. (This includes no government or contractor imprint, job number, plate number, trademark, or other identifying data.) The paper used for these copies must not carry a watermark. The name of the Department shall not be shown on any shipping containers, packages, bills-of-lading, or documents. Mark all inner packages with the stock number, form number, edition date, manufacturing date, and quantity only. Mark all shipping containers with the stock number, quantity, consignee, and consignor, and consignor address only. Deliveries must be made on workdays between 7:00 a.m. and 3:00 p.m. No rail siding available.

PRODUCT: Double stub, matchbook style books (one book equals one numbered form, 25 two-part numbered chemical transfer sets with a separate wraparound cover/writing stop, a chipboard back plus a top

cover).

STUB: Sets are to be held together at the 4-1/2" bottom by a 5/8" internally glued or pasted, perforated snapout stub; and at the 4-1/2" top by a 1/2" perforated binding stub (with 2 wire stitches).

PERFORATION: "Accounting Sheet" forms are to be perforated horizontally 1/2" from top binding edge.

CONSTRUCTION: Bind one "Accounting Sheet" form on top of 25 two-part sets per book. Wraparound, matchbook style cover with a top cover (may be either a 1 or 2 piece construction at the contractor's option). Bottom cover wraps around to form a writing stop. Score the top cover at the binding stub. The bottom cover to be scored at all folds. Two (2) wire stitches through binding stub are required. A sheet of chipboard or equal, approx. 0.020" thick to be placed between bottom set and cover.

PRINTING: Both parts of the set print (head to head) with common black type/rule matter on the face and back. Copy designations (common) print in black in the bottom snapout stub. The Top Cover prints on the face and back (head to foot) with black line matter plus a 3-1/8" diameter agency seal (with tinted areas). No printing appears on writing stop. The "Accounting Sheet" form prints with black line matter on the face only. Note: The GPO imprint line must not appear on product.

NUMBERING: Number sets beginning with 300000 in RED ink, on the face of all parts, in the upper right corner (block identified as "Inventory Number", parallel to the 4-1/2" dimension, in an area 1-5/8 x 1/4 using 1/8 to 3/16 high characters. No missing numbers. Crash numbering not acceptable. In addition, "Accounting Sheet" form must contain beginning and ending number (in RED) of set numbers therein.

MATERIAL FURNISHED: Contractor to pickup at GPO. .

One CD-R generated on a MAC 10.3.5 using InDesign CC. Files furnished in Native and PDF format. One printed sample to follow as a guide only

GPO Form 952 Desktop Publishing Disk Information

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.

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"(Sets + Accounting Sheet) Basis Weight
JCP Code* P10, High-Finish Manila Tag, Basis Size 22.5 X 28.5"(Cover +Writing Stop) Basis Weight
JCP Code* R20, Newsboard, Basis Size 25 X 38" (Backing Sheet/Chipboard) Basis Weight
SETS:

Part 1: White Chemical Transfer, CB, basis 13-15 lbs per 500 sheets, 17 x 22".

Part 2: Pink Chemical Transfer, CF, basis 13-15 lbs per 500 sheets, 17 x 22".

If the paper supplied has a basis weight of 15 lbs per 500 sheets, 17 x 22", then the paper must conform to all specifications contained in JCP Code O-80.

Note: Transfer imaging must be black.

ACCOUNTING SHEET Form: White C.W. Bond, basis size 17 x 22, basis weight 20 lbs. per 500 sheets.

TOP COVER & WRITING STOP: Manila C.W. Tagboard, basis size 24 x 36", basis weight 125-150 lbs. per 500 sheets or equal.

COLOR OF INK:

Black + Red Numbering

PRINT PAGE: See Above

MARGINS: Adequate Gripper.
follow electronic file.

PROOFS:

None required.

PACKING:

Pack in consecutive order with the low number on top. Shrink wrap and pack suitably in shipping containers.

LABELING/MARKING: In addition to regular markings, include two (2) Serial Numbers (beginning number of first book and ending number of last book only) of the books contained therein on outside labels.

DISTRIBUTION:

Contractor must notify the ordering agency on the same day that the product ships/delivers via e-mail sent to laverne.vaughn.civ@mail.mil. The subject line of this message shall be Distribution Notice for Jacket 408-247, Req. No. 9-00510 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 300 books to: Maryland Procurement Office, 1472 Dorsey Road, Doors 1-3, Hanover, MD 21076. Attn: 19K0256. Receiving Hours 7:00 am-3:00 pm, M-F, local time. Must ship via traceable means.

Deliver all furnished material via traceable means to: Department of Defense, Suite 6619, 9800 Savage Road, Ft. Meade, MD 20755-6619, Attn: Laverne Vaughn, 443-479-7472. Must ship via traceable means.

All expenses incidental to returning materials and furnishing samples 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 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 and Uniformity	Furnished Digital Files/Electronic Media

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 preaward 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