

Quotation Request //

US Government Publishing Office

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

JACKET:408-757

Quotations are Due By:

(Eastern Time)10:00 AM on 04/10/2019

**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: Brown Kraft Envelopes (9 1/2 x 12)

QUANTITY: 2000 Envelopes.

SUBMISSION OF QUOTES: Vendor to submit quotes via Quick Quote (<https://contractorconnection.gpo.gov/openjobs.aspx>). Fax, email, and phone quotes are not acceptable. Late quotes will not be accepted. All problems submitting quotes via Quick Quote must be reported prior to bid opening time to DC Team 1, 202-512-0310.

BIDDERS, PLEASE NOTE: GPO has issued a new GPO Publication 310.2, GPO Contract Terms - Solicitation Provisions, Supplemental Specifications, and Contract Clauses (Rev 1-18). Prospective bidders should carefully read this publication as the applicable terms within become an integral part of this contract. The document is posted at <https://www.gpo.gov/how-to-work-with-us/vendors/forms-and-standards> along with a list of major revisions.

TRIM SIZE: 9-1/2 x 12" with approx. 2" gummed flap

PAGES: Face Only

SCHEDULE:

Furnished Material will be available for pickup by 08/13/2019

Deliver complete (to arrive at destination) by 08/28/2019

F.O.B. destination

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

DESCRIPTION:

Envelopes print in black ink, consisting of type/line matter. Prints a return address with 7 lines of type matter, on the side opposite the seams. Head prints toward flap score.

RETURN ADDRESS TO READ:

Court Services and Offender Supervision Agency
for the District of Columbia
633 Indiana Avenue, N.W.
7th Floor
Washington, DC 20004

Official Business

Penalty for Private Use \$300

CONSTRUCTION (Kraft Envelopes): Open side with side seams and a gummed flap.

MATERIAL FURNISHED: One(1) PDF manuscript to be email after award.

NOTE: Contractor to set 9-1/2 x 12" return address

One(1) GPO Form 917 - Certificate of Selection of Random Copies

One(1) GPO Form 2678 - Blue Label

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* V10, Light-Colored Brown (Kraft, Shade) Envelopes, Basis Size 17 X 22" Basis Weight 28

COLOR OF INK:

Black

PRINT PAGE: One Side Only

MARGINS: Adequate Gripper.

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.

Email proof to CHRIS.YOUNG@CSOSA.GOV and to rhood@gpo.gov.

Contractor must call GPO Contract Compliance Section at (202) 512-0520 or email compliance@gpo.gov immediately upon sending/delivering proofs and immediately upon notification that the proofs are available for pickup at the department.

Proofs will be withheld not more than 3 workdays from receipt in the department to when they are made available for pickup at the department.

Contractor must not print prior to receipt of an "OK to print."

PACKING:

Pack in units of 500. Pack in suitable shipping containers.

Labeling/Marking - (Package and/or Container Label): Reproduce shipping container label from furnished repro, fill in appropriate blanks and attach to shipping containers/packages.

NOTE: MARK ALL CARTONS WITH THE FOLLOWING INFORMATION:

JOB TITLE: 9-1/2 x 12" Kraft Envelope

REQUISITION: 9-00006

JACKET NO.: 408-757

QUANTITY:

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

DISTRIBUTION:

F.O.B. DESTINATION (MUST ARRIVE ON OR BEFORE SCHEDULED DELIVERY DATE):

Deliver 2,000 copies (Includes 50 blue label copies), via traceable means, to: Court Services and Offender

Supervision Agency, 633 Indiana Avenue, N.W. Room 1363, Washington, DC 20001. Attn: Patricia Chirwa (202) 442-1289.

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 copy, and all Government furnished material, via traceable means, to: Court Services and Offender Supervision Agency, 800 North Capitol Street, N.W., Suite 6111, Washington, DC 20002. Attn: Chris Young (Phone: 202-220-5358).

Contractor must notify the ordering agency on the same day that the product ships/delivers via e-mail sent to chris.young@csosa.gov. The subject line of this message shall be "Distribution Notice for Jacket 408-757 Requisition 9-00006". 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.

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/electronic Media

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