

Quotation Request //

US Government Publishing Office

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

JACKET:408-758

Quotations are Due By:

(Eastern Time)10:00 AM on 04/09/2019

**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: White Envelopes (4-1/8 x 9-1/2)

QUANTITY: 2000 Envelopes. Typesetting required.

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 1 on 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: 4-1/8 x 9-1/2"

PAGES: Face Only

SCHEDULE:

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

Deliver complete (to arrive at destination) by 08/19/2019

F.O.B. destination

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

DESCRIPTION:

SUBCONTRACTING: Contract Clause 6, "Subcontracts," of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev.1/18)), is modified to permit subcontracting of the presswork for envelope manufacturers and construction of envelopes for printing firms.

Digital Printing NOT Acceptable

Envelopes prints in black ink, consisting of type/line matter. Prints a return address with 7 lines of type matter and 1 rule, on the side opposite the seams.

CONSTRUCTION: Open side, diagonal seams and gummed flap. Head prints toward flap score.

NOTE: Check address copy closely.

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

MATERIAL FURNISHED: Contractor to pickup at GPO. .

Manuscript for copy to be typeset by contractor. Match manuscript type and style.

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

GPO Form 917 (Certificate of Selection).

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* V20, Writing Envelopes, White and Colored, Basis Size 17 X 22" Basis Weight 24lb

COLOR OF INK:

Black

PRINT PAGE: One Side Only

MARGINS: Adequate Gripper.

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 CHRIS.YOUNG@CSOSA.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 (3) workdays from receipt at the Department to receipt in the contractor's plant.

PACKING:

Shrink wrap in units of 500. Pack in suitable shipping containers NTE 45 lbs.

NOTE: MARK ALL CARTONS WITH THE FOLLOWING INFORMATION:

JOB TITLE: 4-1/8 x 9-1/2, #10 White Envelope

REQUISITION: 9-00007

JACKET NO.: 408-758

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 chris.young@csosa.gov. The subject line of this message shall be "Distribution Notice for Jacket 408-758, Requisition 9-00007". 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 2,000 envelopes (Includes 50 blue label copies), via traceable means, to: Court Services and Offender Supervision Agency, 633 Indiana Avenue, N.W., Washington, DC 20001.
Attn: Patricia Chirwa. (202) 442-1289 (room 1363)

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 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).

All expenses incidental to returning materials, submitting/returning proofs, 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 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 Electronic Proofs/Manuscript

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