

# Quotation Request //

## US Government Publishing Office

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

**JACKET:408-777**

**Quotations are Due By:**  
**(Eastern Time)10:00 AM on 08/10/2020**

**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:** SMMC Entryway Exhibit

**QUANTITY:** 3 Total different packages. Installation, and Typesetting Required.

Package 1: Folder 1: SMMC Command Board

Package 2: SMMC Graphics II

Package 3: SMMC\_Imagery

Prior to award, bidders must send a specification sheet within one hour after "review and confirm" call with a specs sheet or web link that clearly shows how the "Frame for package 1" offered complies with the features below (includes, size, material type ...etc.). Government to approve/disapprove within 2 workdays from receipt.

**PREWARD CONFERENCE:** Unless waived by the contracting Officer, in order to insure that the prospective contractor fully understands the total requirements of the job as indicated in these specifications, the specifications will be reviewed by Government representatives with the contractor's representatives via teleconference prior to award.

**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 on 202-512-0307.

**BIDDERS, PLEASE NOTE:** GPO has issued a new Government Paper Specification Standards, No. 13, dated September 2019. Prospective bidders should carefully read this publication as the applicable standards 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.

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**TRIM SIZE:** .

Package 1: 24 x 36".

Package 2: 56 x 37"

Package 3: 30 x 18"

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**PAGES:** See description herein.

**SCHEDULE:**

Furnished Material will be available for pickup by 08/18/2020

Deliver complete (to arrive at destination) by 09/01/2020

F.O.B. destination

Installation MUST be done before 09/01/2020

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

**DESCRIPTION:**

All the requirements of these specifications apply equally to all packages/items unless otherwise indicated herein.

**DIGITAL PRINTING ACCEPTABLE.**

At contractor's option, the product may be produced via inkjet wide-format digital printing provided that Quality Level III standards are maintained. Final output must be wet ink, pigment-based. Dry ink/toner printing is not acceptable. Output must be at a minimum resolution of 720 x 720 dpi plus a RIP that provides an option for high quality color matching such as Device Links Technology and/or ICC Profiles.

**PRODUCTS, & PRINTING:**

**PACKAGE 1:** 1/4" White Sentra board printed in full bleed Blue solid background (match file for color). After printing, contractor to create nine clear plastic sleeves (2 to fit 5 x 7" pictures, and 7 to fit 3 x 4" pictures). Sleeves MUST be adhered to the board using double side clear strong tape. Contractor to print six images (photos) at 3 x 4", and insert into clear sleeves. Nine (9) Brass plates with Black engraved title of enlisted personnel to be adhered to the board, one above each sleeve (Contractor to typeset in similar font of provided PDF).

**ENGRAVED TITLES ON BRASS PLATES**

Brass Plate 1: "Sergeant Major of the Marine Corps", letter high approx. 5/8"

Brass Plate 2: "Senior Enlisted Advisor", letter high approx. 1/2"

Brass Plate 3: "OPS Chief", letter high approx. 7/16"

Brass Plate 4: "Admin Chief", letter high approx. 7/16"

Brass Plate 5: "Comstrat Chief", letter high approx. 7/16"

Brass Plate 6: "Protocol Chief", letter high approx. 7/16"

Brass Plate 7: "Admin Clerk", letter high approx. 7/16"

Brass Plate 8: "Photographer", letter high approx. 7/16"

Brass Plate 9: "Enlisted Clerk", letter high approx. 7/16"

One line of type (The Office of the Sergeant Major of the Marine Corps), letter high approx. 5/8", 1/4" thickness Black Sentra cutout letters. Contractor to typeset in similar font of furnished PDF file. Contractor to install cut-out letters on the board using strong, clear adhesive or double side tape.

**NOTE:** Sleeves, Brass Plates, and cut-out letters MUST be firmly adhered to the board in a manner not to show the glue or the tape.

**FRAMING:** Sentra board to be framed using Mahogany wood framing 1-1/2" wide with suitable hanging material.

**PACKAGE 2:** Print with a full bleed image background, and 10 fine detailed agency seals in 4-color process plus approx. 10 lines of type reversing out to appear White.

FRAMMING. Two boards 1/4" thick crystal clear Acrylic with the print inserted between the two boards (Boards and Print MUST be the same size), and installed on the wall using four (4) Brass Sign Standoff Hardware (1" in diameter, 1-1/2" projected from walls surface).

LAYOUT/DESIGN: Contractor to typeset 9 lines of type, and place 10 seals on a furnished hi-resolution PDF following the layout provided in PowerPoint format (Contractor to typeset in a similar font to the one used in PowerPoint).

PACKAGE 3 (Items 1 thru 13): 1/4" thick crystal clear Acrylic Signs (31 x 19") printed directly on one side with a heavy coverage full bleed grayscale 30 x 18" image centered across both dimensions (2nd surface printing "back with opaque White ink"), and installed on the wall using four (4) Brass Sign Standoff Hardware (1" in diameter, 1-1/2" projected from walls surface). NOTE: 1/2" clear border all around should be present.

NOTE (packages 2, & 3): All Acrylic MUST be edge polished, and free from scratches, and defects after installation.

INSTALLATION (Packages 1, 2, and 3): This Graphics signs will require installation in different places within the same floor inside the Pentagon building. Installers must have capability, and tools required to perform the installation process, and leave the place clean after installation. Installation to take place at the Pentagon Building (M-F 9 AM - 4 PM). Contractor to call/email Rebecca Kinney (703-614-4816 / rebecca.kinney@usmc.mil) 7 business days prior to installation to set up date/time of installation.

In performing onsite work under this contract on a Government installation or in a Government building, the Contractor shall; Conform to the specific safety requirements established by the contract. Comply with the safety rules of the Government installation that concern related activities not directly addressed in this contract. Take all reasonable steps and precautions to prevent accidents and preserve the life and health of Contractor and Government personnel connected in any way with performance under this contract. Take such additional immediate precautions as the Contracting Officer or Contracting Officer's Representative (COR) may reasonably require for safety and accident prevention purposes. Conform to all required security requirements.

WARRANTY (Item 1): Contract Clause 15, "Warranty", of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 01-18)) is amended for the solicitation to the effect that the warranty period is EXTENDED from 120 days to five calendar years from the date the check is tendered as final payment. All other provisions remain the same.

**MATERIAL FURNISHED:** Receive via FTP or email after award.  
Purchase Order.

Package 1:

One (1) PDF file @ 5-3/16 x 6-1/4". Contractor to match the blue for background and follow layout for design.

Six (6) JPG files. Contractor to size proportionally to 3 x 4". Contractor to use their best judgment to trim part of the image to maintain the proportion. Agency to approve or ask for adjustment in the electronic

proof stage.

**Package 2:**

One (1) PowerPoint file to follow for layout.

One (1) JPEG to be used as a background. Contractor to size, and extend bleed as necessary.

Ten (10) PNG files for the seals. Contractor to size.

**Package 3:**

Thirteen (13) JPEG files to be used for printing. Contractor to extend bleed as necessary, resize files to requested sizes, and cut off part of the images if needed to maintain image proportion (Agency to approve or ask for changes in the proof process). Prior to image processing, the contractor shall inform the agency within 24 hrs. of receiving files with any low resolution that will affect printing quality.

**NOTE:** It is the contractor's responsibility to report to the agency any furnished low resolution images and ask for replacement. Prints **MUST** be sharp, clear, and hi-quality.

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.

Prior to image processing, the contractor shall perform a basic check (preflight) of the furnished media and publishing files to assure correct output of the required reproduction image. Any errors, media damage, or data corruption that might interfere with proper file image processing must be reported to the contract administrator.

The contractor shall create or change any necessary trapping, set proper screen angles and screen frequency, and define file output selection for the imaging device being utilized. Furnished files must be imaged as necessary to meet the assigned quality level.

**PAPER:** \* Must be in accordance with JCP Paper Specification Standards in effect on date of this order  
Package 1 (6 photos): JCP Code\* A181, No. 1 Gloss-Coated Text, Basis Size 25 X 38" Basis Weight 100 lbs.

Package 2: JCP Code\* A181, No. 1 Gloss-Coated Text, Basis Size 25 X 38" Basis Weight 100 lbs.

Package 2: Two 1/4" thick clear Acrylic.

Package 3: Thirteen 1/4" thick clear Acrylic.

**COLOR OF INK:**

See "description" herein.

**PRINT PAGE:** See Above

**MARGINS:**

See "description" herein.

**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 rebecca.kinney@usmc.mil. 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. Note: Proof must show the position of the logo/URL on both the Poncho and Pouch.

Note: Contractor to provide electronic proof of each item/package. Package 1: Proof MUST show the brass plates with the engraved text, and frames for the clear plastic sleeves.

PLUS (after approving electronic proof).

OFFSET

#### PRIOR TO PRODUCTION SAMPLES

Prior to the commencement of production of the contract production quantity, the contractor shall submit one (1) sample of each Item to: Pentagon (exact address to be furnished after award). Samples will be tested for conformance of materials and for construction. Each sample must be constructed as specified using the form, materials, equipment, and methods of production, which will be used in producing the final product. All samples shall be manufactured at the facilities in which the contract production quantities are to be manufactured.

Samples will be inspected and tested and must comply with the specifications in all respects. The container and accompanying documentation shall be marked PREPRODUCTION SAMPLES and shall include the GPO jacket, and purchase order. The samples must be submitted in sufficient time to allow Government testing of the samples and production and shipment in accordance with the shipping schedule.

The Government will approve, conditionally approve, or disapprove the samples within (2) workdays of the receipt thereof. Approval or conditional approval shall not relieve the contractor from complying with the specifications and all other terms and conditions of the contract. A conditional approval shall state any further action required by the contractor. A notice of disapproval shall state the reasons therefor.

If the samples are disapproved by the Government, the Government, at its option, may require the contractor to submit additional samples for inspection and test, in the time and under the terms and conditions specified in the notice of rejection. Such additional samples shall be furnished, and necessary changes made, at no additional cost to the Government and with no extension in the shipping schedule. The Government will require the time specified above to inspect and test any additional samples required.

In the event the additional samples are disapproved by the Government, the contractor shall be deemed to have failed to make delivery within the meaning of the default clause in which event this contract shall be subject to termination for default, provided however, that the failure of the Government to terminate the contract for default in such event shall not relieve the contractor of the responsibility to deliver the contract quantities in accordance with the shipping schedule.

In the event the Government fails to approve, conditionally approve, or disapprove the samples within the time specified, the Contracting Officer shall automatically extend the shipping schedule in accordance with

Contract Clause 12, "Notice of Compliance With Schedules," of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 01-18)).

Manufacture of the final product prior to approval of the sample submitted is at the contractor's risk. Samples will not be returned to the contractor. All costs, including the costs of all samples shall be included in the contract price for the production quantity.

All samples shall be manufactured at the facilities in which the contract production quantities are to be manufactured.

## DIGITAL PRINTING

One set of digital color one-off proofs created using the same output device/RIP that will be used to produce the final printed product on the actual production stock. Proofs shall be collated with all elements in proper position (not pasted up), imaged face and back, trimmed, folded and bound to the finished size/format of the product, as applicable. Proof will be used for color match on the press during the production run.

Send proofs together with the furnished media (copy, electronic files) directly to: Pentagon (exact address to be furnished after award). Contractor must call GPO Contract Compliance Section at 202-512-0520, or e-mail information to [compliance@gpo.gov](mailto: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 (2) workdays from receipt in the department to when they are made available for pickup at the department. **CONTRACTOR MUST NOT PRINT PRIOR TO RECEIVING AN "OK TO PRINT"**.

### **BINDING:**

See above.

### **PACKING:**

Pack in a suitable manner to prevent damage during shipping. Pack each package/Item separately and identify.

Pack suitably per shipping container.

### **DISTRIBUTION:**

Contractor must notify the ordering agency on the same day that the product ships/delivers via e-mail sent to [rebecca.kinney@usmc.mil](mailto:rebecca.kinney@usmc.mil). The subject line of this message shall be "Distribution Notice for Jacket 408-777, Requisition 9-70600. 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.

At Contractor's option to deliver signs via traceable means prior to installation or bring them on installation day.

Delivery Address: Pentagon Building. Exact address to be provided prior to installation along with the instructions to access the building.

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	ok'd proof/Furnished electronic media
P-10. Process Color Match	Furnished electronic media

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 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**