

# Quotation Request //

## US Government Publishing Office

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

**JACKET:409-058**

**Quotations are Due By:**  
**(Eastern Time)10:00 AM on 08/27/2019**

**Submit Quotes Online, unless otherwise instructed, via: <https://contractorconnection.gpo.gov/openjobs.aspx>  
Contractor must provide mandatory W-9 form before GPO makes payment.**

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**TITLE:** ABW Community Yard Signs

**QUANTITY:** 450 Total Yard Signs with "H" Wire Stakes; 4 Different Batches

**SUBCONTRACTING:** The contractor may make contracts for the furnishing of all or any part of the supplies or work specified. Accordingly, Contract Clause 6, "Subcontracts," of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 01-18)), does not apply to this procurement.

**BUY AMERICAN ACT - NOTE:** In compliance with Contract Terms, Contractor must state within [the bid for 409-058] submitted the Country of origin where the end product [Yard Signs] is being manufactured. ([Indicate the Country of origin in the comments field when submitting Quotes using Contractor Connect].)

**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.

**TRIM SIZE:** .

24 x 18"

**PAGES:** Front Only

**SCHEDULE:**

Furnished Material will be available for pickup by 08/28/2019

Deliver complete (to arrive at destination) by 09/06/2019

F.O.B. destination

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

**DESCRIPTION:**

At contractor's option, the product may be produced via conventional offset or digital printing provided that Quality Level 3 standards are maintained. Final output must be a minimum of 150 line screen and at a minimum resolution of 1200 x 1200 x 1 bit or 600 x 600 x 4 bit depth technology.

Yard sign prints 4 color process with text/line matter, photos, fine detail school logo with some text reversing out to white. Prints One Side Only. no Bleeds.

Each sign will come with a "H" Wire stake.

**MATERIAL FURNISHED:** Contractor to pickup at GPO. .

One (1) Print PDF - Can be e-mailed upon award

One (1) GPO Form 892 - Proofs

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.

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  
4mm Corrugated Plastic  
with "H" wire stake for each sign

**COLOR OF INK:**

4-Color Process

**PRINT PAGE:** One Side Only

**MARGINS:** Adequate Gripper.

**PROOFS:**

EMAIL PROOFS (indicate margins): One set of emailed 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. Email proofs (mark with Jacket/Req. Number plus return name and email address directly to the agency at mary.welcome@dc.gov. Contractor must call GPO Compliance at (202) 512-0520 immediately upon emailing proofs and immediately upon receiving the returned proofs or OK email back from the department.

Proofs will be withheld not more than (1) workday from receipt at the Department to receipt in the contractor's plant.

**CONTRACTOR MUST NOT PRINT PRIOR TO RECEIVING AN "OK TO PRINT"**

**PACKING:**

Package suitable

**NOTE: MARK ALL CARTONS WITH THE FOLLOWING INFORMATION:**

**JOB TITLE:** ABW Community Yard Signs

**REQUISITION:** 9-00020

**JACKET NO.:** 409-058

**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 mary.welcome@dc.gov The subject line of this message shall be "Distribution Notice for Jacket 409-058, Requisition 9-00020". 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 4 batches to the following addresses below according to quantity and location (See Attachment for full addresses.

Batch 1: Anacostia Yard Signs mailed to Anacostia HS:100 signs

Batch 2: Ballou Yard Signs mailed to Ballou HS: 100 signs

Batch 3: Woodson Yard Signs mailed Woodson HS: 100 signs

Batch 4: Anacostia, Ballou and Woodson Yard Signs mailed to DCPS Central Office: (50 each) equals 150.

Deliver to; DCPS Central Office: Return all furnished material plus (50 each) equals 150 to Enrollment Team (Mary Welcome) District of Columbia Public Schools 1200 First Street, NE (9th Floor) Washington, DC 20002.

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/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 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>.

All expenses incidental to submitting proofs, furnishing samples and returning materials, must be borne by the contractor.

**Attachment(s):** Attachment(s) is/are part of the specification, click 'Download Attachment(s)' link below to view and print the attachments that are part of these specifications.

**Download Attachment(s):** <http://contractorconnection.gpo.gov/download.aspx?Jacket=409058>