

Quotation Request //

US Government Publishing Office

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

JACKET:409-059 R-2

Quotations are Due By:

(Eastern Time)11:00 AM on 07/23/2019

**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: FOD Safety Campaign Cards/Magnets

QUANTITY: 16000 Total cards, equal to 8,000 folded cards (Item 1), and 8,000 magnet cards (Item 2).

R1: Item 2 Stock.

R2: Subcontracting .

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 quote submitted the Country of origin where the end product 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: Item 1: 3-1/2 x 4" folded to 3-1/2 x 2"

Item 2: 3-1/2 x 2"

PAGES: Item 1: Face and back.

Item 2: Face Only

SCHEDULE:

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

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:

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

DIGITAL PRINTING NOT ACCEPTABLE.

PRINTING: Item 1: Cards print head to head with type matter, fine detailed agency seal, and solid in Pantone's 2955 C plus type/rule matter, and fine detailed agency seal reversed out to appear white.

DIGITAL PRINTING ACCEPTABLE.

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 2400 x 2400 x 1 bit or 600 x 600 x 8 bit depth technology. Digital device must have a RIP that provides an option for high quality color matching such as Device Links Technology and/or ICC Profiles.

Item 2: Cards print face only in full bleed (heavy coverage) solid background in Pantone's 2955 C plus type/rule matter, and fine detailed agency seal reversed out to appear white.

MATERIAL FURNISHED: Contractor to pickup at GPO. .

One (1) CD-R created on a MAC using Adobe InDesign CC 13.1. Files are provided in PDF format. Contractor to extend bleed as necessary. Contractor to convert 4-color process to Pantone's 2955 C.

One (1) color laser visual to be used as a construction guide.

GPO Form 892c (R. 12/17) Proofs.

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

GPO Form 917 (Certificate of Selection).

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

** Item 1: JCP Code* L11, No. 1 Coated Cover, Gloss-Finish, Basis Size 20 X 26" Basis Weight 100 lbs.

The requirement for postconsumer fiber (as specified in the Government Paper Specification Standards No. 12) for this contract is waived. However, the addition of post-consumer fiber is encouraged provided that the requirements of this Standard are met. All other attributes remain the same.

Item 2: Koroseal Magnetic Base Sheeting with White Vinyl, matt finish. Facing or equal with combined thickness at least .024" to .032" thickness.

COLOR OF INK:

Pantone 2955 C.

PRINT PAGE: See Above

MARGINS: Follow Copy Sample.

Inadequate gripper, common bleeds all sides.

Follow electronic media.

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. NOTE: Proof must illustrate how is the logo and type line appear on the bottle.

E-Mailed proofs (marked with Jacket/Req. Number plus return name and E-Mail address) directly to the Agency at matt.gaines@iscis.dhs.gov, and valerie.pitmon@uscis.dhs.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 (2) 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.

PLUS (after electronic proof approval).

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: DHS/USCIS/FOD, 111 Mass Ave., NW, Mailstop 2030, Washington, DC 20529. ATTN: Jennifer Savina (202-272-8208). 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.

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

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

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

Note: Agency must approve electronic proof and prior to production samples before going to full production.

BINDING:

Trim 4 sides.

Item 1: Fold from 3-1/2 x 4" to 3-1/2 x 2" with title out. Fold must be straight with no cracks or wrinkles.

Item 2: Trim 4 sides.

PACKING:

Shipping Label Instructions: Adobe Reader 7 minimum, USCIS Shipping Label must be used, CAPS LOCK ON when filling out PDF Shipping Label. Date format MM/DD/YYYY.

Contractor to Create - BAR CODE MARKINGS: Title, Form Number, Revision Date, Print Order Number, Quantity Per Container and Package, and Department Requisition Number and GPO Jacket Number - Visible Packing Slip with Shipment (MUST)

Language-Height 1/2", must be bar coded on the shipping container labels, using the Uniform Symbology Specification - Code 39 (new standard) bar code system, for non-contact reading, in accordance with ANSI/AIM BC1-1995. Bar height must be 1/2" height.

Note: Bar Code has 8 lines as follows: Line 1 - Form Number; Line 2 - Revision Date; Line 3 - Dept. 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 matt.gaines@iscis.dhs.gov The subject line of this message shall be "Distribution Notice for Jacket 409-059, Requisition 9-00836". 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 8,000 copies of each Item (includes 80 Departmental Random "Blue Label" Copies) via traceable means to: DHS/USCIS/FOD, 111 Mass Ave., NW, Mailstop 2030, Washington, DC 20529. ATTN: Jennifer Savina (202-272-8208). NOTE: USCIS is requesting a signed receipt from the contractor after delivery.

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	Ok'd prior/Furnished Electronic Media
P-9. Solid and Screen Tint Color Match	Pantone Matching System

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>.

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Attachment(s): NONE