

# Quotation Request //

## US Government Publishing Office

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

**JACKET:409-108 R-1**

**Quotations are Due By:**  
**(Eastern Time)2:00 PM on 09/06/2019**

**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:** M-809 - Recruitment Tri-Fold Folder - HTC

**QUANTITY:** 10000 Tri- Fold Folders With Pocket.

-----R-1 new specifications-----

**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 2 on 202-512-1239.

**TRIM SIZE:** .

Finished: 9 x 12" with 3rd (fold in) panel 8-7/8 x 12" plus (1) 4-1/4" die cut pocket

**FORM NO:** M-809

**PAGES:** Face and Back

**SCHEDULE:**

Furnished Material will be available for pickup by 09/09/2019

Deliver complete (to arrive at destination) by 09/25/2019

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

**DESCRIPTION:**

Digital Printing Not Acceptable

Tri-Fold Folder prints 4-color process with bleeds, type/rule matter, illustrations, fine detail logo and type reversing to white. Apply flood gloss aqueous coating face and back. Print M-809 on back bottom right hand corner of folder. Do not print GPO Imprint line on folder.

Die Cut Folder to create one pocket and tab on inside pocket panel inside pocket measuring 4-1/4" (H) deep.

Contractor must examine Attachment for layout, scores, folds and tab for panel/pocket.

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

One CD-Rom with InDesign and PDF files for production.

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.

One set of black & white (under size) laser visuals to be used as general guide.

GPO Form 892c (R. 8/95) Proofs

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

GPO Form 917 (Certificate of Selection).

Pallet Requirement 48 x 40" 4 Way Pallet

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\* P20, White, High-Finish Folder Stock, Basis Size 24 X 36" Basis Weight 150 lb

**COLOR OF INK:**

4-color process plus aqueous coating

**PRINT PAGE:** Head to Head

**MARGINS:**

Inadequate gripper, uncommon bleeds.

**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 matt.j.gaines@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.

--PLUS-- After E-mail approval!

**PRIOR TO PRODUCTION SAMPLES:** Prior to the commencement of production of the contract production quantity, the contractor shall submit samples to: Office of Human Capital and Training, 633 3rd Street, NW, 8th Floor, Cube 126, Washington, DC 20529. Attention Audrey Besden (202) 233-2469. One sample will be tested for conformance of material(s) and will be tested for usage on the specified equipment and/or for construction. The container and accompanying documentation shall be marked **PREPRODUCTION SAMPLES** and shall include the GPO jacket, purchase order, and program numbers. 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.

**BINDING:**

Contractor must die-cut, fold, glue, score on folds to produce final size of 9 x 12" tri-fold folder.

**PACKING:**

**\*\*DO NOT place the Shipping Label over the carton Label\*\*.**

Revised Shipping Label file provided with barcode embedded for those fields where a barcode is warranted. When completing the label you must adhere to the following:

1. Have at least Adobe Reader 7.
2. USCIS Shipping Label must be used
3. CAPS LOCK ON when filling out PDF Shipping Label.
4. The date must be typed as MM/DD/YYYY.

**BAR CODE REQUIREMENTS:** Include Title, Form Number, Revision Date, Print Order, Dept. Requisition Number, GPO Jacket Number, Quantity per Container and Package utilizing the supplied (self-populating barcode) carton label. Height must be 1/2". USCIS is requesting a signed receipt from the contractor after delivery.

**TITLE:** M-809 - Recruitment Tri-Fold Folder - HTC

**FORM NUMBER:** M-809

QUANTITY:

REQUISITION: 19-00849

JACKET NUMBER: 409-108

NOTE: MARK ALL CARTONS WITH JOB TITLE, PRODUCT, REQUISITION, JACKET NO., QUANTITY, NUMBER OF BOXES (EX. Box 1 of 4, Box 2 of 4...)

Must have visible packing slip with shipment.

Pack suitable 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.j.gaines@uscis.dhs.gov. The subject line of this message shall be Distribution Notice for Req 9-00849, Jacket 409-108. 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 500 copies to; Office of Human Capital and Training, 633 3rd Street, NW, 8th Floor, Cube 126, Washington, DC 20529. Attention Audrey Besden (202) 233-2469

Deliver 9,500 copies (includes 80 Departmental Random "Blue Label" Copies) to; DHS/USCIS/Western Forms Center, 5160 Richton Street; Suite G Montclair, CA 91763. Attn: Receiving (909) 949-7131 and (909) 949-7193. Must Deliver By Traceable Means.

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>

**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 Preproduction Sample, Furnished Electronic Media

P-10. Process Color Match

Approved Preproduction Sample, Furnished Electronic Media

**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=409108>