

Quotation Request //

US Government Publishing Office

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

JACKET:409-152 R-3

Quotations are Due By:
(Eastern Time)1:30 PM on 09/13/2019

**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: Facility Inspection Requirements (CG-835F)

QUANTITY: 400 Total Matchbook style Booklets (typesetting required).

R-1: Schedule Change

R-2: Packing change

R-3: Schedule Change, Changes is description

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.

TRIM SIZE: 9" x 11" (including 1/2" stub on 9" side)

SCHEDULE:

Furnished Material will be available for pickup by 09/13/2019

Deliver complete (to arrive at destination) by 10/08/2019

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

DESCRIPTION:

At contractor's option, 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

PRODUCT: Matchbook style books; one book equals 50 2-part carbonless sets with a separate Wrap-around cover/writing stop, a chipboard back, plus a top cover.

STUB: Sets are to be held together at the 8-1/2" bottom by a 1/2 to 3/4" internally glued or pasted, perforated snap-out stub and at the 8-1/2" top by a 1/2" to 3/4" wire stitched, perforated binding stub. All perforations must be of good quality for clean and easy removal.

FORMS: Parts 1 and 2 print a common face and a common back of all parts with type and rule matter in black. Forms must register.

COVER: Prints head to foot back in Black ink department logo and type/rule matter.

CONSTRUCTION: Bind 50 two-part sets per book. Wrap-around, matchbook style cover plus a top cover (may be either a 1 or 2 piece construction, at contractor's option). Bottom cover to wrap-around to form a writing stop. Writing stop is blank. Score the top cover at the binding stub. The bottom cover to be scored at all folds. Two (2) wire stitches through binding stub are required. A piece of chipboard or equal, approximately 0.020 thick to be placed between bottom set and cover.

BARCODE LABEL: Prints in black ink only.

TYPESETTING: Bottom right on Face of Part 1 shall be labeled "ORIGINAL - U.S. COAST GUARD" in Pantone 179 RED. Bottom right on Face of Part 2 shall be labeled "COPY - FACILITY REPRESENTATIVE" in Pantone 179 RED.

Note: Contractor to convert all CYMK Files to Black only.

MATERIAL FURNISHED: Contractor will receive via email after award;

Purchase Order

(3) PDF Files for Front and Back Covers and Form.

(1) PNG File for Barcode

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
COVER: JCP Code* P10, High-Finish Manila Tag Smooth, Basis Size 22.5 X 28.5" Basis Weight 150 lbs.

JCP Code* O80, Carbonless Bond, Basis Size 17 X 22"

*Part 1: White Chemical Transfer, CB, basis 13 - 15 lbs. per 500 sheets

*Part 2: Canary Chemical Transfer, CFB, basis 14 - 17 lbs. per 500 sheets

*Chipboard: .020 thickness.

COLOR OF INK:

Black

Pantone 179 RED

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 marion.w.collazo@uscg.mil (202) 372-4683. 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.

BINDING:

Bind 50 sets (of 2 part carbonless paper) per pad with White CB Top copy: Canary #15 together by a 1/2 inch stub at the top (2 wire stitches through the binding stub". Detached size of form is 8-1/2 x 11" (with 1/2" inch top perforation).

PACKING:

Shrinkwrap in sets of 5 sets per package in cartons suitable. Each carton should be labeled with supplied barcode. Total of 80 packs of 5.

Total of 30 books per carton.

ALL PACKAGES, CARTONS AND PALLETS MUST BE CLEARLY MARKED WITH THE ITEM STOCK NUMBER, FORM NUMBER, TITLE, EDITION, DATE, QUANTITY AND THE ENTIRE SFLC REQUISITION/PURCHASE ORDER NUMBER, STOCK NUMBER MUST BE BAR CODED IN ACCORDANCE WITH ISO-IEC-16388-2007 CODE 39 SYMOLOGY SPECIFICATION.

Maximum weight is 40 lbs per carton.

NOTE: IN ADDITION TO THE BARCODE, MARK ALL CARTONS WITH THE FOLLOWING INFORMATION:

JOB TITLE: FACILITY INSPECTION REQUIREMENTS

FORM: (CG-835F)

STOCK NUMBER: CG7530-01-GF9-0020

REQUISITION: 9-99330

JACKET NO.: 409-152

QUANTITY: _____

NUMBER OF BOXES: EX. Box 1 of 4, Box 2 of 4...

Box Suitable

DISTRIBUTION:

Contractor must notify the ordering agency on the same day that the product ships/delivers via e-mail sent to EMAIL ADDRESS. The subject line of this message shall be Distribution Notice for Jacket409-152 Req. No. 9-99330. 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 all 400 Books to: USCG Surface Forces Log Cen, Building 88-A Warehouse Receiving 2401 Hawkins Point Road, Baltimore, MD 21226.

Deliver all Government furnished materials to: USCG SFLC ALD Compliance Br., Attn: Edward Wilson MS-24, Bldg 88-2, 2401 Hawkins Point Road, Baltimore, MD 21226. Inside Delivery required, Must Ship by UPS or FEDEX to this Location.

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:

ATTRIBUTE	Specified Standard
P-7. Type Quality and Uniformity	Ok'd Electronic Proof/Furnished Media
P-9. Solid or Screen Tints 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 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>.

Attachment(s): NONE