

Quotation Request //

US Government Publishing Office

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

JACKET:409-468 R-1

Quotations are Due By:
(Eastern Time)1:00 PM on 10/25/2019

**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: USA Stationery & Envelopes

QUANTITY: 500 Fixed Price for Stationery and Envelopes.

R-1 Fixed Price Indefinite Quantity Contract

FIXED PRICE-INDEFINITE QUANTITY CONTRACT: AWARD WILL BE BASED ON THE LARGEST QUANTITY OF (EVEN AMOUNT OF STATIONERY & ENVELOPES) FOR (\$ 291.00). POTENTIAL VENDORS MUST SUBMIT THE FIXED PRICE OF (\$ 291.00) PLUS THE QUANTITY THEY WILL PRODUCE FOR THE FIXED PRICE. IN THE EVENT OF A TIE QUANTITY, THE AWARD WILL BE DETERMINED BY THE OVERALL LOWEST DISCOUNTED COST. ADDITIONALLY, A COST MUST BE SUBMITTED FOR EACH ADDITIONAL (each, 100, or 1,000) COPIES.

SUBCONTRACTING: Contract Clause 6, "Subcontracts," of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 01-18)), is modified to permit subcontracting of the presswork for envelope manufacturers and construction of envelopes for printing firms.

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 DC Team 2 on 202-512-0307.

Any modification that results in a price change must be authorized by DLA Document Services before the contractor/vendor proceeds. Failure to obtain this authorization may result in non payment for those modifications.

TRIM SIZE: .

Item 1 (Stationery): 7 x 8-1/2"

Item 2 (Envelopes): 7-3/8 x 4-3/4" (after construction).

PAGES: Face Only.

SCHEDULE:

Furnished Material will be available for pickup by 11/01/2019

Deliver complete (to arrive at destination) by 11/22/2019

F.O.B. destination

Furnished Stock will be available for pick up at GPO on or before 11/5/2019.

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.

DIGITAL PRINTING NOT ACCEPTABLE

PRINTING: Item 1 (Stationery) prints with type matter in Pantone's 288 (Blue) and illustration matter (Flag) in Pantone's 871 (Gold), & Pantone's 185 (Red). Item 2 (Envelopes) prints with type/rule matter in Pantone's 288 (Blue).

MATERIAL FURNISHED: Contractor to pickup at GPO. .
One CD-R with two (2) PDF files created on a PC using Adobe InDesign CC 2015. Contractor to convert Pantone's Black to Pantone's 288 (Blue) for both item 1 and 2.

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

GPO Form 917 (Certificate of Selection).

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.

FURNISHED STOCK for stationary: The Government will furnish JCP Code* D50, 100 Pct Fine Writing, Basis Size 17 X 22", basic weight 28 lbs. White, 100% recycled, 100% cotton/linen fiber content, GPO Property No. 1181-9 (4-Star -"Eagle" Watermark), in sheets sized 34-1/2 x 44-1/2"

Note: The top of the watermark and the printed image must face in the same direction. The watermark must be right reading when viewed from the printed side of the form.

FURNISHED STOCK for Envelopes: The Government will furnish JCP Code* D50, 100 Pct Fine Writing, Basis Size 17 X 22", basic weight 28 lbs. White, 7-3/8 x 4-3/4" envelopes, 100% recycled, 100% cotton/linen fiber content, GPO Property No.1381-2 (4-Star -"Eagle" Watermark).

Note: The bidder must indicate (on the bid submission) the total number of sheets (leaves) required for the total quantity as per specifications. If bidder fails to state the total number of sheets required, GPO will furnish approx. 75 sheets for item 1 and approx. (to be determined by contractor) envelopes for item 2. Envelopes must be ordered in increments of 250. Must be in even amounts for both items!

CONTRACTOR IS RESPONSIBLE FOR MAKEREADY STOCK.

The cost of this stock will be a factor in determining award. Contractor will be responsible for picking up

the furnished stock at the Government Publishing Office Warehouse, G Street, NW, Washington, DC 20401.

COLOR OF INK:

Item 1 (Stationery): Pantone's 871 (Gold), Pantone's 185 (Red) & Pantone's 288 (Blue).

Item 2 (Envelopes): Pantone's 288 (Blue).

PRINT PAGE: One Side Only

MARGINS: Adequate Gripper.

Follow Electronic Media.

PROOFS:

E-MAIL PROOFS (indicate margins): CONTRACTOR MUST NOT PRINT PRIOR TO RECEIVING AN "OK TO PRINT".

One (1) 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 edward.c.mccarthy2.civ@mail.mil. Contractor must call/email GPO Contract Compliance Section at (202) 512-0520/Compliance@gpo.gov 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.

PACKING:

Item 1 (Stationery): Shrink Film in Quantity of 500.

Item 2 (Envelopes): Repack in units of 250 in same provided boxes.

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 edward.c.mccarthy2.civ@mail.mil. The subject line of this message shall be "Distribution Notice for Jacket 409-468 R-1, Req. No. 9-082949G". 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 of each item (including 50 Department Random "Blue Label" of each item) and all GFM via traceable means to: Executive Services Division, 105 Army Pentagon, Room 5B552A, Washington, DC 20310-0102, POC: Willie J. Warren Jr (703.697.2937).

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>

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 proof/Furnished Electronic Media

P-9. Solid and Screen Tint Color Match

Pantone Matching System

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): NONE