

Quotation Request //

US Government Publishing Office

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

JACKET:409-514 R-2

Quotations are Due By:
(Eastern Time)10:00 AM on 03/09/2020

**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: New England Field Division Note Books

QUANTITY: 100 Twin Loop Black Wire-O Books (wire-o" is a registered trademark of James Burn International), Plus Stamping Die, Plus One (1) Set of Digital Deliverables. Stamping and Typesetting Required.

REVISION 2: SCHEDULE CHANGE, QUANTITY

REVISION 1: SCHEDULE CHANGE

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.

BIDDERS, PLEASE NOTE: GPO has issued a new Government Paper Specification Standards, No. 13, dated September 2019. Prospective bidders should carefully read this publication as the applicable standards within become an integral part of this contract. The document is posted at <https://www.gpo.gov/how-to-work-with-us/vendors/forms-and-standards> along with a list of major revisions.

TRIM SIZE: .

Covers: 7-1/4 x 10-1/16"

Text: 7 x 10"

PAGES: 200 pages (100 Leaves) Plus 2 piece Die-Cut Covers.

SCHEDULE:

Furnished Material will be available for pickup by 03/10/2020

Deliver complete (to arrive at destination) by 03/31/2020

F.O.B. destination

QUALITY LEVEL: 4 Quality Assurance Through Attributes (GPO PUB 310.1, effective May 1979 (Rev. 9-19)) applies.

DESCRIPTION:

Digital Printing Not Acceptable.

REVISION 2: SCHEDULE CHANGE, QUANTITY

REVISION 1: SCHEDULE CHANGE

Front Cover: Die-cut circle cut-out to expose logo on text page 1, 3" in diameter, and stamps (2) typelines (Contractor to typeset) in Gold foil - Crown Roll Leaf Shade 400 on cover 1. covers 2, 3, 4 are blank with no stamping. Stamping must have solid impressions -no picking, pinholes or filled in letters.

TYPESETTING: Contractor to type set the 2 lines of type on front cover in Helvetica, Bold, 24 pt.

Line 1: DRUG ENFORCEMENT ADMINISTRATION

Line 2: NEW ENGLAND FIELDS DIVISION

Text: First text page prints 1-side only, agency logo, (MUST be centered when exposed through cut-out) approx. 2-3/4" in diameter in 4-color process. Text page 2 is blank. Coat (after printing) the entire surface of the first text page with gloss varnish to prevent scratching and smearing.

Text pages 3 thru 198 print face and back, head to head with thin horizontal rule lines, (header 1-1/2 pt. body 1 pt.) in Black ink. Note: All horizontal rule lines must register on each side of the sheet.

Text pages 199-200 print with "Important contacts" on face and 2019/2020/2021 calendar on back in Black ink. NOTE: Calendar to be provided by contractor.

DIGITAL DELIVERABLE: Upon completion, the contractor must furnish one CD-R with final production files converted to a single simple Acrobat PDF file "Optimized for Press" with proper color mode. CD-R disc must be ISO 9660 compliant.

MATERIAL FURNISHED: Contractor to receive. via email after award.

Purchase order.

One (1) word file with the logo. Contractor to remove Blue Background, and adjust size as per description.

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

Text (FIRST PAGE): JCP Code L10, Litho Coated Cover, White, Basis Size 20 X 26", Basis Weight 80 lbs.

Text: JCP Code A80, Opacified Offset Book, Basis Size 25 X 38", Basis Weight 50 lbs.

Text (LAST PAGE):JCP Code* K10, Index, White , Basis Size 25.5 X 30.5" Basis Weight 80 lbs.

Front and Back Covers: Black Paperboard, Basis Weight 80pt.

*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.

COLOR OF INK:

Front Cover: Gold foil, Crown roll-leaf 400.

Text: 1st page: 4 color process + flood gloss aqueous

balance of text: Black

PRINT PAGE: Head to Head

MARGINS: Adequate Gripper.

Text page 1: Logo to be centered across both dimensions.

Cover: Type line number (1) prints 1" above the die cut and type line number 2 prints 1" below the die cut.

See "description" herein.

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 spilecki@dea.usdoj.gov, SAOS.PRINTING@USDOJ.GOV and

MICHAEL.B.SEDGWICK@USDOJ.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 contractors plant.

BINDING:

Trim 4 sides. Punch suitably and insert Black twin loop wire-o ("wire-o" is a registered trademark of James Born International) binding of suitable thickness on the 10-1/16" left.

PACKING:

Pack suitably per shipping container.

DISTRIBUTION:

Contractor must notify the ordering agency on the same day that the product ships via e-mail sent to SAOS.PRINTING@USDOJ.GOV. The subject line of this message shall be "Distribution Notice for Jacket 409-514, Req. 9-01331-BO". 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 100 copies, one set of digital deliverables, and created dies via traceable means to: DEA, E400, Front Office, 15 Sudbury Street, Boston, MA 02203.

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 1.
- (b) Destructive Tests -- Special Inspection Level S-2.

Specified standards to correspond with each required attribute as follows:

ATTRIBUTE	Specified Standard
P-7. Type Quality and Uniformity	OK'd Electronic/Avg. Type Dimension/Furnished Electronic File
P-10. Process Color Match	Furnished electronic media

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