

Quotation Request //

US Government Publishing Office

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

JACKET:409-811 R-1

Quotations are Due By:
(Eastern Time)2:00 PM on 01/03/2020

**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: Note Cards and Envelopes

QUANTITY: 500 total equal to 250 Note cards (Item 1), and 250 Blank Envelopes (Item 2) plus Stamping/embossing die, and One (1) Set of Digital Deliverables. Typesetting Required.

-----R-1 Change Paper Requirements-----

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 APS DC on 202-512-0307.

TRIM SIZE: .

Item 1: 5-1/2 x 8-1/2" folded to 5-1/2 x 4-1/4".

Item 2: 4-3/8 x 5-3/4" (constructed).

PAGES: .

Item 1: Face only (before construction).

Item 2: Blank.

SCHEDULE:

Furnished Material will be available for pickup by 01/06/2020

Deliver complete (to arrive at destination) by 01/21/2020

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.

NO PRINTING REQUIRED.

STAMPING/EMBOSSING: Item 1: Cards stamp face only (before folding) with agency badge (approx. 1 x 1-1/4") in General Roll leaf GP640 Blue, then with Gold Foil, Crown Roll Leaf 400 on top of Blue foil . Badge to be centered across the 5-1/2" dimensions, and 1-1/4 from top fold. Stamping must have solid impression, no picking, pinholes, or filled letters.

Cards stamp/emboss face only (before folding) with two (2) lines of type centered across the 5-1/2" dimension in pigment Black 1000 (contractor to typeset, and create required dies for stamping and embossing). Note: The GPO imprint line must not appear on the finished product for both items above.

CONSTRUCTION (Item 2): Open side with diagonal seams, and fully gummed flap.

TYPESETTING: Contractor to typeset two lines of type in Palatino Script or equal, and 14 pt. size.

Line 1: NEW YORK DIVISION

Line 2: Special Agent in Charge

DIGITAL DELIVERABLES: 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 pickup at GPO. .

One (1) PDF file from scanned sheet to be used as a general guide (to be emailed after award).

One set of dies to be used for Blue foil stamping, one set of dies to be used for Gold stamping, and one set of die for embossing.

One GPO Form 917 (Certificate of Selection).

One GPO Form 2678 (Departmental random copies-blue label).

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 JCP Code* L24, Vellum Bristol Cover, Cream, Basis Size 22.5 X 28.5" Basis Weight 67 lbs.

Item 2: JCP Code* V20, Writing Envelopes, Cream, Basis Size 17 X 22" Basis Weight 24 lbs.

Both Items MUST be a commercial match in color, and finish to equal Springhill Bristol Cream.

COLOR OF INK:

Badge: Gold Foil, Crown Roll Leaf 400, and General Roll leaf GP640 Blue

Two lines of Type: pigment Black 1000.

PRINT PAGE: See Above

MARGINS: Adequate Gripper.

see description herein.

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 SAOS.Printing@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 contractor's plant.

BINDING:

Item 1: Score, and fold along the entire 5-1/2" dimension at 4-1/4" from top or bottom edge. Fold MUST be straight, clean, and free from wrinkles or cracks.

PACKING:

Pack each item separately and identify.

Shrink Film Pack in units of 50. 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 SAOS.Printing@usdoj.gov. The subject line of this message shall be "Distribution Notice for Jacket 409-811, Requisition 9-901345-NY. 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 250 copies of each item via traceable means to: Drug Enforcement Administration, 99 10th Avenue, New York, NY 10011. ATTN: Latanya Barnes, SAC Office.

Deliver all GFM, furnished dies, and created dies via traceable means to: DEA, 8701 Morrissette Drive, Springfield, VA 22152. ATTN: FSOS-Quick Copy Center.

All expenses incidental to returning materials, submitting/returning proofs, and furnishing samples 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 electronic/Avg. type dimension
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 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>.

Attachment(s): NONE