

# Quotation Request //

## US Government Publishing Office

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

**JACKET:409-857**

**Quotations are Due By:**  
**(Eastern Time)11:30 AM on 02/04/2020**

**Submit Quotes Online, unless otherwise instructed, via: <https://contractorconnection.gpo.gov/openjobs.aspx>  
Contractor must provide mandatory W-9 form before GPO makes payment.**

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**TITLE:** Airborne Hazards and Open Burn Pit Registry

**QUANTITY:** 850000 sets plus 50 QARC's of each item. Distribution Required.

**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.

**SECURITY WARNING:** It is the contractor's responsibility to properly safeguard personally identifiable information (PII) from loss, theft, or inadvertent disclosure and to immediately notify the Government of any loss of personally identifiable information. PII is "information which can be used to distinguish or trace an individual's identity, such as their name, social security number, biometric records, etc., alone, or when combined with other personal or identifying information which is linked or linkable to a specific individual, such as date and place of birth, mother's maiden name, etc. (Ref.: OMB Memorandum 07-16.) Other specific examples of PII include, but are not limited to:

- (a) Personal identification number, such as passport number, driver's license number, taxpayer identification number, or financial account or credit card number;
- (b) Address information, such as street address or personal email address; and,
- (c) Personal characteristics, including photographic image (especially of face or other distinguishing characteristic), fingerprints, handwriting, or other biometric image or template data (e.g., retina scans, voice signature, facial geometry).

Contractor to provide Security Control Plan for approval prior to award.

**SECURITY CONTROL PLAN:** The contractor shall operate and maintain an effective security system whereby materials used to perform the contract are manufactured and/or stored (e.g. while awaiting distribution or disposal) so as to ensure against theft and/or the unauthorized possession of the materials. Contractor is cautioned that Government provided information shall not be used for non-government business. Specifically, Government information shall not be used for the benefit of a third party. The Government retains the right to conduct on-site security reviews at any time during this contract.

1. The plan shall contain at a minimum how government files (data) will be secured to prevent disclosure to a third party prior to and after termination of contract;
2. Explain how all accountable materials will be handled throughout all phases of production;
3. How the disposal of waste materials will be handled; and,

4. How all applicable Government-mandated security/privacy/rules and regulations as cited in this contract shall be adhered to by the contractor and/or subcontractor(s).

Item 2: SUBCONTRACTING: Contract Clause 6, "Subcontracts," of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev.1/18)), is modified to permit subcontracting of the presswork for envelope manufacturers and construction of envelopes for printing firms.

Proof of Delivery to be emailed to DCGPO.docsvcs@dla.mil.

**TRIM SIZE:** Item 1: 8-1/2 x 11 flat, Folded to approx. 8-1/2 x 3-5/8", Item 2: 4-1/8 x 9-1/2".

**PAGES:** Item 1: 1 page, Item 2: 1 page.

**SCHEDULE:**

Furnished Material will be available for pickup by 02/07/2020

Ship complete by 02/28/2020

F.O.B. destination and F.O.B. contractor's city/origin - See Below

F.O.B. Destination:

Ship by February 28, 2020 remaining copies of item 1, item 2 and Government Furnished Material.

F.O.B. Contractor City:

Mail by February 28, 2020: (Postage Reimbursable) (contractor must prepay). Mail approximately 844,172 sets to approximately 844,172 addresses. NOTE: All APO addresses and foreign addresses MUST be mailed via FIRST CLASS MAIL (there are approx. 6,617 APO and foreign addresses shipping a total of 6,617 letters inserted into envelopes).

Within 72 hours after shipping/ mailing, contractor must furnish a copy of the mailing/ shipping manifest for all destinations plus a copy of the appropriate postal form(s) showing the number of pieces, weights and postal charges, signed and verified by the entry post office to: DoD, Steve Jones, 703-661-7335, Health Affairs, 7700 Arlington Blvd, Falls Church, VA 22042.

Unscheduled material such as shipping documents, receipts or instructions, delivery lists, labels, etc., will be furnished with the order or shortly thereafter. In the event such information is not received in due time, the contractor will not be relieved of any responsibility in meeting the shipping schedule because of failure to request such information.

For compliance reporting purposes, contractors are to report information regarding each order with date of shipment or delivery as applicable, in accordance with the contract requirements by contacting the Shared Support Services Compliance Section via e-mail at compliance@gpo.gov or via telephone at (202) 512-0520 or via facsimile at (202) 512- 1364. Personnel receiving the e-mail or call will be unable to respond to questions of a technical nature or transfer any inquiries.

**QUALITY LEVEL:** 2 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.

**PRINTING:** Item 1: Letter prints face in 4-color process, type/rule matter, solids/tints, photo illustrations and some text reversing out to appear white. Common bleeds 3 sides (left, right and head).

Item 2: Envelope prints one side before construction with fine detail agency seal in lower left corner, contractor's USPS permit in upper right corner and type and rule matter in upper left corner (return address) in Black ink. Contractor to convert agency seal from CMYK to black.

**CONSTRUCTION:** Envelopes are open side, diagonal seams, plus a gummed flap. Head prints toward flap score.

Identification markings such as register marks, ring folios, rubber stamped jacket numbers, commercial identification marks of any kind, etc., except GPO imprint, form number, and revision date, carried on copy or film, must not print on finished product.

Upon receipt of the files the contractor should immediately check addresses for deliverability. Contractor must pass the Government supplied addresses through the United States Postal Services (USPS) approved CASS and National Change of Address (NCOA) software program for all domestic addresses.

After NCOA, PAVE and CASS certified, the non-deliverable addresses (indicated by PAVE and CASS) shall be outputted and sent to: DoD, Steve Jones, 703-661-7335, Health Affairs, 7700 Arlington Blvd, Falls Church, VA 22042. The Government will either correct addresses and e-mail back to contractor or in writing tell the contractor to proceed with or without the address. The changed addresses from NCOA and CASS must also be mailed back to the Government.

**MAILING:** The publication is a 1 piece letter, folded and inserted into a #10 envelope. The contractor to provide indicia and permit number. Postage is reimbursable (contractor must prepay). Contractor is to perform Cass and NCOA process to verify deliverability. Print inkjet addresses and barcode to envelope. Contractor must sort mail pre-sort standard class, and pre-sorted mail must be placed in trays according to the USPS domestic mail standard. Mailing, along with proper paperwork to be delivered to an USPS section center facility. Contractor to determine the most economical method for mailing the product within the mail class ?Presort Standard Mail.

Contractor to verify address format with agency after award. Contact DoD, Steve Jones, 703-661-7335, Health Affairs, 7700 Arlington Blvd, Falls Church, VA 22042.

Addressed envelopes should be dropped at the most economic USPS facility for the type of mail required.

Contractor to provide an estimated postage cost for type of mail required. This cost will not be a factor in award.

**PRIVACY ACT NOTIFICATION:** This procurement action requires the contractor to do one or more of the following: design, develop, or operate a system of records on individuals to accomplish an agency function in accordance with the Privacy Act of 1974, Public Law 93-579, December 31, 1974 (5 U.S.C. 552a) and applicable agency regulations. Violation of the Act may involve the imposition of criminal penalties as stated in 5 U.S.C. 552a (i)(1) **CRIMINAL PENALTIES**. It is incumbent upon the contractor to inform its officers and employees of the penalties for improper disclosure imposed by the Privacy Act of 1974, 5 U.S.C. 552a, specifically, 5 U.S.C. 552a (i)(1) **CRIMINAL PENALTIES** and m(1) **GOVERNMENT CONTRACTORS**.

## PRIVACY ACT

(a) The contractor agrees:

(1) to comply with the Privacy Act of 1974 and the rules and regulations issued pursuant to the Act in the design, development, or operation of any system of records on individuals in order to accomplish an agency function when the contract specifically identifies (i) the system or systems of records and (ii) the work to be performed by the contractor in terms of any one or combination of the following: (A) design, (B) development, or (C) operation;

(2) to include the solicitation notification contained in this contract in every solicitation and resulting subcontract and in every subcontract awarded without a solicitation when the statement of work in the proposed subcontract requires the design, development, or operation of a system of records on individuals to accomplish an agency function; and

(3) to include this clause, including this paragraph (3), in all subcontracts awarded pursuant to this contract which require the design, development, or operation of such a system of records.

(b) In the event of violations of the Act, a civil action may be brought against the agency involved where the violation concerns the design, development, or operation of a system of records on individuals to accomplish an agency function, and criminal penalties may be imposed upon the officers or employees of the agency where the violation concerns the operation of a system of records on individuals to accomplish an agency function. For purposes of the Act when the contract is for the operation of a system of records on individuals to accomplish an agency function, the contractor and any employee of the contractor is considered to be an employee of the agency.

(c) The terms used in this clause have the following meanings:

(1) "Operation of a system of records" means performance of any of the activities associated with maintaining the system of records including the collection, use, and dissemination of records.

(2) "Record" means any item, collection or grouping of information about an individual that is maintained by an agency, including, but not limited to, his education, financial transactions, medical history, and criminal or employment identifying number, symbol, or other identifying particular assigned to the individual, such as a finger or voice print or a photograph.

(3) "System of records" on individuals means a group of any records under the control of any agency from which information is retrieved by the name of the individual or by some identifying number, symbol, or other identifying particular assigned to the individual.

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

Two Print Ready PDF files. (Item 1 and Item 2) Fonts are not included.

One Microsoft Excel file with names and addresses for mailing.

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. Minimum 175 line screens required

GPO Form 892c (R. 12/17) Proofs.

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

GPO Form 917 (Certificate of Selection).

GPO Form 915 (Business Reply Label).

GPO Form 2686 QARC Random copies sampling & shipping instructions.

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

Item 1: JCP Code\*\* A60, White Offset Book, Basis Size 25 X 38" 60 lbs.

Item 2: JCP Code\* V20, Writing Envelopes, White, Basis Size 17 X 22" 20 lbs.

\*\*NOTE: 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:**

Item 1: 4-Color Process, Item 2: Black ink.

**MARGINS:**

Item 1: Inadequate gripper. Item 2: 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 [steven.p.jones10.civ@mail.mil](mailto:steven.p.jones10.civ@mail.mil) and [Curtis.cox@dla.mil](mailto:Curtis.cox@dla.mil). Contractor must call/email GPO Contract Compliance Section at (202) 512-0520/[compliance@gpo.gov](mailto: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. After E-mail proof approval contractor to produce prior to production samples.

**PRIOR TO PRODUCTION SAMPLES**

Prior to the commencement of production of the contract production quantity, the contractor shall submit five (5) samples of item 1, item 2 and completed inserted letter into envelope, sealed and address to: DoD, Steve Jones, 703-661-7335, Health Affairs, 7700 Arlington Blvd, Falls Church, VA 22042. Samples will be tested for conformance of materials and for construction. Each sample must be constructed as specified using the form, materials, equipment, and methods of production, which will be used in producing the final product. All samples shall be manufactured at the facilities in which the contract production quantities are to be manufactured.

Samples will be inspected and tested and must comply with the specifications in all respects. The container and accompanying documentation shall be marked PREPRODUCTION SAMPLES and shall include the GPO jacket, and purchase order. 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 (3) 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:**

Item 1: fold from 8-1/2 x 11" to 8-1/2 x 3-5/8" with title panel out. Trim 4 Sides. Item 2: See construction under "Description".

**PACKING:**

Pack remaining Item 1 and 2 after mailing in suitable shipping containers.

**LABELING AND MARKING** (package and/or container label): Reproduce shipping container label from furnished repro, fill in appropriate blanks and attach to shipping containers.

**DISTRIBUTION:**

**DISTRIBUTION:** Deliver f.o.b. destination.

Contractor must notify the ordering agency on the same day that the product ships/delivers via e-mail sent to Curtis.cox@dla.mil. The subject line of this message shall be "Distribution Notice for Jacket 409-857, Requisition 9-240559G". 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.

Ship all letters (item 1) and envelopes (item 2) not addressed (includes 200 Departmental Random "Blue Label" copies of each) and Government Furnished Material to: DoD, Steve Jones, 703-661-7335, Health Affairs, 7700 Arlington Blvd, Falls Church, VA 22042.

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>

F.O.B. Contractor City

Mail approximately 844,172 letters inserted into envelopes to approximately 844,172 individual addresses from Government furnished mailing distribution list. Mail "Presorted Standard Rate" in accordance with the furnished (Excel file) distribution list.

NOTE: All APO addresses and foreign addresses MUST be mailed via FIRST CLASS MAIL (there are approx. 6,617 APO and foreign addresses shipping a total of 6,617 letters inserted into envelopes.

Unscheduled material such as shipping documents, receipts or instructions, delivery lists, labels, etc., will be furnished with the order or shortly thereafter. In the event such information is not received in due time, the contractor will not be relieved of any responsibility in meeting the shipping schedule because of failure to request such information.

**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 Prior to Production Sample/Furnished Electronic Media

**QUALITY ASSURANCE RANDOM COPIES:** The contractor will be required to sign a statement furnished by GPO certifying that copies were selected as directed. Business Reply Mail labels will be furnished for mailing the quality assurance random copies. The copies are to be mailed at the same time as the first scheduled shipment. A U.S. Postal Service approved Certificate of Mailing, identified by Jacket and Purchase Order numbers, must be furnished with billing as evidence of mailing.

**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