

# Quotation Request //

## US Government Publishing Office

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

**JACKET:409-880**

**Quotations are Due By:**

**(Eastern Time)10:00 AM on 06/03/2020**

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

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**TITLE:** P&R Hallway Project

**QUANTITY:** 30 Total Copies equal to:

Item 1 thru 30: One 1/4" Acrylic (2nd surface print) with (4) 1" stand-off mount for each Item. Installation 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.

**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.

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**TRIM SIZE:** .

Items 1 thru 20: 30 x 40"

Items 21 thru 30: 40 x 54"

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**PAGES:** See description herein.

**SCHEDULE:**

Furnished Material will be available for pickup by 06/10/2020

Deliver complete (to arrive at destination) by 07/01/2020

F.O.B. destination

Installation **MUST** be done before 7/1/2020

**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.

**DIGIAL PRINTING ACCEPTABLE.**

At contractor's option, the product may be produced via inkjet wide-format digital printing provided that Quality Level III standards are maintained. Final output must be wet ink, pigment-based. Dry ink/toner printing is not acceptable. Output must be at a minimum resolution of 720 x 720 dpi plus a RIP that provides an option for high quality color matching such as Device Links Technology and/or ICC Profiles.

## PRODUCTS, & PRINTING:

Items 1 thru 30: 1/4" thick crystal clear Acrylic Signs printed directly on one side with a heavy coverage full bleed image (2nd surface printing "back with opaque White ink"), and installed on the wall using four (4) Silver Aluminum Sign Standoff Hardware (1" in diameter x 1" in height). NOTE: Must use UV ink. NOTE: All Acrylic MUST be edge polished, and free from scratches, and defects after installation.

INSTALLATION (Items 1 thru 30): This Graphics signs will require installation on two hallway walls (drywall). Installers must have capability, and tools required to perform the installation process, and leave the place clean after installation. Installation to take place at the Pentagon. Contractor to call/email Rebecca Kinney (703-614-4816 / rebecca.kinney@usmc.mil) 7 business days prior to installation to set up date/time of installation, and provide any information required for the installers to allow them to get into the building. Installation hours will be determined by the agency. Weekend or after hour installation may be required. NOTE: Vendor must comply with all OSHA rules and regulations.

WARRANTY: Contract Clause 15, "Warranty", of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 01-18)) is amended for the solicitation to the effect that the warranty period is EXTENDED from 120 days to five calendar years from the date the check is tendered as final payment. All other provisions remain the same.

**MATERIAL FURNISHED:** Receive via FTP or email after award.  
Purchase Order.

Thirty one (31) JPEG files at different sizes. Contractor to use 30 files only, size proportionally to requested sizes, use their best judgment to crop images, preflight files, and report any issues with resolution to the agency. Agency to approve or ask to crop images differently/provide new files in the electronic proof process.

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  
See "Description" herein.

### **COLOR OF INK:**

4-Color process Plus opaque White.

**PRINT PAGE:** See Above

### **MARGINS:**

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 rebecca.kinney@usmc.mil. 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 (7) workdays from receipt at the Department to receipt in the contractor's plant. Note: Contractor to provide electronic proof of each item.

PLUS (after approving electronic proof)

**PRIOR TO PRODUCTION SAMPLES**

Prior to the commencement of production of the contract production quantity, the contractor shall submit one (1) sample of one Item only include stand-off to: Pentagon (exact address to be provided after award). Sample 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:**

See above.

**PACKING:**

Pack in a suitable manner to prevent damage during shipping.

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 rebecca.kinney@usmc.mil. The subject line of this message shall be "Distribution Notice for Jacket 409-880, Requisition 0-72670. 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.

At Contractor's option to deliver signs via traceable means prior to installation or bring them on installation day.

Delivery Address: Pentagon. Details to be provided after award.

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 proof/Furnished electronic media
P-10. Process Color Match	Furnished electronic media

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 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