

# Quotation Request //

## US Government Publishing Office

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

**JACKET:409-883**

**Quotations are Due By:**  
**(Eastern Time)10:00 AM** on 09/14/2020

**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:** DD1MC Officer Promotion Certificates

**QUANTITY:** 7000 Certificates, and One (1) Set of Native Digital Deliverables. plus 20 QARC's.  
Embossing, Stamping, and dies Required.

The awarded contractor **MUST** not order paper or supplies until they receive the sample, and discuss with GPO (Remon Mankourous: [rmankourous@gpo.gov](mailto:rmankourous@gpo.gov)).

**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.

**TRIM SIZE:** 10 x 14"

**PAGES:** Face only.

**SCHEDULE:**

Furnished Material will be available for pickup by 09/17/2020

Deliver complete (to arrive at destination) by 10/17/2020

F.O.B. destination

**QUALITY LEVEL:** 2 Quality Assurance Through Attributes (GPO PUB 310.1, effective May 1979 (Rev. 9-19)) applies.

**DESCRIPTION:**

DIGITAL PRINTING NOT ACCEPTABLE.

**PRINTING:** Certificates print face only with Black type matter, and 4-color process fine detailed agency seal (Contractor **MUST** Match Density of Previous Printed Samples). **NOTE:** Product must be able to run through a laser printer.

**STAMPING:** Certificates stamp/emboss with approx. 1-3/4" in diameter fine detailed department seal in a match of API FOIL ORIENTAL GOLD 4002 (Foil stamping color **MUST** match previous and be crisp). Stamping must have solid impressions, no picking, pinholes or filled letters.

**DIGITAL DELIVERABLES:** The contractor shall make all revisions to the electronic files. Prior to

making revisions, the contractor shall copy the furnished files and make all changes to the copy. Upon completion of the order, the contractor must furnish final production native application files and final production files converted to a single simple Acrobat PDF file "Optimized for Press" with proper color mode with the furnished material. The digital deliverables must be an exact representation of the final printed product and shall be returned on the same type of storage media as was originally furnished.

**MATERIAL FURNISHED:** Contractor to receive. Via email after award Purchase Order.

One (1) previous sample to follow for stamping, margins, and paper. Contractor MUST provide their FedEx Acc.# or UPS label for shipping.

One (1) tiff file. Contractor to use to create required dies.

One (1) PDF set up as 2-up.

GPO Form 917 (Certificate of Selection).

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

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.

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

**PAPER:** \* Must be in accordance with JCP Paper Specification Standards in effect on date of this order JCP Code\* L20, Vellum-Finish Cover; Natural, Basis Size 20 X 26" Basis Weight 100 lbs.

**MUST MATCH PROVIDED SAMPLE** (paper thickness 10-11 mil). The awarded contractor **MUST** not order paper or supplies until they receive the sample, and discuss with GPO (Remon Mankourous: rmankourous@gpo.gov).

**COLOR OF INK:**

See "Description" herein.

**PRINT PAGE:** One Side Only

**MARGINS:** Adequate Gripper.

Follow furnished sample.

**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.bateman@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 (2) workdays from receipt at the Department to receipt in the contractor's plant.

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 to: HQMC/ARDE, 3000 Marine Corps Pentagon, Rm 2B253, ATTN: Rebecca Kinney, (703-614-4816), Washington, DC 20350-3000. 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:**

Trim 4 sides.

**PACKING:**

Pack Flat.

Shrink Film Pack in units of 100. 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.bateman@usmc.mil. The subject line of this message shall be Distribution Notice for Req. 9-72191, Jacket 409-883. 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 7,000 copies (including 80 Departmental Random "Blue Label" Copies) via traceable means to: HQMC/ARDE, 3000 Marine Corps Pentagon, Rm 2B253, ATTN: Rebecca Kinney, (703-614-4816), Washington, DC 20350-3000. NOTE: signature required, USPS only (FedEx and UPS are not allowed). Contract MUST call/email the day before delivery to make sure that someone will be in the office to accept delivery.

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>

Deliver 3 sample copies, all GFM, dies, and one set of digital deliverables via traceable means to: HQMC/ARDE, 3000 Marine Corps Pentagon, Rm 2B253, ATTN: Rebecca Kinney, (703-614-4816), Washington, DC 20350-3000

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 File

P-10. Process Color Match

OK'd proof/Furnished Electronic File

**QUALITY ASSURANCE RANDOM COPIES:** The contractor will be required to execute 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