

Quotation Request //

US Government Publishing Office

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

JACKET:412-352 S R-2

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

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

Bidders must enter quote price for each jacket. Award will be made based on the lowest total bid for all jackets.				
Jacket	Requisition #	BAC	Copies	Title
412-352	0-00007	6431-32	101	DCPS Student Guide to Graduation, Career & College Cert Track
412-353	0-00008	6431-32	10,222	DCPS Student Guide to Graduation, Career & College Diploma Track Guide
412-354	0-00009	6431-32	10,323	DCPS Student Guide to Graduation, Career & College FAQ Page
412-355	0-00010	6431-32	10,323	DCPS Student Guide to Graduation, Career & College Inserting/Mailing
412-357	0-00012	6431-32	10,323	DCPS Student Guide to Graduation, Career & College Return Address on Envelopes

TITLE: DCPS Student Guide to Graduation, Career & College Cert Track

QUANTITY: 101 Jacket 412-352:101 TOTAL Pamphlets= 89 copies English, 10 copies Spanish, 1 copy Chinese, 1 copy Amharic

Jacket 412-353: 10,222 TOTAL Guides= 8,714 copies English, 1,439 copies Spanish, 21 copies Amharic, 20 copies Chinese, 8 copies French, 20 copies Vietnamese.

Jacket 412-354:10,323 TOTAL FAQ Page= 8,803 copies English, 22 copies Amharic, 21 copies Chinese, 8 copies French, 1,449 copies Spanish, 20 copies Vietnamese.

Jacket 412-355:10,323 TOTAL Inserting/Mailing

Jacket 412-357:10,323 TOTAL Envelopes, Typesetting Required.

R_1 Delivery Date

R_2 Jkt#412-354 page count

SECURITY WARNING: It is the contractors 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 individuals 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, mothers 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, drivers 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).

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).

Note: Contractor will be required to submit the security control plan no later than 1 hour after the review and confirm call with GPO.

SUBCONTRACTING (JKT# 412-357): 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.

SUBMISSION OF QUOTES: Vendor to submit quotes via Quick Quote (<https://contractorconnection.gpo.gov/openjobs>). Fax, email, and phone quotes are not acceptable. 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: .

Jackets 412-352, 412-353, 412-354: 8-1/2 x 11"

Jacket 412-357: 9 x 12" (constructed).

PAGES: .

Jacket 412-352: face & back

Jacket 412-353: 8 pages

Jacket 412-354: face & back

Jacket 412-357: face only (after construction)

SCHEDULE:

Furnished Material will be available for pickup by 03/05/2020

Ship complete by 03/13/2020

F.O.B. destination

All mailing shall be made using the most economical method to the government, unless otherwise specified.

Contractor is required to apply the appropriate postage to each mailing. Postage IS NOT reimbursable.

All mailed copies must be sorted (including zip code and carrier route sorted, if applicable) and prepared in trays and sacks, in accordance with the regulation of the U.S. Postal Service manual to obtain the maximum postal discount(s) possible.

All copies mailed must conform to the appropriate regulations in the U.S. Postal Service manuals for "Domestic Mail" or "International Mail" as applicable.

Ship 10,323 envelope packages to 10,323 individual DC addresses (one envelope package for each address). NOTE: Envelope Packages MUST SHIP NO LATER THAN 3/4/20.

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 Jackets/Items unless otherwise indicated herein.

DIGITAL PRINTING IS ACCEPTABLE.

At contractor's option, the product may be produced via conventional offset or digital printing provided that Quality Level 3 standards are maintained. Final output must be a minimum of 150 line screen and at a minimum resolution of 2400 x 2400 x 1 bit or 600 x 600 x 8 bit depth technology. Digital device must have a RIP that provides an option for high quality color matching such as Device Links Technology and/or ICC Profiles.

Jacket 412-352: Prints 4-color process on face and back with type/rule matter, solids, logos, illustrations, screen tints, type reversing out to white and bleeds. After printing, apply a clear satin aqueous coating over entire surface of all pages to avoid scratching and smearing.

Jacket 412-353: Prints 8 pages in 4-color process with type/rule matter, solids, logos, illustrations, screen tints, type reversing out to white and bleeds. After printing, apply a clear satin aqueous coating over entire surface of all pages to avoid scratching and smearing. Collate and staple in upper left corner.

Jacket 412-354: Prints face & back in 4-color process with type/rule matter, solids, logos, illustrations, screen tints, type reversing out to white and bleeds. After printing, apply a clear satin aqueous coating over entire surface of all pages to avoid scratching and smearing.

Jacket 412-355: Inserting & Mailing: Individual mailings to variable addresses. Insert the Diploma Track Guide (Jkt. 412-353) OR the Certificate Track Guide (Jkt. 412-352) with and in front of the corresponding FAQ Page (Jkt. 412-354) in the Booklet Envelope (Jacket 412-357) mail using contractor's account. Postage is NOT reimbursable.

Jacket 412-357:

PRINTING: Envelopes print face only (after construction) with type/rule matter (return address) in black

ink on the side opposite to the seam. Contractor to typeset return address in Calibri with a suitable size in accordance to USPS manual for domestic mail regulations. Note: The GPO imprint line must not appear on the finished product.

Return address on envelopes:

DC Public Schools
College and Career Programs Division
1200 1st St. NE
Washington, DC 20002

CONSTRUCTION: Open side, side seam with straight across gummed flap along the 12" dimension. Die-cut a 4-1/2 x 1-3/4" window on the face (parallel to 9" dimension) with four rounded corners, positioned 2-1/2" from the top edge, and 7/8" from the left edge. Cover window with a suitable transparent material which is securely glued to the inside of the envelope. **NOTE:** Mailing address on Diploma or Certificate **MUST** be visible through envelope window after inserting.

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 history and that contains his name, or the 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. .

101 PDF files for JKT# 412-352 (one for each language), 10,222 PDF files for JKT# 412-353 (one for each address, variable data in each page), and 10,323 PDF files for JKT# 412-354 (one for each address, variable data in each page)and 10,323 PDF files for Jkt. 412-357 (one for each address for mailing) plus contractor to typeset copy for return address on envelopes.

Prior to image processing, the contractor is responsible for performing a basic check (preflight) of the furnished publishing files to assure accurate output of the required reproduction image. Any errors, media damage or data corruption that might interfere with proper file imaging must be reported to the contract administrator in sufficient time to comply with the shipping schedule.

In addition, the contractor is responsible for creating or altering any necessary trapping, setting proper screen angles and screen frequency, and defining file output selection for the imaging device being utilized. All furnished files must be imaged as necessary to meet assigned quality level.

PAPER: * Must be in accordance with JCP Paper Specification Standards in effect on date of this order
**JKTS 412-352,353,354: JCP Code* A261, No. 1 Coated Text, Dull-Finish, Basis Size 25 X 38" Basis Weight 80 lbs.

***JKT# 412-357: JCP Code* V20, Writing Envelopes, White, Basis Size 17 X 22" Basis Weight 28 lbs.

**NOTE: Exception to Paper Specification Standards (March 2011, No. 12), under "Testing"- The acceptance criteria in Part 4 SHALL apply for Opacity ONLY.

**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.

***with the exception of weight.

COLOR OF INK:

Jackets 412-352, 412-353, 412-354: 4-Process Color Plus Satin Aqueous Coating.

Jacket 412-357: Black.

PRINT PAGE: See Above

MARGINS:

Follow electronic media.

Jacket 412-357: Return address to be positioned per current USPS regulations (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 dylan.hart-medina@k12.dc.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 (1) workday from receipt at the Department to receipt in the contractor's plant.

BINDING:

Jackets 412-353: One wire stitch in upper left - Trim 4 sides.

PACKING:

See above.

DISTRIBUTION:

Contractor must notify the ordering agency on the same day that the product ships/delivers via e-mail sent to dylan.hart-medina@k12.dc.gov. The subject line of this message shall be "Distribution Notice for Jackets 412-352/353,354/355/357, Requisitions 0-00007/00008,00009, 00010, 00012". 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 10,323 envelope packages to 10,323 individual DC addresses (one envelope package for each address).

Envelopes Packages MUST Ship No Later than 3/10/20.

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 electronic/Avg. type dimension/Furnished Electronic Media
P-9. Solid and Screen Tint Color Match Pantone Matching System
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 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 low contractor 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 a timely manner 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