

Quotation Request //

US Government Publishing Office

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

JACKET:412-391 R-1

Quotations are Due By:
(Eastern Time)10:00 AM on 01/23/2020

**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: 1698-R, Certificate holder w/Gold USDA Seal, Padded Folder

QUANTITY: 1500 Stamped Padded Certificate Holder. Dies Required.

R-1 Delivery schedule.

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: 11-1/2 x 8-7/8" (after construction).

FORM NO: 1698-R

PAGES: See "description" herein

SCHEDULE:

Furnished Material will be available for pickup by 03/13/2020

Deliver complete (to arrive at destination) by 04/14/2020

F.O.B. destination

QUALITY LEVEL: 3 Quality Assurance Through Attributes (GPO PUB 310.1, effective May 1979 (Rev. 9-19)) applies.

DESCRIPTION:

NO PRINTING REQUIRED

PRODUCT: Certificate Holders consist of a foil stamped outside cover, an inside white moire fabric (holder) with ribbon corners, plus a clear acetate sheet protected by a tissue sheet suitable for holding a 11 x 8-1/2" certificate.

STAMPING: Cover 1 stamped in Lustrofoil 525 Gold with USDA agency seal, 4 x 2-3/4" (contractor to create die), centered on both dimensions. Stamping must have solid impression, no picking, pinholes, or filled letters

CONSTRUCTION: Hinge Score and fold cover in center along the 11-1/2" dimension to a finish size of 11-1/2 x 8-7/8". Securely glue and center an approximately 11-1/8 x 8-5/8" white moire to the inside of the back, and front covers (C2, and C3). Fasten four white rayon, silk, or nylon corner ribbons (approximately 2 sides are 1-1/4" and the diagonal side is 1-3/4"- on the inside of the back cover) to wrapped around on a 45 degree angle and securely glued to the back of the liner (holder) before gluing into covers. Fix 11 x 8-1/2" clear acetate with same size tissue sheet to the ribbon corner to the inside of the front and back cover.

MATERIAL FURNISHED: Contractor to pickup at GPO. .

One (1) previous sample to follow for construction, and materials.

One (1) EPS File of USDA logo (to be emailed after award) to be used to create the required die. Contractor to size as necessary.

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

GPO Form 917 (Certificate of Selection).

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
BINDING BOARDS: No. 1 quality, approximately 1/8" thick.

PADDING: Flame retardant foam polyurethane polymer, thickness .125" (+/- .015"), density 1.7 to 1.9 pounds per cubic foot.

CERTIFICATE HOLDER: Navy blue imitation leather.

LINER/HOLDER: White moire fabric.

RIBBONS: Rayon, Silk or Nylon Ribbon Corners (approximately 1-1/4" wide).

ACETATE SHEET: Crystal Clear Acetate, approximately 0.007" thick.

TISSUE SHEET: Suitable tissue paper to protect the acetate.

MATCH SAMPLE.

COLOR OF INK:

Lustrofoil 525 Gold.

PRINT PAGE: See Above

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 Kathleen.Rubus@USDA.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 (3) workdays from receipt at the Department to receipt in the contractor's plant.

BINDING:

Score on all folds. Folds MUST be clean, straight and free from wrinkles or cracks.

PACKING:

Pack in a manner to avoid damage during shipping.

Pack suitably per shipping container.

Pallets are required

DISTRIBUTION:

Contractor must notify the ordering agency on the same day that the product ships/delivers via e-mail sent to Kathleen.Rubus@USDA.gov. The subject line of this message shall be "Distribution Notice for Jacket 412-391, Req. 0-00196. 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 1,500 padded holders (includes 50 Departmental Random "Blue Label" Copies), GFM, and created dies via traceable means to: USDA/DA/OO, Materiel Management Service Center, 6351 Ammendale Rd, Beltsville MD 20705. ATTN:, Nicole Jones (301-394-0426). Pallet Required (40 x 48", 4-way pallets).

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>

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/Furnished Electronic Media |
| P-9. Solid and Screen Tint Color Match | Lustrofoil 525 Gold |

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