

Quotation Request //

US Government Publishing Office

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

JACKET:412-395 S R-1

Quotations are Due By:
(Eastern Time)10:00 AM on 03/18/2020

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

Jacket	Requisition #	BAC	Copies	Title
412-395	0-00002	4166-14	20,000	#10 Window Envelopes w/ return address
412-396	0-00003	4166-14	20,000	6 x 9-1/2 Window Envelopes w/ Return Address
412-397	0-00004	4166-14	3,000	9 x 12 Window Envelopes w/ Peel back sticker & return address

TITLE: #10 Window Envelopes w/ return address

QUANTITY: 20000 #10 window, on Jkt 412-395, 20,000 6 x 9-1/2" window on Jkt 412-396 and 3,000 9 x 12 window on Jkt 412-397.

-----R-1 Specification Change-----

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.

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: Jacket 412-395: 4-1/8 x 9-1/2"

Jacket 412-396: 6 x 9-1/2"

Jacket 412-397: 9 x 12"

PAGES: Face only

SCHEDULE:

Furnished Material will be available for pickup by 03/23/2020

Deliver complete (to arrive at destination) by 04/10/2020

F.O.B. destination

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

DESCRIPTION:

Digital Printing Not Acceptable

All the requirements of these specifications apply equally to all jackets unless otherwise indicated.

Construction:

Jkt#412-395

#10 Window Envelope, commercial style with full gummed flap, seam, with 1-1/8 x 4-1/2" standard window with rounded corners, located 7/8" from left and 1/2" from bottom. The address must have 1/8" clearance around the address block and not shift out of the window area. Cover window with a suitable size panel of clear transparent material glued to inside of envelope. Prints 9 lines of type/rule matter in Pantone Reflex Blue return address.

Jkt#412-396

Envelope prints 9 typelines and 2 horizontal rules in Reflex Blue ink on the side opposite seams. Open side along the 9-1/2" dimension, side seam, with radius corner gummed flap. Window size 1-1/8 x 4-1/2" position. 1" from Left, 2-3/8" from Bottom.

Jkt#412-397

Envelopes print on 1-side with 9 lines of type/rule matter (return address) in Reflex Blue. Return address positioned 1/2" from top and 1" from left. 9 x 12 Catalog, Window Size: 2 x 4", 7-3/4" from bottom, 1" from left.

MATERIAL FURNISHED: Contractor to pickup at GPO. Previous samples to be used as camera copy

GPO Form 917 (Certificate of Selection).

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

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
JCP Code* V20, Writing Envelopes, White, Basis Size 17 X 22", 24-28lbs

COLOR OF INK:

Pantone Reflex Blue

PRINT PAGE: One Side Only

MARGINS: Adequate Gripper.

See description.

PROOFS:

None Required. The Contractor will be responsible for performing all necessary proofreading to ensure that the final product is in conformity with the copy submitted.

PACKING:

Pack each jacket separately.

DISTRIBUTION:

Contractor must notify the ordering agency on the same day that the product ships/delivers via e-mail sent to Ashley.marth@ihs.gov. The subject line of this message shall be "Distribution Notice for Jacket 412-395, 396 and 397 Requisition 0-00002,00003 and 00004. 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 20,000 envelopes each of Jkts# 412-395 & 412-396 (includes 50 Departmental Random "Blue Label" Copies each of Jkt#412-395 & Jkt#412-396) via traceable means to: Ashley Marth, 5600 Fishers Ln, MSC 9E70, Rockville, MD 20857.

Deliver 3,000 envelopes of Jkt#412-397 (includes 50 Departmental Random "Blue Label" Copies) via traceable means to: Randall Hughes, 5600 Fishers Ln, MSC 7E53D, Rockville, MD 20857.

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 returning materials, submitting proofs, and furnishing samples must be borne by the contractor.

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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	Furnished Electronic File
P-9. Solid or Screen Tints Color Match	Pantone Matching System

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