

Quotation Request //

US Government Publishing Office

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

JACKET:412-412 R-1

Quotations are Due By:
(Eastern Time)2:00 PM on 02/14/2020

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

TITLE: Kraft Envelopes VS Lincoln, NE (6 x 12)

QUANTITY: 500 Kraft Envelopes.

-----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.

TRIM SIZE: 6 x 12"

PAGES: Face only (before construction).

SCHEDULE:

Furnished Material will be available for pickup by 02/28/2020

Deliver complete (to arrive at destination) by 03/16/2020

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

DESCRIPTION:

DIGITAL PRINTING NOT ACCEPTABLE

PRINTING: Kraft Envelopes print head towards the top fold, seven type lines, and agency logo on the side opposite to the seam (top left "return address") in Black ink.

The GPO imprint line must not appear on the finished product.

CONSTRUCTION: Open side with diagonal seam and gummed flap on the 12" side.

MATERIAL FURNISHED: Contractor to pickup at GPO. .

One (1) B&W laser to be used as a camera copy.

One GPO Form 917 (Certificate of Selection).

One 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* V10, Light-Colored Brown (Kraft, Shade) Envelopes, Basis Size 17 X 22" Basis Weight 28

COLOR OF INK:

PRINT PAGE: One Side Only

MARGINS: Adequate Gripper.

PROOFS:

None.

PACKING:

Pack suitable per shipping containers.

DISTRIBUTION:

Contractor must notify the ordering agency on the same day that the product ships/delivers via e-mail sent to keith.bennett@usda.gov. The subject line of this message shall be "Distribution Notice for Jacket 412-412, Requisition 0-00220. 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 500 envelopes & GFM (includes 50 Departmental Random "Blue Label" Copies), via traceable means to: USDA, 5940 South 58th, Lincoln, NE 68516, Attn: Beth Wood.

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/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	Camera Copy/Avg. type dimension
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 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