

Quotation Request //

US Government Publishing Office

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

JACKET:412-415

Quotations are Due By:
(Eastern Time)10:00 AM on 01/30/2020

**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: 1 Set of Privacy Posters (3 Posters in the Set)

QUANTITY: 90 Total Posters equal to 30 copies of 3 different posters (Item 1 thru 3).

Item 1: NeedtoKnow_18x24

Item 2: PII_18x24

Item 3: PrivacyIncident_18x24

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 DC APS on 202-512-0307.

TRIM SIZE: 18 x 24"

PAGES: Face only.

SCHEDULE:

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

Deliver complete (to arrive at destination) by 03/30/2020

F.O.B. destination

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 items unless otherwise indicated herein.

DIGITAL PRINTING ACCEPTABLE

At contractor's option, the product may be produced via inkjet wide-format digital printing provided that Quality Level III standards are maintained. Final output must be wet ink, pigment-based. Dry ink/toner printing is not acceptable. Output must be at a minimum resolution of 720 x 720 dpi plus a RIP that provides an option for high quality color matching such as Device Links Technology and/or ICC Profiles.

POSTERS: Prints face only in full bleed (heavy coverage) with type/rule matter, illustrations, fine detailed agency seal, tints, and solids in 4-Color Process. After printing, apply a clear gloss aqueous coating over the entire surface of face only to avoid scratching and smearing.

MATERIAL FURNISHED: Contractor to receive. via email after award.

Purchase order

Three (3) PDF files. Contractor to extend bleed as necessary.

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 within 24 hours of receipt of the Government furnished material.

The contractor shall create or 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 JCP Code* L11, No. 1 Coated Cover, Gloss-Finish, Basis Size 20 X 26" Basis Weight 80 lbs.

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.

COLOR OF INK:

4-Color Process + Gloss Aqueous Coating.

PRINT PAGE: One Side Only

MARGINS:

Inadequate gripper (Uncommon bleeds all sides).

Follow electronic file.

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 Matt.J.Gaines@uscis.dhs.gov, and maisonobe.g.fokwakengne@uscis.dhs.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 (2) workdays from receipt at the Department to receipt in the contractor's plant.

BINDING:

Trim 4 sides.

PACKING:

Pack each Item separately and identify. Pack in tubes, and in a manner to avoid damage during shipping.

Pack suitably per shipping container.

DISTRIBUTION:

Distribution Notice: Contractor must notify the ordering agency on the same day that the product ships/delivers via e-mail sent to Matt.J.Gaines@uscis.dhs.gov. The subject line of this message shall be

"Distribution Notice for Jacket 412-415, Req. No. 0-00969". 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 5 copies of each Item via traceable means to: Nebraska Service Center, 1301 W. Highland Blvd., Lincoln, NE 68521. POC: Andrew D. Jensen (402-323-2375 - andrew.d.jensen@uscis.dhs.gov).

Deliver 4 copies of each Item via traceable means to: HQ Service Center Operations, 20 Massachusetts Ave NW, Washington, DC 20529. POC: George M. Sabga (202-272-2984 - George.m.sabga@uscis.dhs.gov).

Deliver 9 copies of each Item via traceable means to: California Service Center, 24000 Avila Road, Laguna Niguel, CA 92677. POC: Emisa Tamanaha (949-389-3375 - emisa.t.tamanaha@uscis.dhs.gov).

Deliver 4 copies of each Item via traceable means to: Potomac Service Center, 2200 Crystal Drive, Arlington, VA 22202. POC: Carl F. DeSpiegelaere (703-603-6565 - carl.despiegelaere@uscis.dhs.gov).

Deliver 4 copies of each Item via traceable means to: Texas Service Center, P.O Box 851488, Mesquite, TX 75185-1488. POC: Michael Shimek, TSC Front Office, 7-7N-7060 (214-962-2733 - Michael.l.shimek@uscis.dhs.gov).

Deliver 4 copies of each Item via traceable means to: Vermont Service Center, 75 Lower Welden Street, St. Albans, VT 05479-0001. POC: Keith Canney, (802-871-3646 - keith.j.canney@uscis.dhs.gov).

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 Media
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 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