

Quotation Request //

US Government Publishing Office

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

JACKET:412-419 S

Quotations are Due By:
(Eastern Time)10:00 AM on 06/08/2020

**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
412-419	0-01051	1510-01	30,000	OPM Federal Career & Ret. Service Certificates WPS/102 (10 yr bronze)
412-420	0-01052	1510-01	30,000	Federal Career & Ret. Service Certificates WPS104-A (20 YR Silver)
412-421	0-01053	1510-01	30,000	OPM Federak Career & Ret. Service Certificates WPS/102-A (10 YR Bronze)
412-422	0-01054	1510-01	10,000	OPM Federal Career & Ret. Service Certificates WPS 111 (Retirement)
412-423	0-01055	1510-01	30,000	OPM Federal Career & Retirement Certificates WPS/101 (5 Year Bronze)

TITLE: OPM Federal Career & Ret. Service Certificates WPS/102 (10 yr bronze)

QUANTITY: 30000 Each of 4 certificates (plus 20 QARCS each) and 10,000 of 1 certificate(plus 13 QARCS). Plus one set of digital deliverables. 25 QARCS

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, 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 412-419, 412-422, 412-423 = 8 x 10"
Jacket 412-420, 412-421 = 8-1/2 x 11"

PAGES: 5 Certificates

SCHEDULE:

Furnished Material will be available for pickup by 06/12/2020

Deliver complete (to arrive at destination) by 06/26/2020

QUALITY LEVEL: 2 Quality Assurance Through Attributes (GPO PUB 310.1, effective May 1979 (Rev. 9-19)) applies.

DESCRIPTION:

All the requirement of these specifications apply equally to all jackets unless otherwise indicated herein. Certificates print face only in black. Printing consists of text/rule matter, and a screened area. Screened area

is in center of seal. Approximate stamping/embossing area is 3-3/8 in diameter. Stamping must have solid impressions; no picking, pinholes, or filled letters.

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The certificates for 5 and 10 years of service for jackets 412-419/421/423 have a bronze (copper) seal. The certificates jacket 412-422 for the 40 year and retirement have a gold seal. The certificates for 20 year have a silver foil and retirement has a gold foil.

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Stamp and emboss seal in Kurz Hasting's #305 Copper Imitation Foil (or equal), #100 Silver Imitation Foil (or equal), or #404 Gold Imitation Foil (or equal).

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The 5 and 10 certificates jacket 412-49/421 for the 5, & 10 years of service have a bronze (copper) seal. The certificates jacket 412-422 for the 40 year and retirement have a gold seal. The certificates jacket 412-420 for the 20 year have silver foil and the retirement has gold foil.

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DIGITAL DELIVERABLES: The contractor shall make all revisions to the electronic files. Prior to making revisions, the contractor shall copy the furnished files and make all changes to the copy. Upon completion of the order, the contractor must furnish final production native application files and final production files converted to a single simple Acrobat PDF file "Optimized for Press" with proper color mode with the furnished material. The digital deliverables must be an exact representation of the final printed product and shall be returned on the same type of storage media as was originally furnished.

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MATERIAL FURNISHED: Contractor to pickup at GPO.

One set of stamping/embossing dies (brass die with plastic counter) for each certificate.

One previously produced sample to be used as a camera copy.

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

GPO Form 917 (Certificate of Selection).

GPO Form 915 (Business Reply Label).

GPO Form 2686 QARC Random copies sampling & shipping instructions.

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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.

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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.

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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. Minimum 175 line screens required.

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PAPER: * Must be in accordance with JCP Paper Specification Standards in effect on date of this order
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JCP Code* H30, Imitation Parchment, Laser-Finish, natural White, Basis Size 17 X 22" Basis
Weight 32 lb

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Color of paper furnished shall be of a uniform shade and a close match by visual inspection of the JCP and/supplied color color sample(s). The Contracting Officer reserves the right to reject shipments of any order printed on paper the color of which, in his/her opinion, materially differs from that of the color sample(s)

COLOR OF INK:

Black ink with Bronze, gold or silver foil.

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PRINT PAGE: One Side Only

MARGINS:

Jacket 412-419, 412-422, 412-423 Stamped/embossed seal: 1-1/4" head, center left and right. Text: 5-7/16" head, center left and right. (8 x 10" version)

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Jacket 412-420, 412-421 Stamped/embossed seal: 1-1/2" head, center left and right. Text: 5-1/2" head, center left and right. (8-1/2 x 11" version)

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PROOFS:

None required. The contractor will be responsible for performing all necessary proof reading to insure that the final product is in conformity with the copy submitted.

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PACKING:

WEIGHT RESTRICTION: Weight is not to exceed 45 pounds per box.

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Jackets: 412-419, 412-420, 412-421, 412-423 Shrink wrap in 25's, pack suitably per shipping container.
Jackets: 412-422 Do not shrink-wrap, pack suitably per shipping container

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PACK CAREFULLY TO PREVENT DAMAGE DURING TRANSIT, PACK EACH JACKET SEPARATE AND LABEL.

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NOTE: MARK ALL CARTONS WITH THE FOLLOWING INFORMATION:

STOCK NUMBER: (SEE BELOW FOR STOCK NUMBERS ON EACH JACKET)

JACKET 412-419: STOCK NUMBER 006-0000-01560-3 / JACKET 412-420: STOCK NUMBER 006-000-01573-5/ JACKET 412-421: STOCK NUMBER 006-000-01571-9/ JACKET 412-422: STOCK NUMBER 006-000-01569-7/ JACKET 412-423: STOCK NUMBER 006-000-01571-9

JOB TITLE

REQUISITION:

JACKET NO.:

QUANTITY:

NUMBER OF BOXES: EX. Box 1 of 4, Box 2 of 4...

DISTRIBUTION:

Contractor must notify the ordering agency on the same day that the product ships/delivers via e-mail sent to pcrittenden@gpo.gov. The subject line of this message shall be "Distribution Notice for Jacket 412-419 thru 412-423 Req. No. 0-01051 - 0-01055. 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

All Shipments must be made via traceable means.

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Deliver 30,000 Each of 4 certificates,(includes 125 Random Blue Label Copies each) 10,000 of 1 certificate. (includes 25 Departmental Random Blue Label Copies each)
Laurel Publication Distribution Center,USGPO, 8660 Cherry Lane, Laurel, MD 20707.
DELIVERY HOURS: Monday - Friday 8:00AM - 3:00PM.

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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>

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Deliver all GFM, one set of digital deliverables and two (2) samples for each Jacket via traceable means to:U.S. Government Publishing Office, Customer Services, APS DC, Attn: Shirley Forster, Mail Stop CSAP, Room C-838, 732 North Capitol Street NW, Washington, DC 20401

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All expenses incidental to submitting proofs, furnishing samples and returning materials, 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	Camera copy/furnished dies
P-9. Solid and Screen Tint Color	Pantone Matching System

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QUALITY ASSURANCE RANDOM COPIES: The contractor will be required to complete a certificate furnished by GPO certifying that copies were selected as directed. Business Reply Mail labels will be furnished for mailing the quality assurance random copies. The copies are to be mailed at the same time as the first scheduled shipment. A U.S. Postal Service approved Certificate of Mailing, identified by Jacket and Purchase Order numbers, must be furnished with billing as evidence of mailing.

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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 within (1) day of notification to submit:

- 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

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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.

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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>.

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Invoices may also be mailed to: U.S. Government Publishing Office, Office of Financial Management, Attn: Comptroller, Stop: FMCE, Washington, DC 20401.

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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>.

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Attachment(s): NONE