

Quotation Request //

US Government Publishing Office

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

JACKET:412-675 S

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

**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
412-675	0-70590	3810-yb	100	Military Assistant ACMC Office Note Pads
412-676	0-70591	3810-yb	100	Deputy Military Assistant ACMC Office Note Pads
412-677	0-70592	3810-yb	100	Speech Writer ACMC Office Note Pads

TITLE: Military Assistant ACMC Office Note Pads

QUANTITY: 100 PADS EACH OF (3) NOTE PADS - 50 sheets per pad

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: 5 x 7

SCHEDULE:

Furnished Material will be available for pickup by 06/19/2020

Deliver complete (to arrive at destination) by 07/13/2020

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.

Print face only in 4-color process with type/rule matter, logo and graduated screen with type reversing out to white. All pads must include chipboard on bottom and glued at top.

MATERIAL FURNISHED: Contractor to receive. .

Via email to contractor upon award:

One PDF file for each

Purchase Order

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
JCP Code* A80, Opacified Text, Basis Size 25 X 38" Basis Weight 60 lb.

COLOR OF INK:

4-color process

PRINT PAGE: One Side Only

MARGINS:

follow electronic media - bleeds on top

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 rebecca.kinney@usmc.mil. 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.

PACKING:

PACK JACKETS SEPARATELY

Shrink wrap in 100's and carton NTE 40 lbs.

DISTRIBUTION:

Contractor must notify the ordering agency on the same day that the product ships/delivers via e-mail sent to rebecca.kinney@usmc.mil. The subject line of this message shall be Distribution Notice for Jackets 412-675, 412-676, 412-677, Req. Nos. 0-70590, 0-70591, 0-70592. 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 100 pads of each Jacket via traceable means to: HQMC, 3000 Marine Corps Pentagon, Rm. 2B253, Attn: Rebecca Kinney, Washington, DC 20350-3000.

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 1.

(b) Destructive Tests -- Special Inspection Level S-2.

Specified standards to correspond with each required attribute as follows:

ATTRIBUTE	Specified Standard
P-7. Type Quality and Uniformity	Approved Electronic Proof / Furnished Electronic material

P-10 Process Color Match	Furnished Electronic Media
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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 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