

Quotation Request //

US Government Publishing Office

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

JACKET:412-770 R-2

Quotations are Due By:
(Eastern Time)12:30 PM on 07/17/2020

**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: Preprinted Mylar Colored Tabs

QUANTITY: 65 Sets Equal to 390 Individual Tabs (6 tabs per set). Typesetting Required.

-----R-2 Fixed Price Contract-----

-----R-1 Description Change-----

FIXED PRICE-INDEFINITE QUANTITY CONTRACT: AWARD WILL BE BASED ON THE LARGEST QUANTITY OF TABS FOR \$265.00. POTENTIAL VENDORS MUST SUBMIT THE FIXED PRICE OF \$265.00 PLUS THE QUANTITY THEY WILL PRODUCE FOR THE FIXED PRICE. IN THE EVENT OF A TIE QUANTITY, THE AWARD WILL BE DETERMINED BY THE OVERALL LOWEST DISCOUNTED COST. ADDITIONALLY, A COST MUST BE SUBMITTED FOR EACH ADDITIONAL (each, 100, or 1,000) COPIES.

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: 9 (includes 1/2" lip) x 11"

PAGES: 6 Tab dividers per set (12 pages).

SCHEDULE:

Furnished Material will be available for pickup by 07/20/2020

Deliver complete (to arrive at destination) by 07/31/2020

F.O.B. destination

QUALITY LEVEL: 4 Quality Assurance Through Attributes (GPO PUB 310.1, effective May 1979 (Rev. 9-19)) applies.

DESCRIPTION:

DIGITAL PRINTING NOT ACCEPTABLE.

PRINTING: Tab dividers print face and back (identical both sides with heads to outside) with type matter in Black ink on the tab lip only. Reinforce with clear Mylar film.

Tabs must be reinforced by the lamination method of a single thickness of clear/color plastic (3 mil), cellulose acetate, polyethylene terephthalate, or equal material, securely bonded to each side of the tab lip, which shall lap over at least 3/8" onto the base sheet and extend at least 3/8" beyond the tab end. The outer edge of the tab must be smooth.

Mylar colors and Typesetting are as follows:

TAB - 1: Miscellaneous (Medium Blue, MY-425)

TAB - 2: DEA - 6 Forms (Red, MY - 205)

TAB - 3: Judicial Documents (Purple, MY - 805)

TAB - 4: Equitable Sharing (Orange, MY - 505)

TAB - 5: Petitions (Dark Green, MY - 405)

TAB - 6: Noticing & Advertisement (Pink, MY - 705), Advertisement is the language to be used for the 2nd line.

NOTE: All colors must bleed on the tabs. Contractor to typeset using Helvetica LT Std. 10 pt. Bold, centered for the 1st Line, and Helvetica LT, Std. 11 pt. Bold for the 2nd Line.

CONSTRUCTION: 1/6th cut, 1 bank. - 1st thru 6th position. Die-cut tab dividers with a 1/2" lip along 11" left side, round corner lip only.

DRILLING: Drill three 5/16" diameter holes centered on the 11" side, 4-1/4" center to center. Center of holes to be 3/8" from left edge of product.

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

PAPER: * Must be in accordance with JCP Paper Specification Standards in effect on date of this order
JCP Code* K10, Index, White, Basis Size 25.5 X 30.5" Basis Weight 110 lbs.

COLOR OF INK:

Black

PRINT PAGE: Head to Head

MARGINS: Adequate Gripper.

Center type matter within tab lip.

PROOFS:

E-MAIL PROOFS (indicate margins): CONTRACTOR MUST NOT PRINT PRIOR TO RECEIVING AN "OK TO PRINT".

One (1) 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 FSOS.Printing@usdoj.gov. Contractor must call/email GPO Contract Compliance Section at (202) 512-0520/compliance@gpo.gov 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.

PACKING:

ASSEMBLY: STRAIGHT, COLLATED.

Pack suitably per shipping container.

DISTRIBUTION:

Contractor must notify the ordering agency on the same day that the product ships/delivers via e-mail sent to FSOS.PRINTING@USDOJ.GOV. The subject line of this message shall be Distribution Notice for Jacket 412-770, Requisition 001314-CARIB. 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 390 tabs "65 sets" via traceable means to: DEA, METRO OFFICE PARK STREET 2, BLDG 15, SUITE 710, GUAYNABO, PR 00968 (ATTN:LAHIS HERNANDEZ)

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 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	Ok'd proof/Avg. type dimension
P-9. Solid and Screen Tint Color Match	Pantone Matching System/MY Color Guide

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