

# Quotation Request //

US Government Publishing Office

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

**JACKET:412-921 R-1**

**Quotations are Due By:**  
**(Eastern Time)10:00 AM on 11/18/2020**

**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:** Summary of Coverage

**QUANTITY:** 150016 Pamphlets and one digital deliverable in PDF format.

-----R-1 Specification changes-----

**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 Team on 202-512-0307.

**TRIM SIZE:** Flat: 14-3/4" x 8-1/2", folded to approx. 3-3/4 x 8-1/2"

**PAGES:** Face and Back

**SCHEDULE:**

Furnished Material will be available for pickup by 12/14/2020

Deliver complete (to arrive at destination) by 12/30/2020

F.O.B. destination

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

**DESCRIPTION:**

Digital Printing Not Acceptable

Prints 4-Color Process with type and rule matter with screens, solids and tints, with reversing to white.  
Bleeds all sides on side A.

**DIGITAL DELIVERABLE:** Upon completion, the contractor must furnish one CD-R with final production files converted to a single simple Acrobat PDF file "Optimized for Press" with proper color mode. CD-R disc must be ISO 9660 compliant

**MATERIAL FURNISHED:** Contractor to receive. .

Via Email after award One file supplied in PDF format.

Contractor to adjust panels as necessary for proper margins for folding.

Purchase Order

GPO Form 892C (R. 12/17) Proofs

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

GPO Form 917 (Certificate of Selection).

Contractor to download the Labeling and Marking Specifications form (GPO Form 905, R. 7-15) from [gpo.gov](http://gpo.gov), fill in appropriate blanks, and attach to shipping containers

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.

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.

**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 100 lb.

Similar to Cougar Opaque Smooth.

**COLOR OF INK:**

4-Color Process

**PRINT PAGE:** Head to Head

**MARGINS:**

Inadequate gripper side A.

Adequate gripper side B.

Follow Electronic Media.

**PROOFS:**

One (1) set of digital color content proofs. Direct to plate must be used to produce the final product with a minimum of 2400 x 2400 dpi. Proofs must be created using the same Raster Image Processor (RIP) that will be used to produce the product. Proofs shall be collated with all elements in proper position (not pasted up), imaged face and back, trimmed and folded to the finished size of the product.

plus

One (1) set of inkjet proofs that are G7 profiled and use pigment-based inks. A proofing RIP that provides an option for high quality color matching (such as Device Links Technology and/or ICC Profiles Technology), and meets or exceeds industry tolerance to ISO 12647-7 Standard for Graphic Technology (as of 3/19/09, and future amendments) must be utilized plus GRACoL 2006 Coated #1 specifications (CGATS TR006) must be achieved. Output must be a minimum of 720 x 720 dpi on a GRACoL or SWOP certified proofing media. Proofs must contain the following color control strip to be evaluated for accuracy: IDEAlliance ISO 12647-7 Control Strip 2009 or 2013(i1).

Proofs must contain color control bars (such as Brunner, GATF, GRETAG, or RIT) for each color of ink on the sheet. Control bars must be placed parallel to the press's ink rollers and must show areas consisting of minimum 1/8 x 1/8" solid color patches; tint patches of 25, 50 and 75%; dot gain scale; and gray balance patches for process color (if applicable). These areas must be repeated consecutively across the sheet.

The make and model number of the proofing system utilized shall be furnished with the proofs. These proofs must contain all elements, be in press configuration, and indicate margins. Proofs will be used for color match on press. Direct to plate must be used to produce the final product with a minimum of 2400 x 2400 dpi.

Send proofs together with the furnished media (copy, electronic files) directly to: FEMA HQ, 500 C Street, SW, Washington, DC 20472. Attn: Thomas Grant (202-646-3735) and Yvette Williams (202-646-3290).

Contractor must call GPO Contract Compliance Section at 202-512-0520, or e-mail information to [compliance@gpo.gov](mailto:compliance@gpo.gov) immediately upon sending/delivering proofs and immediately upon notification that the proofs are available for pickup at the department. Proofs will be withheld not more than 5 workdays from receipt in the department to when they are made available for pickup at the department. **CONTRACTOR MUST NOT PRINT PRIOR TO RECEIVING AN "OK TO PRINT".**

**BINDING:**

Trim to 14-3/4 x 8-1/2", score on all folds and double parallel fold to approx. 3-3/4 x 8-1/2" Title Out.

**PACKING:**

Band in units of 100. Pack Suitable per shipping container.

**NOTE: MARK ALL CARTONS WITH THE FOLLOWING INFORMATION:**

**JOB TITLE:** Summary of Coverage

**REQUISITION:** 0-00888

**JACKET NO.:** 412-921

**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 [yvette.williams2@fema.dhs.gov](mailto:yvette.williams2@fema.dhs.gov) and [thomas.grant@fema.dhs.gov](mailto:thomas.grant@fema.dhs.gov). The subject line of this message shall be "Distribution Notice for Jacket 412-921, Requisition 0-00888". 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 150,000 copies (Includes 200 Blue Label copies) to: TORRENT TECHNOLOGIES, C/O TOP COPY, 5064 Whitefish Stage Road, Whitefish, MT 59937. Attn: Lyle Hausaer (406)862-4010.

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 Deliveries to FEMA HQ and FEMA Warehouse must be screened by FPS Vehicle Inspection facility, 1880 2nd Street, SW (By Nationals Stadium) or shipment will be turned away\*\*\*

Deliver 1 copy via traceable means to: U.S. Government Publishing Office, (BAC 1523-01), Federal Depository Library Office, Mail Stop: FDLP, 44 H Street, NW, Loading Dock, Washington, DC 20401. Marked Item No: 0520-E-01.

Deliver 15 copies via traceable means to: Library of Congress, BAC (By-Law) 1525-01, U.S. Serials and Government Documents Section, U.S. Anglo Division, 101 Independence Avenue, SE, Stop 4276, Washington, DC 20540-4276, Marked: Depository File Copies. NOTE: All shipments to this destination must be via FedEx, UPS or United States Postal Service (USPS).

Deliver 1 sample copy plus digital deliverable to: FEMA HQ, Attn: Yvette Williams (202-646-3735), 500

C St, SW, Washington, DC 20472.

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	Approved Proofs/Furnished Media
P-10 Process color match	Approved Proofs/Furnished Media

**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