

Quotation Request //

US Government Publishing Office

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

JACKET:412-962 R-2

Quotations are Due By:
(Eastern Time)2:00 PM on 08/19/2020

**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: NFIP #10 Double Window Envelope

QUANTITY: 2000000 Envelopes with Security Tint Plus One Digital Deliverable.

-----R-2 delivery date changed-----

-----R-1 change delivery dates and include partial delivery-----

SUBCONTRACTING: Contract Clause 6, "Subcontracts," of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev.1/18)), is modified to permit subcontracting of the presswork for envelope manufacturers and construction of envelopes for printing firms

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: 4-1/8 x 9-1/2"

PAGES: Face only (after construction)

SCHEDULE:

Furnished Material will be available for pickup by 08/21/2020

Deliver partial (to arrive at destination) 300000 copies by 09/04/2020.

Deliver complete (to arrive at destination) by 09/21/2020

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

PRINTING: Envelope prints on side opposite to seam with heads towards top fold face only (after construction) in Pantone-2955(Blue) with type matter and a fine line departmental logo.

Print or tint envelope on the inside (back before manufacturing) in Pantone 2955 blue ink (lining not acceptable). Contractor may use their own design but must guarantee that the product will insure complete

opacity and prevent show through of any material contained therein.

Construction:

Open side , high cut diagonal seams, with a fully gummed flap. Bottom Window: Die cut a 1-1/2 x 4-1/2" round cornered window on envelope face at 7/16" from foot, 7/8" from left edge. Top Window: Die cut a 1 x 2-1/2" round cornered window on envelope face at 3/4" from top, 7/8" from left edge. Cover window with a suitable size panel of clear transparent material securely glued to inside of envelope.

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 PDF file.

One Purchase Order.

One (1) GPO Form 892 - Proofs

One (1) GPO Form 917 - Certificate of Selection of Random Copies

One (1) GPO Form 2678 - Blue Label

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 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* V20, Writing Envelopes, White, Basis Size 17 X 22" Basis Weight 28 lb

COLOR OF INK:

Pantone 2955c (Blue)

MARGINS: Adequate Gripper.

Follow Electronic Media

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 Yvette.williams2@fema.dhs.gov. Contractor must call GPO Contract Compliance Section at 202-512-0520, or e-mail information to 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 (3) 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"**.

PACKING:

Pack suitably in shipping containers.

MARK ALL CARTONS WITH THE FOLLOWING INFORMATION:

Job Title: #10 FEMA Double Window Envelope White/Security

Requisition: 0-00899

Jacket No.: 412-962

Quantity: _

Number of Boxes: Ex. Box 1 of 4, Box 2 of 4...

Pack suitable per shipping container

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. The subject line of this message shall be "Distribution Notice for Jacket 412-962, Requisition 0-00899. 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 Delivery to FEMA HQ must be screened by FPS Vehicle Inspection facility at 1880 2nd St. SW (Near Nationals Stadium or shipment will be turned away.

Deliver partial 300,000 envelopes by September 4, 2020 via traceable means to: Torrent Technologies c/o Top Copy, 5064 Whitefish Stage Rd. Whitefish, MT 59937. Attn Lyle Hausaer (406) 862-4010.

Deliver 1,700,000 envelopes by September 21, 2020 (includes 200 Departmental Random Blue Label Copies) via traceable means to: Torrent Technologies c/o Top Copy, 5064 Whitefish Stage Rd. Whitefish, MT 59937. Attn Lyle Hausaer (406) 862-4010.

Deliver Digital Deliverable plus (1) sample to: DHS/FEMA, 500 C St SW, Washington, DC 20472, Attn: Yvette Williams, 202-646-3290.

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 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 Email'd Proof/ Security Tint
P-9. Solid and Screen Tint Color Match	Pantone Matching System

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:

- 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 a timely manner 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