

Quotation Request //

US Government Publishing Office

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

JACKET:413-059 R-1

Quotations are Due By:

(Eastern Time)12:00 PM on 10/20/2020

**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: OBD 155 File Fronts and Backs (Separate Pieces)

QUANTITY: 65000 File Folder Sets.

FIXED PRICE-INDEFINITE QUANTITY CONTRACT: AWARD WILL BE BASED ON THE LARGEST QUANTITY OF (File Folders with one permanently affixed Metal Fasteners) FOR (\$ 27,700.00). POTENTIAL VENDORS MUST SUBMIT THE FIXED PRICE OF (\$ 27,700.00) 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.

R-1:Revised Schedule, Partial Delivery Required of 2,500 Fronts and 2,500 Backs Each Due By: November 6, 2020.

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 202-512-1239.

TRIM SIZE: .

Front leaf: (before construction) 9-1/2 x 14-3/8" (includes a 1-1/8" wide foldover hinge).

Back leaf: 9-1/2 x 13-1/4" (no hinge).

PAGES: 2 Separate leaves.

SCHEDULE:

Furnished Material will be available for pickup by 10/21/2020

Deliver complete (to arrive at destination) by 12/18/2020

F.O.B. destination

Partial Delivery of 5,000 total equals 2,500 Fronts and 2,500 Backs Each Due By: November 6, 2020.

Balance TBD by December 18, 2020.

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

DESCRIPTION:

DIGITAL PRINTING NOT ACCEPTABLE

PRODUCT: Two separate file folder leaves with one (1) metal fasteners on the face of back leaf.

PRINTING: Front leaf prints face only with type/rule matter in black ink. Back leaf is blank on both sides.

CONSTRUCTION: Front leaf ONLY to be scored horizontally along the entire 9-1/2" dimension at 7/8 and

1-1/8" from the top edge. Drill two holes through the 1-1/8" hinge, 1/4" in diameter, centered on the 9-1/2" dimension, 2-3/4" center to center, center of holes 3/8" from the top edge. Holes must be reinforced by the lamination method using an approx. 4" length of a single thickness of 1-1/2" wide clear plastic, cellulose acetate, polyethylene, terephthalate, or equal material. Wrap the 1-1/2" wide laminate (at the midpoint) around the top edge and securely bond 3/4" of the laminate to each side of the leaf; the 4" length must be centered on the 9-1/2" dimension. The laminated top edge must be smooth.

Fasteners: 2nd / back leaf to be equipped with a permanently affixed, prong type, one piece, rust resistant metal fastener, similar to Remington Rand Kompakt, Permclip or other fastener of similar design and equal quality and durability which meet the following requirements.

a. Quality of metal: Fastener to be made of corrosion resistant, plated, bright finish metal or baked enamel finished metal, (0.013") plus/minus (0.001") thickness, Rockwell Hardness F-79 to F-89 and to be of such ductility that it will withstand a minimum of 20 ninety-degree flexing cycles without fracture.

Bend Test: With the fasteners in the normal flat position, bend the prongs to a vertical position, insert one sheet of punched paper on the prongs and bend the prongs back to the flat position. Continue this cycle of bends a minimum of 20 times, taking not less than 1 minute to complete the 20 cycles.

b. Prongs: Width 6 mm (7/32"). Length 2 1/8 to 2 1/4". Spaced 70 mm (2-3/4") center to center.

c. The fasteners shall be produced with properly maintained dies to insure that the finished product is free from burrs, sharp edges, cracks, flaws, and malformations which may cause injury to personnel or damage to the filed papers. The fasteners shall be free from oil or grease.

d. Kompakt type, or equal, fasteners to be "ribbed" lengthwise for rigidity and strength. Each leaf to be die-cut and embossed so that the base of the fastener will be flush on the outside of the folder with a minimum of thickness and so as not to snag other folders while being removed from or inserted in files. The method of securing the fastener to the leaf must be equal to, or superior to the eight-crimped-over-ends style.

e. Permclip type, or equal, fasteners to be securely affixed with a permanent type, nonwoven fabric material consisting of 20% polyester, 30% nylon, and 50% cellulose, laminated to the folder with an adhesive which will permanently bond the fastener, remain flexible for the life of the folder and not permit fungus or algae growth. Prongs to be one continuous piece. Folder leaf is not die-cut or embossed.

f. One fastener to be positioned (prongs inside) as follows:

(1) One at the center of the back leaf, center of fastener 3/4" from top edge to the center of the prongs with the fastener centered on the 9 1/2" dimension.

MATERIAL FURNISHED: Contractor to receive. (1) file via email in pdf format Contractor to convert CMYK to Black.

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

GPO Form 917 (Certificate of Selection).

GPO Form 2678 (Departmental Random Copies-Blue Labels).

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* P20, High-Finish Folder Stock, Brown Kraft, Basis Size 24 X 36", Basis Weight 250 lbs.

Match Furnished Sample Color.

COLOR OF INK:

Black

PRINT PAGE: See Above

MARGINS: Adequate Gripper.

PROOFS:

PRIOR TO PRODUCTION SAMPLES: Prior to the commencement of production of the contract production quantity, the contractor shall submit (1) sample to: U.S. Department of Justice, Printing Procurement, 950 Pennsylvania Avenue, NW, Rm. B-643, Attn: Margaret Irvine (202-514-7500), Washington, DC 20530. Samples will be tested for conformance of material(s), construction and must comply with the specifications in all respects. Each sample must be constructed as specified using the form, materials, equipment, and methods of production, which will be used in producing the final product. The container and accompanying documentation shall be marked PREPRODUCTION SAMPLES and shall include the GPO jacket, and purchase order. The samples must be submitted in sufficient time to allow Government testing of the samples and production and shipment in accordance with the shipping schedule.

The Government will approve, conditionally approve, or disapprove the samples within (2) workdays of the receipt thereof. Approval or conditional approval shall not relieve the contractor from complying with the specifications and all other terms and conditions of the contract. A conditional approval shall state any further action required by the contractor. A notice of disapproval shall state the reasons therefor.

If the samples are disapproved by the Government, the Government, at its option, may require the contractor to submit additional samples for inspection and test, in the time and under the terms and conditions specified in the notice of rejection. Such additional samples shall be furnished, and necessary changes made, at no additional cost to the Government and with no extension in the shipping schedule. The Government will require the time specified above to inspect and test any additional samples required.

In the event the additional samples are disapproved by the Government, the contractor shall be deemed to have failed to make delivery within the meaning of the default clause in which event this contract shall be subject to termination for default, provided however, that the failure of the Government to terminate the

contract for default in such event shall not relieve the contractor of the responsibility to deliver the contract quantities in accordance with the shipping schedule.

In the event the Government fails to approve, conditionally approve, or disapprove the samples within the time specified, the Contracting Officer shall automatically extend the shipping schedule in accordance with Contract Clause 12, "Notice of Compliance with Schedules," of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 01-18)).

Manufacture of the final product prior to approval of the sample submitted is at the contractor's risk. Samples will not be returned to the contractor. All costs, including the costs of all samples shall be included in the contract price for the production quantity.

All samples shall be manufactured at the facilities in which the contract production quantities are to be manufactured.

BINDING:

Score on all folds. The score must be of sufficient depth to provide a clean straight fold, free from wrinkles when the stock is creased on the score by hand, without the use of a tool. Grain must run parallel to score.

PACKING:

Pack separately in suitable units of fronts & backs. Pack 200 fronts & 200 backs per shipping container. Pack suitably per shipping container.

DISTRIBUTION:

Distribution Notice: Contractor must notify the ordering agency on the same day that the product ships/delivers via e-mail sent to: margaret.d.irvine@usdoj.gov. The subject line of this message shall be Distribution Notice for Jacket 413-059, Req. No. 0-05100. 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 Partial 5,000 total sets, equals 2,500 Fronts and 2,500 Backs to; U.S. Department of Justice Warehouse, 3601 Pennsy Dr. Landover, MD 20785, ATTN: Harry Bharat (301-583-7341).

Deliver 60,000 each of fronts and backs file folders (includes 200 Departmental Random "Blue Label" Sets) via traceable means to: U.S. Department of Justice Warehouse, 3601 Pennsy Dr. Landover, MD 20785, ATTN: Harry Bharat (301-583-7341).

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>

Deliver 2 sample sets, and all Government furnished material via traceable means to: DOJ, Printing Procurement, 950 Pennsylvania Avenue, NW, Room B-643, Washington, DC 20530, Attn: Margaret Irvine (202-514-7500).

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

OK'd Priors/Furnished Electronic Media

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 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>.

Attachment(s): NONE