

Quotation Request //

US Government Publishing Office

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

JACKET:413-386 R-1

Quotations are Due By:
(Eastern Time)12:00 PM on 07/28/2021

**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: Pocket Folders (2 Pockets)

QUANTITY: 144700 Pocket Folders.

FIXED PRICE-INDEFINITE QUANTITY CONTRACT: AWARD WILL BE BASED ON THE LARGEST QUANTITY OF (Pocket folder) FOR (\$24,065.00). POTENTIAL VENDORS MUST SUBMIT THE FIXED PRICE OF (\$24,065.00) 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 (1000) COPIES.

Vendors are expected to submit invoices within 30 days of job shipping/delivery.

Any modification that results in a price change must be authorized by DLA Document Services and Air Force DPO/PPLR before the contractor/vendor proceeds. Failure to obtain this authorization may result in non-payment for any modifications.

DLADS require all vendors to send proof of delivery upon completion of work to the DLADS.

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.

REVISION 1: DOLLAR AMOUNT CORRECTED

TRIM SIZE: Flat: 19-1/2 x 16" constructed to 9 X 12" (Includes 3/4" wide construction tabs and 4" deep pockets).

PAGES: Face only (before construction)

SCHEDULE:

Furnished Material will be available for pickup by 07/30/2021

Deliver complete (to arrive at destination) by 08/13/2021

F.O.B. destination

QUALITY LEVEL: 2 Quality Assurance Through Attributes (GPO PUB 310.1, effective May 1979 (Rev. 9-19)) applies.

DESCRIPTION:

REVISION 1: DOLLAR AMOUNT CORRECTED

PRINTING: Folders print face only (before construction with type/rule matter, illustrations, screen tints, and solids in 4-color process plus some type reversing out to appear White; no bleed. Coat (after printing)

the entire surface of face and back (before construction) with a clear non-yellowing gloss aqueous to prevent scratching and smearing. Image will appear on C1 only after construction.

CONSTRUCTION: Die cut two (2) horizontal 4" deep inside pockets at the bottom, secured at the left, and right edges with 3/4" glue tabs (folded under). Full depth "V" cut is required between pockets at the center fold. Die-cut four slots on the left-side pocket to hold a standard size business card. "Fold/Construct to finished size of 9 x 12"

MATERIAL FURNISHED: Contractor to receive. Via email after award.

Purchase order.

One (1) PDF file of C1. Contractor to convert any Pantone colors to 4-color process.

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

GPO Form 917 (Certificate of Selection).

Prior to image processing, the contractor is responsible for checking files contained on the furnished media to ensure that such features such as bleeds, register marks and correct file output selection have been provided for so as to correctly generate output for publishing. The contractor must apply necessary trapping. The contractor must generate output on a high resolution image processor.

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.

Minimum 175 line screens required.

PAPER: * Must be in accordance with JCP Paper Specification Standards in effect on date of this order JCP Code* L11, No. 1 Gloss-Coated Cover, Basis Size 20 X 26" Basis Weight 100 lbs.

COLOR OF INK:

4-color process + glossy aqueous coating.

PRINT PAGE: One Side Only

MARGINS: Adequate Gripper.

Follow Furnished File.

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 of each Item. 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. **NOTE:** Proof must illustrate how is 2 lines of type appear on the pen. Contractor **MUST** provide a mock up file to illustrate the folding.

E-Mailed proofs (marked with Jacket/Req. Number plus return name and E-Mail address) directly to the Agency at beth.a.puchino.ctr@mail.mil; heidi.b.king.civ@mail.mil; Felder_Sophie@bah.com and Murphy_Katherine2@bah.com. 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.

BINDING:

Trim 4 sides.

Score in all folds. Cracks and wrinkles are not acceptable.

PACKING:

Shrink Film Pack in units of 100. Pack suitably per carton

Pack suitably per shipping container.

DISTRIBUTION:

Contractor must notify the ordering agency on the same day that the product ships/deliver via e-mail sent to tena.r.dynes.civ@mail.mil/lorraine.e.cwieka.ctr@mail.mil. The subject line of this message shall be Distribution Notice for Jacket 413-386, Requisition Number 0-210420G. 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.

DLADS require all vendors to send proof of delivery upon completion of work to the DLADS

Deliver 200 Departmental Random "Blue Label" Copies via traceable means to: Defense Health Agency, 7700 Arlington Blvd., Falls Church, VA 22042-5101. Attn: Heidi King and Beth Puchino, 3M440A, heidi.b.king.civ@mail.mil - beth.a.puchino.ctr@mail.mil

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 balance (144,500) via traceable means to: Gray Graphics Corp., 8607 Central Ave |Capitol Heights, MD 20743.

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	Ok'd Proofs/furnished file
P-10. Process Color Match	furnished electronic file

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