

# Quotation Request //

## US Government Publishing Office

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

**JACKET:417-315 R-1**

**Quotations are Due By:**  
**(Eastern Time)1:00 PM on 04/30/2021**

**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:** RTC - 7 Phased of Site Advance Booklets

**QUANTITY:** 700 Plastic Spiral Bound Booklets.

R-1; This order is designated SBU. See full requirements herein "DESCRIPTION".

**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.

**TRIM SIZE:** .

3-1/2 x 5"

**PAGES:** .

36 (Self Cover)

**SCHEDULE:**

Furnished Material will be available for pickup by 05/03/2021

Deliver complete (to arrive at destination) by 05/24/2021

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 IS NOT ACCEPTABLE\*\***

This order is designated SBU. **SECURITY WARNING:** It is the contractor's responsibility to properly safeguard sensitive but unclassified (SBU) material from loss, theft, or inadvertent disclosure; and to immediately notify the Government of any loss of information. Proper control and handling must be maintained at all times to prevent any information or materials required to produce the product ordered under these specifications from falling into unauthorized hands. Material shall not be used for any purpose other than that for which it was provided. Unless otherwise indicated herein, all extra copies, materials, waste, etc., must be destroyed. Waste must be destroyed in a manner that it is not possible to recreate the product; i.e. burning, pulping, shredding, macerating, or other suitable means. If the contractor selects shredding as a means of destruction, it must be a cross cut shredder with a maximum size of 5/32 x 1-1/2" cross cut particles. Contractor will be required to provide a statement of procedures & security plan (see below) that addresses & affirms protection in handling and replication of materials including designated personnel responsible for material. Plan must also include waste destruction plan/procedure. This plan must be provided upon request prior to award for review and acceptance by USMS and GPO\*\*. The Government reserves the right to require other evidence of technical, production, managerial and similar abilities to perform, prior to award. **\*\*NOTE:** If cd production is subcontracted, it is the primary vendor's responsibility to obtain & include that vendor's security plan/protocol for review by the Government.

NOTE: Prior to award; contractor will be required to submit to GPO, a security plan.

**SECURITY CONTROL PLAN:** The contractor shall operate and maintain an effective security system whereby materials used to perform the contract are manufactured and/or stored (e.g. while awaiting distribution or disposal) so as to ensure against theft and/or the unauthorized possession of the materials. Contractor is cautioned that Government provided information shall not be used for non-government business. Specifically, Government information shall not be used for the benefit of a third party. The Government retains the right to conduct on-site security reviews at any time during this contract.

1. The plan shall contain at a minimum how government files (data) will be secured to prevent disclosure to a third party prior to and after termination of contract;
2. Explain how all accountable materials will be handled throughout all phases of production;
3. How the disposal of waste materials will be handled; and,
4. How all applicable Government-mandated security/privacy/rules and regulations as cited in this contract shall be adhered to by the contractor.

Text pages folioed 1 thru 36, folio 35 is blank, folios 1 thru 30 and 36 print with 4 color process illustrations and images built from process colors and type and line matter, folios 31 thru 34 print type and rule matter in black only, all text pages bleed throughout. Plastic Spiral Coil Binding (NOT GBC), of suitable capacity to allow publication to lay flat when open. Follow Furnished Sample for Spiral size and .25" Round Corners at bottom.

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

after award via email one pdf file of publication. Contractor must extend bleeds as needed. All graphics and fonts are properly connected.

Purchase Order

GPO Form 892 (R. 12/17) Proofs

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.

GPO Form 917 (Certificate of Selection).

GPO Form 952 Desktop Publishing - Disk Information

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

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\* O90, White Printable Plastic Film (Synthetic Paper), Basis Size 25 X 38", Basis Weight 60 lbs., uniform and similar to Polyart or Kindura or equivalent.

**COLOR OF INK:**

4-Color Process.

**PRINT PAGE:** Head to Foot

**MARGINS:**

Inadequate Gripper; Follow Electronic Files, Contains Bleeds.

**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 brendan.westphal@uss.s.dhs.gov. 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 (2) workdays from receipt at the Department to receipt in the contractor's plant.

**BINDING:**

Trim 4 sides.

Punch suitably along top 3-1/2" dimension and bind with black plastic spiral binding (equal to plastic coil) of suitable size and capacity. Round Corners.

Punch and drill 3 whole positions; should match 3-ring binder.

**PACKING:**

Band in units of 25

NOTE: MARK ALL CARTONS WITH THE FOLLOWING INFORMATION:

JOB TITLE (AS APPLICABLE): RTC: SEVEN PHASES-LEAD ADVANCE or RTC: SEVEN PHASES: SITE ADVANCE DEVELOPMENT

REQUISITION: 1-00018

JACKET NO.: 417-315

QUANTITY: \_\_\_\_\_

NUMBER OF BOXES: EX. Box 1 of 4, Box 2 of 4...

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 brendan.westphal@uss.s.dhs.gov. The subject line of this message shall be "Distribution Notice for Jacket 417-315, Req. No. 21-00018". 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.

Order must ship Fedx or UPS. Inside Delivery Required.

Deliver 700 copies (includes 50 Departmental Random Blue Label Copies) to; Communications Center: (RTC) Attn-LES J. Haywood 240.624-3526, 245 Murray Lane, SW, Bldg T-5, Washington, DC 20223 (Inside Delivery Required).

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 samples, all furnished materials, directly to: Communications Center: (FSD), Attn: B. Westphal, Murray Lane, SW, Bldg T-5, Mail Stop: 8175, Washington, DC 20223 (Inside Delivery Required).

**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;/Electronic Media
P-10. Process Color Match	Electronic 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>.

All expenses incidental to returning materials, submitting/returning proofs, and furnishing samples must be borne by the contractor.

**Attachment(s):** NONE