

Quotation Request //

US Government Publishing Office

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

JACKET:417-319 R-1

Quotations are Due By:
(Eastern Time)1:00 PM on 06/23/2021

**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: TSA Envelopes and Executive Stationery

QUANTITY: 550 Total Envelopes Equals;

Item 1; 50 Manila Envelopes

Item 2; 500 Standard Envelopes

R-1: Revised Schedule

SUBMISSION OF QUOTES: Vendor to submit quotes via Quick Quote (<https://contractorconnection.gpo.gov/openjobs>). Fax, email, and phone quotes are not acceptable. Late quotes will not be accepted. All problems submitting quotes via Quick Quote must be reported prior to bid opening time to APS-DC, 202-512-0307.

SUBCONTRACTING: Contract Clause 6, "Subcontracts," of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 01/18)), is modified to permit subcontracting of the presswork for envelope manufacturers and construction of envelopes for printing firms.

TRIM SIZE: .

Item 1: 10 x 13"

Item 2: 4-1/8 x 9-1/2" (constructed)

PAGES: .

Item 1; Blank

Item 2; 1-side (After Construction)

SCHEDULE:

Furnished Material will be available for pickup by 06/28/2021

Deliver complete (to arrive at destination) by 07/15/2021

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 Not Allowed.

Item 1;

No Printing

CONSTRUCTION; open side, high cut, side seams with a fully gummed flap.

Item 2;

PRINTING: #10 envelope prints in 4-color process on face only. Image consist of (4) lines of type matter plus departmental seal that appears in return address area on envelope face.

CONSTRUCTION: Envelopes to be constructed with open side, high-cut diagonal seams, and a gummed flap. .

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

One Purchase Order

One file in a pdf format for production and to be used as a visual showing text and departmental logo

GPO Form 952 Desktop Publishing Disk Information

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, fill in appropriate blanks, and attach to shipping containers.

Prior to image processing, the contractor is responsible for checking files contained on the furnished media to insure that such features as bleeds, register marks, and correct file output selection have been provided for, so as to correctly generate output for printing. The contractor must supply necessary trapping. Output must be generated on high resolution image processors.

PAPER: * Must be in accordance with JCP Paper Specification Standards in effect on date of this order
Item 1: JCP Code* V10, Light-Brown (Kraft Shade) Envelope, Basis Size 17 X 22", 28-32 lbs.

Item 2: JCP Code* V20, Writing Envelopes, White, Basis Size 17 x 22", 20 lbs.

COLOR OF INK:

Item 1: None

Item 2: 4-color process

PRINT PAGE: See Above

MARGINS: Adequate Gripper.

Follow electronic media, no 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 Lydia.McLeod@tsa.dhs.gov. Contractor must call or email GPO Contract Compliance Section at (202) 512-0520/compliance@gpo.gov 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.

PACKING:

Pack separate and identify.

Box in units of 500 in envelope boxes. Pack in suitable container(s) NTE 40 lbs.

DISTRIBUTION:

Contractor must notify the ordering agency on the same day that the product ships/delivers via e-mail sent to antoinetre.glover@tsa.dhs.gov. The subject line of this message shall be "Distribution Notice for Jacket 417-319, Req 1-00004 Title. Contractor must be able to provide copies of all delivery, mailing, and shipping receipts upon agency request.

Deliver 550 total envelopes (includes 50 Departmental Random Blue Label Copies of Item 2 only) via traceable means to: Transportation Security Administration, Lydia McLeod, 6595 Springfield Center Drive, Springfield, VA 20528. 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>

QUALITY ASSURANCE LEVELS AND STANDARDS: The following levels and standards shall apply to these specifications:

QUALITY ASSURANCE STANDARDS: The following 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' Proof, Furnished electronic media
P-10. Process Color Match	Furnished 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 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>.

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

Attachment(s): NONE