

# Quotation Request //

## US Government Publishing Office

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

**JACKET:417-345 R-1**

**Quotations are Due By:**  
**(Eastern Time)10:00 AM on 06/08/2021**

**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:** Executive Stationery

**QUANTITY:** 5000 Total equal to:

Item 1: 500 Envelopes

Item 2: 2,000 Blank sheets with Eagle watermark.

Item 3: 1,000 #10 Envelopes.

Item 4: 1,000 Blank sheets with Eagle watermark.

Item 5: 500 Envelopes.

Typesetting Required.

R1: Schedule.

SUBCONTRACTING (Envelopes only): 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.

.

**TRIM SIZE: .**

Item 1: 4-3/4 x 6-1/2"

Item 2: 8-1/2 x 11"

Item 3: 4-1/8 x 9-1/2"

Item 4: 7-1/4 x 10-1/2"

Item 5: 3-7/8 x 7-1/2"

**PAGES: .**

Item 1: Face only (after construction).

Item 2: Blank

Item 3: Face only (after construction).

Item 4: Blank

Item 5: Face only (after construction).

**SCHEDULE:**

Furnished Material will be available for pickup by 06/10/2021

Deliver complete (to arrive at destination) by 07/30/2021

F.O.B. destination

Furnished stock will be available for pick on or before 6/14/2021.

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

**DESCRIPTION:**

All the requirements of these specifications apply equally to all items unless otherwise indicated herein.

DIGITAL PRINTING NOT ACCEPTABLE.

**PRINTING:**

ITEM 1: Envelopes print with three lines of type in Black ink only on the side opposite to the seams with heads towards top fold.

**TYPESETTING:** Contractor to typeset in same typeface and type size (font) of the previously printed sample.

LINE 1: TRANSPORTATION SECURITY ADMINISTRATION

LINE 2: 6595 SPRINGFIELD CENTER DRIVE

LINE 3: SPRINGFIELD, VA 20598

NOTE: Contractor is responsible for typesetting accuracy.

**CONSTRUCTION:** Side seams, gummed flap on the 6-1/2" side. MATCH SAMPLE FOR CONSTRUCTION ONLY (TEXT IS DIFFERENT).

Item 2: NO PRINTING REQUIRED

Item 3: Envelopes print with type matter, and fine detailed agency seal in 4-color process on the side opposite to the seams with heads towards top fold.

**CONSTRUCTION:** Side seams, gummed flap on the 9-1/2" side. MATCH SAMPLE FOR CONSTRUCTION ONLY (TEXT IS DIFFERENT).

Item 4: NO PRINTING REQUIRED

Item 5: Envelopes print with type matter, and fine detailed agency seal in 4-color process on the side opposite to the seams with heads towards top fold.

**CONSTRUCTION:** diagonal seams, gummed flap on the 7-1/2" side. MATCH SAMPLE FOR CONSTRUCTION.

**MATERIAL FURNISHED:** Contractor to receive. Via email after award:  
Purchase order.

One (1) PDF file of Item 3.

One (1) PDF file of Item 5 @ 3-7/8 x 8-7/8. Contractor to size as necessary.

One (1) Note Card. Contractor to use to commercially match Item 1 for color and finish.

Two (2) previous samples for Item 3, and 5 to follow for construction only and to be used as a general

guide.

NOTE: Contractor MUST provide 2 shipping labels to ship samples.

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

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 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.

**FURNISHED STOCK (Item 2, and 4):** The Government will furnish JCP Code\* G45, White, 25% cotton bond, Basis Size 17 x 22", basic weight 24 lbs. White, 50% recycled, GPO Property No. 6173 (1-Star -"Eagle" Watermark), in sheets sized 17.5 x 22.5"

Note: The top of the watermark and the printed image must face in the same direction. The watermark must be right reading when viewed from the printed side of the form.

Note: The bidder must indicate (on the bid submission) the total number of sheets (leaves) required for the total quantity as per specifications. If bidder fails to state the total number of sheets required, GPO will furnish 550 sheets for Item 2, and 275 sheets for Item 4

**CONTRACTOR IS RESPONSIBLE FOR MAKEREADY STOCK.**

The cost of this stock will be a factor in determining award. Contractor will be responsible for picking up the furnished stock at the Government Publishing Office Warehouse, G Street, NW, Washington, DC 20401.

**PAPER:** \* Must be in accordance with JCP Paper Specification Standards in effect on date of this order  
Items 1, 3, & 5: JCP Code\* V20, Writing Envelope; White and Colors (see below), Basis Size 17 X 22"  
Basis Weight .

Item 1: 28 lbs.

Item 3: 24 lbs.

Item 5: 24 lbs.

**COLOR OF INK:**

Item 1: Black ink only.

Items 3, and 5: 4-color process.

**PRINT PAGE:** See Above

**MARGINS:** Adequate Gripper.

Follow electronic file for Items 3, and 5.

NOTE (Item 5): Return address to be positioned per current USPS regulations.

**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 jewel.wright@tsa.dhs.gov; marcie.williams@tsa.dhs.gov; and antoinette.glover@tsa.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 (1) workday from receipt at the Department to receipt in the contractor's plant.

PLUS (after approving electronic proof)

**PRIOR TO PRODUCTION SAMPLES**

Prior to the commencement of production of the contract production quantity, the contractor shall submit one (1) sample of each Item to: Lexington park, MD (Contractor to contact Mrs. Wright for full address - Jewel Wright (202-286-8132 - jewel.wright@tsa.dhs.gov). Samples will be tested for conformance of materials and for construction. 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. All samples shall be manufactured at the facilities in which the contract production quantities are to be manufactured.

Samples will be inspected and tested and must comply with the specifications in all respects. 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:**

Trim 4 sides.

**PACKING:**

Pack each Item separately and identify.

Items 2, and 4: Shrink film pack in units of 500 with card board back.

Pack suitability per shipping container.

**DISTRIBUTION:**

Contractor must notify the ordering agency on the same day that the product ships/delivers via e-mail sent to jewel.wright@tsa.dhs.gov. The subject line of this message shall be "Distribution Notice for Jacket 417-345, Req. No. 1-00005". 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 all Items (including 50 Department Random "Blue Label" copies of each Item), and all GFM via traceable means to: ATTN: Jewel Wright (571-227-2316), TSA, 6595 Springfield Center Drive, Springfield, VA 22150.

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 returning materials, submitting proofs, and furnishing sample 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	Ok'd Proofs/furnished 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