

Quotation Request //

US Government Publishing Office

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

JACKET:417-355

Quotations are Due By:
(Eastern Time)10:00 AM on 07/19/2021

**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: ASC Newsletter Vol. 28

QUANTITY: 1516 Saddle-Stitched Newsletter Pamphlets. Typesetting, + 1,221 suitable sized Mailing Envelopes. Type setting and mailing required.

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.

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.

SECURITY WARNING: It is the contractor's responsibility to properly safeguard personally identifiable information (PII) from loss, theft, or inadvertent disclosure and to immediately notify the Government of any loss of personally identifiable information. PII is information which can be used to distinguish or trace an individual's identity, such as their name, social security number, biometric records, etc., alone, or when combined with other personal or identifying information which is linked or linkable to a specific individual, such as date and place of birth, mother's maiden name, etc. (Ref.: OMB Memorandum 07-16.) Other specific examples of PII include, but are not limited to:

a. Personal identification number, such as passport number, driver's license number, taxpayer identification number, or financial account or credit card number; b. Address information, such as street address or personal email address; c. Personal characteristics, including photographic image (especially of face or other distinguishing characteristic), fingerprints, handwriting, or other biometric image or template data (e.g., retina scans, voice signature, facial geometry).

SECURITY CONTROL PLAN (contractor MUST submit within 2 hours after the review and confirm call): The contractor shall maintain in operation, an effective security system where items by these specifications are manufactured and/or stored (awaiting distribution or disposal) to assure against theft and/or the product ordered falling into unauthorized hands. Contractor is cautioned that no Government provided information shall be used for non government business. Specifically, no Government information shall be used for the benefit of a third party. The Government retains the right to conduct on-site security reviews at any time during the term of the contract.

The plan shall contain at a minimum:

(1) 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;
- (4) How all applicable Government-mandated security/privacy/rules and regulations as cited in this contract shall be adhered to by the contractor and/or subcontractor(s).

This proposed plan is subject to review and approval by the government and award will not be made prior to approval of same.

TRIM SIZE: Pamphlet: 8-1/2 x 11"

Envelopes: suitable size to lay the pamphlet flat inside the envelope.

PAGES: 84, Self Cover.

SCHEDULE:

Furnished Material will be available for pickup by 07/20/2021

Deliver complete (to arrive at destination) by 08/09/2021

F.O.B. destination

F.O.B. Contractor's City:

Contractor to mail fob contractor's city 793 copies to 793 domestic location in envelopes using presort standard (Bulk). Contractor to use agency permit for mailing by 8/6/2021.

Deliver fob destination:

Contractor to deliver (to arrive by 8/9/2021) 428 copies labeled as international mail (FOB Destination) to Smithsonian, 3400 Pennsy Drive, Landover, MD 20785. ATTN: Randy Peters (301-238-2043). One newsletter per envelope (MUST seal envelop after inserting the newsletter). Each envelope to have return address and international shipping address, Smithsonian will put the correct international stamp. Pack envelops in suitable boxes.

Contractor to deliver (to arrive by 8/9/2021) 279 copies (FOB Destination) via traceable means to: Smithsonian, 3400 Pennsy Drive, Landover, MD 20785. ATTN: Randy Peters (301-238-2043). "pack suitably"

Contractor is responsible for passing the address file through (CASS) certification and through the National Change of Address (NCOA) service database to verify addresses are NCOA-certified, as required using a Licensed USPS Full Service Provider. All related costs to perform this operation must be included in the bid.

Deliver (to arrive by 8/9/2021) 16 copies to two Washington, DC locations

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

DESCRIPTION:

PRIVACY ACT NOTIFICATION: This procurement action requires the contractor to do one or more of the following: design, develop, or operate a system of records on individuals to accomplish an agency function in accordance with the Privacy Act of 1974, Public Law 93-579, December 31, 1974 (5 U.S.C. 552a) and applicable agency regulations. Violation of the Act may involve the imposition of criminal penalties as stated in 5 U.S.C. 552a (i)(1) **CRIMINAL PENALTIES**. It is incumbent upon the contractor to inform its officers and employees of the penalties for improper disclosure imposed by the Privacy Act of 1974, 5 U.S.C. 552a, specifically, 5 U.S.C. 552a (i)(1) **CRIMINAL PENALTIES** and m(1)

GOVERNMENT CONTRACTORS.

PRIVACY ACT

(a) The contractor agrees:

(1) to comply with the Privacy Act of 1974 and the rules and regulations issued pursuant to the Act in the design, development, or operation of any system of records on individuals in order to accomplish an agency function when the contract specifically identifies (i) the system or systems of records and (ii) the work to be performed by the contractor in terms of any one or combination of the following: (A) design, (B) development, or (C) operation;

(2) to include the solicitation notification contained in this contract in every solicitation and resulting subcontract and in every subcontract awarded without a solicitation when the statement of work in the proposed subcontract requires the design, development, or operation of a system of records on individuals to accomplish an agency function; and

(3) to include this clause, including this paragraph (3), in all subcontracts awarded pursuant to this contract which require the design, development, or operation of such a system of records.

(b) In the event of violations of the Act, a civil action may be brought against the agency involved where the violation concerns the design, development, or operation of a system of records on individuals to accomplish an agency function, and criminal penalties may be imposed upon the officers or employees of the agency where the violation concerns the operation of a system of records on individuals to accomplish an agency function. For purposes of the Act when the contract is for the operation of a system of records on individuals to accomplish an agency function, the contractor and any employee of the contractor is considered to be an employee of the agency.

(c) The terms used in this clause have the following meanings:

(1) "Operation of a system of records" means performance of any of the activities associated with maintaining the system of records including the collection, use, and dissemination of records.

(2) "Record" means any item, collection or grouping of information about an individual that is maintained by an agency, including, but not limited to, his education, financial transactions, medical history, and criminal or employment history and that contains his name, or the identifying number, symbol, or other identifying particular assigned to the individual, such as a finger or voice print or a photograph.

(3) "System of records" on individuals means a group of any records under the control of any agency from which information is retrieved by the name of the individual or by some identifying number, symbol, or other identifying particular assigned to the individual.

Digital Printing Not Acceptable.

Self-cover Pamphlet (circle folios 1 thru 84) print face and back (head to head) with type/rule matter, images, and illustrations, solids in Black ink only; no bleed.

Circle folio 84 to have 5 lines of type, and one rule ONLY in the bottom center. Contractor to typeset in a suitable font and size in Black ink only. Contractor is responsible for typeset accuracy and removal of return address and mailing indicia. Agency to approve or ask for changes in the proofing process.

Line 1: This newsletter was edited by William Fitzhugh,
Line 2: Igor Krupnik, Stephen Loring, Aron Crowell,
Line 3: Dawn Biddison and Nancy Shorey.

Line 4: Designed and produced by
Line 5: Nancy Shorey, Fiona Steiwer, and Igor Chechushkov

1,221 ENVELOPES: Print with type matter, and agency logo (return address top left) in black ink only on the side opposite to the seam.

INSERT 1 newsletter in each envelope and seal.
Contractor to inkjet the delivery address for domestic and international using the furnished dist. list.

On 793 envelopes (domestic addresses): The permit information (4 lines of type - top right) to be printed on the domestic envelopes only, Smithsonian will put the correct international stamp for international mailing.

Top Right:
Line 1: Presorted Standard
Line 2: Postage & Fees Paid
Line 3: Smithsonian Institution
Line 4: G-94

CONSTRUCTION: MUST meet USPS regulations.

MATERIAL FURNISHED: Contractor to receive. .

Via email after award.

Purchase order.

One (1) PDF file. Contractor to convert from 4-color process to Black (include grayscales).

One (1) Excel sheet with two tabs (one for domestic and one for international)

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

GPO Form 917 (Certificate of Selection).

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

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 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 supply 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.

PAPER: * Must be in accordance with JCP Paper Specification Standards in effect on date of this order
Pamphlets: JCP Code* A61, No. 1 Smooth-Finish Text, White, Basis Size 25 X 38" Basis Weight 60 lbs.
Envelopes MUST meet USPS regulations for domestic and international mailing. Envelopes MUST be at a suitable weight and strong enough for mailing.

COLOR OF INK:

Black.

PRINT PAGE: Head to Head

MARGINS: Adequate Gripper.

Follow electronic media.

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. NOTE: Proof must illustrate how is 2 lines of type appear on the pen.

E-Mailed proofs (marked with Jacket/Req. Number plus return name and E-Mail address) directly to the Agency at SHOREYN@si.edu. 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.

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 (FedEx only) to: Fairlee, VT 05045 (Contractor to contact N.Shorey for full address, 202-483-8632 - SHOREYN@si.edu). 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.

Prior to production samples will not be returned. Approval will be emailed to contractor.

BINDING:

Saddle stitch in 2 places on 11 inch side.

Trim 3 sides.

Paper Covers: Wrap around. Trim flush, Stitched on, Grain must run parallel to spine.

Cracks/wrinkles are not acceptable.

PACKING:

Pack suitably per carton.

GPO 16 copies pack suitably.

Mailing Envelope and boxes MUST be strong enough for shipping. Envelopes MUST meet USPS regulations for domestic and international mailing. Contractor to lay the pamphlet flat inside the envelope.

Any torn or damaged boxes will not be accepted by the agency. International mail: one pamphlet per envelope, seal and then pack suitably per shipping container.

Pack suitably per shipping container.

DISTRIBUTION:

Contractor must notify the ordering agency on the same day that the product ships/delivers via e-mail sent to SHOREYN@si.edu. The subject line of this message shall be "Distribution Notice for Jacket 417-355, Requisition 1-000020. 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.

F.O.B. Contractor's City:

Contractor to mail fob contractor's city by 8/6/2021 793 copies to 793 domestic locations in sealed envelopes using presort standard (Bulk) . Contractor to use agency permit for mailing.

Deliver FOB Destination:

Contractor to deliver (to arrive by 8/9/2021) 428 copies international mail (FOB Destination) to: Smithsonian, 3400 Pennsy Drive, Landover, MD 20785. ATTN: Randy Peters (301-238-2043). One newsletter per envelope. Each envelope to have return address and international shipping address, Smithsonian will put the correct international stamp, and mail them out.

Contractor to deliver (to arrive by 8/9/2021) 279 copies (FOB Destination) (includes 50 Departmental Random Blue Label Copies) via traceable means to: Smithsonian, 3400 Pennsy Drive, Landover, MD 20785. ATTN: Randy Peters (301-238-2043. "pack suitably"

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 15 copies (to arrive by 8/9/2021) via traceable means to: Library of Congress, BAC (By-Law) 1525-01, U.S. Serials and Government Documents Section, U.S. Anglo Division, 101 Independence Avenue, SE, Stop 4276, Washington, DC 20540-4276, Marked: Depository File Copies. NOTE: All shipments to this destination must be via FedEx, UPS or United States Postal Service (USPS).

Deliver 1 copy (to arrive by 8/9/2021) via traceable means to: BAC (C+I) 1523-01, U.S. Government Publishing Office, Federal Depository Library Office, Mail Stop: FDLP, 44 H Street, NW, Loading Dock, Washington, DC 20401. Marked Item No. _ 0921-A-06 _

All expenses incidental to returning materials, submitting/returning proofs, and furnishing samples 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 proof/Avg. Type Dimension/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