

Quotation Request //

US Government Publishing Office

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

JACKET:417-361

Quotations are Due By:
(Eastern Time)10:00 AM on 08/16/2021

**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: Press Delivery Slip

QUANTITY: 500 Pads (Equals 25,000 total sets).

SUBMISSION OF QUOTES: Vendor to submit quotes via Quick Quote (<https://contractorconnection.gpo.gov/OpenJobs.aspx>). 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.

TRIM SIZE: (Detached) 4 x 10-1/2"

FORM NO: 1530

PAGES: Face only

SCHEDULE:

Furnished Material will be available for pickup by 08/17/2021

Deliver complete (to arrive at destination) by 09/10/2021

F.O.B. destination

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

DESCRIPTION:

PRODUCT: Pads of 50 Three-part Carbon Interleaved Sets.

PRINTING: Prints black line matter on the face only of each part.

STUB: Sets are to be held together at the 4" top by a 1/2 to 1" internally glued or pasted, perforated stub.

TYPE OF CHANGES: None.

CARBON PAPER: Interleave with black one time, dual purpose carbon paper. Carbon must be of sufficient density and graded sensitivity to insure clear, legible copies on all parts when filled in by manual/electric typewriter and ball-point pen. Carbon coating must cover 4 x 10", 1/2" short at bottom.

PADDING: Pad 50 three-part sets per pad (no carbons between sets). Pad on 4" top side. Contractor to furnish .020" chipboard, newsboard, or equal for back. Adhesive used must permit ready separation at any set but must provide sufficient strength to guarantee that the sets will remain together, when in use after separation from the pad, but permit ready separation of the parts without damage to the parts.

MATERIAL FURNISHED: Contractor to pickup at GPO. One sample from a previous printing to be used as camera copy and guide.

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.

PAPER: * Must be in accordance with JCP Paper Specification Standards in effect on date of this order

JCP Code* D10, Writing, White, Basis Size 17 X 22" Basis Weight 15/16lbs
JCP Code* K10, Index, White, Basis Size 25.5 X 30.5" Basis Weight 110lbs
Parts 1&2: White C.W. Writing, Basis Size 17 x 22", Basis Weight per 500 sheets 15-16 lbs.
Part 3: White C.W. Index, Basis Size 25.5 x 30.5", Basis Weight per 500 sheets 110 lbs.

COLOR OF INK:

Black

PRINT PAGE: One Side Only

MARGINS:

FACE: Head: 3-3/4" **Foot:**1-1/16" **Left:** 1/4" **Right:** 1/4"

PROOFS: NONE

PACKING:

Shrink film wrap in units of 10 pads and pack in shipping containers.

Pack suitable in shipping containers.

NOTE: MARK ALL CARTONS WITH THE FOLLOWING INFORMATION:

JOB TITLE: Press Delivery Pads

REQUISITION: 1-00016

JACKET NO.: 417-361

Form NO: 1530

QUANTITY: _____

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

DISTRIBUTION:

Distribution Notice: Contractor must notify the ordering agency on the same day that the product ships/delivers via e-mail sent to wjwroten@gpo.gov. The subject line of this message shall be Distribution Notice for Jacket 417-361, Req. No. 1-00016. 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 500 pads via traceable means to: U.S. Government Publishing Office, Room C-258, 732 North Capitol Street, NW, Washington, DC 20401, Attn: Charlie Barnes. (Includes 50 Departmental Random Blue Labels)

Deliver 5 samples, and All Government Furnished Material via traceable means to: GPO, Plant Operations, STOP: CI, Room C-702, Attn: R. Boehm, 44 H Street, NW, Washington, DC 20401. (Samples Not included in original quantity).

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:

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	Supplied Sample

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 low contractor 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 a timely manner 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