

# Quotation Request //

## US Government Publishing Office

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

**JACKET:417-408 R-2**

**Quotations are Due By:**  
**(Eastern Time)1:00 PM on 02/23/2022**

**Submit Quotes Online, unless otherwise instructed, via: <https://contractorconnection.gpo.gov/openjobs.aspx>  
Contractor must provide mandatory W-9 form before GPO makes payment.**

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**TITLE:** CMC Separation Packages

**QUANTITY:** 3734 CMC Separation Packages.

### FIXED PRICE-INDEFINITE QUANTITY CONTRACT:

AWARD WILL BE BASED ON THE LARGEST QUANTITY OF (CMC Separation Packages consisting of Item 1: presentation folder, Item 2: two certificate copies; two in each package, Item 3: two letters two in each package and Item 4: one decal. Stamping and embossing required plus All Dies required FOR (\$48,100.00). POTENTIAL VENDORS MUST SUBMIT THE FIXED PRICE OF (\$48,100.00) PLUS THE QUANTITY THEY WILL PRODUCE FOR THE FIXED PRICE. IN THE EVENT OF A TIE QUANTITY, THE AWARD WILL BE DETERMINED BY THE OVERALL LOWEST DISCOUNTED COST. ADDITIONALLY, A COST MUST BE SUBMITTED FOR EACH ADDITIONAL (each, 100, or 1,000) COPIES.

**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.

**REVISION 2:** SCHEDULE CHANGE PLUS INCREASED FUNDING.

**REVISION 1:** DESCRIPTION ADDED FOR ITEM #3.

### **TRIM SIZE:** .

Item 1: Presentation Folders - 9 x 11-1/2" (folded down from 18-1/4 x 11-1/2", including 1/4" gutter).

Item 2: Certificates 8-1/2 x 11".

Item 3: Letters 8-1/2 x 11"

Item 4: Decals - 4-1/4 x 4-1/4" backing sheet containing a 4" diameter seal.

### **PAGES:** .

Item 1: Presentation Folder - Face only.

Item 2: Certificates - Face only.

Item 3: Letters Face only

Item 4: Decals - Face only.

### **SCHEDULE:**

Furnished Material will be available for pickup by 03/03/2022

Deliver complete (to arrive at destination) by 04/20/2022

F.O.B. destination

Furnished stock will be available for pickup 03/8/2022.

**QUALITY LEVEL:** 2 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.

REVISION 2: SCHEDULE CHANGE PLUS INCREASED FUNDING.

REVISION 1: DESCRIPTION ADDED FOR ITEM #3.

**SUBCONTRACTING:** The contractor may make contracts for the furnishing of all or any part of the supplies or work specified. Accordingly, Contract Clause 6, "Subcontracts," of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 01-18), does not apply to this procurement.

Digital Printing Not Acceptable.

**OVERVIEW:** These specifications cover the production of CMC separation packages consisting of a presentation folder, two certificates and one decal requiring such operations as electronic prepress, printing, binding, die cutting, stamping, construction, assembling and packing.

Item 1: Presentation Folder;

Stamp USMC seal centered on Cover 1 of presentation folder in a match of General Roll Leaf Company SG-14 imitation gold. (Contractor to create the stamping die (brass die).

Stamping image area is 3-1/4" in diameter.

Stamping must have solid impressions; no picking, pinholes, or filled letters.

**PRINTING:**

Item 2: Certificates - Certificates print face only with text in black ink and USMC seal and title "United States Marine Corps" in 4-color process.

Item 3: Letters print face only text and rule matter and detailed agency logo in 4-color process.

Item 4: Decals - Decals print face only with text and USMC seal printing in opaque black, opaque white, and two transparent ink colors. (Pantone 873 gold and 185 red). Contractor to match supplied sample.

Emboss Following furnished sample. (Contractor to create the embossing dies (brass dies).

After printing and embossing, laminate the entire surface of face of decal with a 0.003 thick clear polyethylene Terephthalate.

Kiss die-cut a scalloped edge around the seal image (approximately 4 in diameter). Do not remove waste.

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

One sample package from a previous job to be used as camera copy and/or manuscript to match. Contractor responsible to recreate all images. Contractor to provide UPS or FedEx Label.

## Purchase Order

"Specifications for Kraft-Wrapping, Labeling, Cartons & Pallets" for the Albany GA Warehouse. See Attachment.

One CD-Rom containing one similar pdf file for certificate (item 2). (Contractor responsible to correct file to match sample). One eps file (not to size) of Seal to create die for front of folder (item 2). (Contractor responsible to correct file to match provided sample). Item 3: Previous printed sample of Item 4 to use to create die and production files for decals.

GPO Form 892 (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.

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

**PAPER:** \* Must be in accordance with JCP Paper Specification Standards in effect on date of this order. Color of paper furnished shall be of a uniform shade and a close match by visual inspection of the JCP and/or attached color sample(s). The Contracting Officer reserves the right to reject shipments of any order printed on paper the color of which, in their opinion, materially differs from that of the color sample(s).

Item 1: Presentation Folders -

Folder Covers: Red Holliston Roxite F Cardinal Red 69801 (Library Buckram) or equivalent.

Board Material: No. 1 quality binder boards, 1/8" to 3/16" thick.

Lining Paper: White Felt Cover, basis weight: 65 lbs., Domtar Feltweave Carrara or equivalent.

Corner Ribbon: Yellowish-Gold Rayon, Silk or Nylon.

Acetate Sheet: Crystal clear acetate, 0.005" thick.

Tissue Sheet: Suitable tissue paper to protect the acetate sheet.

Match Sample Furnished.

Item 2: Certificates -

JCP Code H20 Cream White 100% Artificial Parchment, basis weight: 47 lbs. per 500 sheets, 17 x 22".

Item 3: JCP Code\* D50, 100% Cotton Fine Writing, Basis Size 17 X 22", 28 lbs.

NOTE: The watermark shall be the seal of the United States with four stars and the year of manufacture on a basis of four times on a sheet 17 X 22:, one in each quarter. The watermark shall be clear and legible.

Note: FURNISHED STOCK: The Government will furnish 28 lbs., White 100% Fine Writing Paper, Property No. 11819, (4-Star Eagle Watermark), in sheets sized 34.5 x 44.5" per 1000 sheets, Basis weight, 28lb.

Contractor is responsible for providing make ready stock.

Watermark Shall be the seal of the United State, with four star, in sheets sized 34.5 by 44.5 inches. The watermark shall be clear and legible. When viewed from the, felt side of the sheet. Watermark reads-right with grain. The Bidders must indicate (on the bid submission) the total number of sheets (leaves) of stock/paper that will be required for the total quantity as per specifications. If the bidder fails to state the total number of sheets required, GPO will furnish 750 full sheets.

The top of the watermark and the image must face in the same direction. The watermark must be right reading when viewed from the printed side of the form. The cost of this stock will be a factor in determining awarding.

NOTE: The bidder is responsible for picking up the furnished stock at the Government Publishing Office, Washington, DC. Furnished stock will be available for pickup 3/8/22.

Item 4: Decals - Permanent MACTac Spotlight II Silver Polyester, (match sample).

**COLOR OF INK:**

See "Description" herein.

**MARGINS:**

Follow Furnished Sample

**PROOFS:**

PRIOR TO PRODUCTION SAMPLES: Prior to the commencement of production of the contract production quantity, the contractor shall submit samples to: HQMC, 3000 Marine Corps Pentagon, Room 2B253, Attn: Rebecca R. Kinney, (703-614-4816) Washington D.C. 20350-3000. (Inside delivery required). Two (2) completed samples of all items will be tested for conformance of materials and will be tested for usage on the specified equipment and/or for construction. The container and accompanying documentation shall be marked PREPRODUCTION SAMPLES and shall include the GPO jacket, purchase order, and program numbers. 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 4 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:**

Item 1: Presentation Folders - CONSTRUCTION: Cover binder boards (with Red Roxite F (Library Buckram) as specified) with at least a 1/2" turn-in on all sides. Reinforce gutter with a strip of cover material at least 2 wide. (NOTE: The surface of the cover stock may require that the outer edges (turn-in edges) be treated to ensure complete bonding of the adhesive between the lining paper and the cover material.

Score and fold from 18-1/4 x 11-1/2" (including 1/4" gutter) down to 9 x 11-1/2". Finished product must lay completely flat when folded.

Securely glue an 8-5/8 x 11-1/8" sheet of the white lining paper to the inside front cover (Cover 2) and attach yellowish-gold ribbon around each of the four corners (extending approximately 1" from the corner) of the lining paper creating triangular corner tabs. Tabs must accommodate an 8-1/2 x 11" certificate.

Securely glue an 8-5/8 x 11-1/8" sheet of the white lining paper to the inside back cover (Cover 3) and attach yellowish-gold ribbon around each of the four corners (extending approximately 1" from the corner) of the lining paper creating triangular corner tabs. Tabs must accommodate an 8-1/2 x 11" letter.

Items 2 & 3: Certificates - Trim four sides.

Item 4: Decals - Trim four sides.

**ASSEMBLING:** Each package consists of one presentation folder, two certificates, and one decal.

Insert both certificates in the tabs of the front inside cover (Cover 2). Agency will insert two 8-1/2 x 11" letters in the tabs of the inside back cover (Cover 3) at a later date.

Insert a sheet of clear acetate and tissue (8-1/2 x 11") in front of Cover 2 and a sheet of clear acetate and tissue (8-1/2 x 11") in front of Cover 3.

Acetate sheet is for the protection of the certificates (8-1/2 x 11") and letters (8-1/2 x 11"). Acetate must be clean, free from dirt, oil, foreign matter, rough edges, scratches, scuffs, cracks, blisters, bubbles, pits, tears, dents, holes, or other defects which may affect the appearance or serviceability of the certificate and citation.

Place the decal in the center of the presentation folder.

**PACKING:**

Shrink-film wrap each individual presentation folder (with inserted certificates, letters, and decal).

Pack suitably with 25 packages to a container.

All shipments which fill less than a shipping container must be packaged with materials of sufficient strength and durability and in such a manner which will guarantee that the product will not be damaged and the package will not open nor split during shipment or delivery.

**DISTRIBUTION:**

Contractor must notify the ordering agency on the same day that the product ships via e-mail sent to rebecca.kinney@usmc.mil. The subject line of this message shall be "Distribution Notice for Jacket 417-408R-2, Requisition 1-73441". 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 3,732 copies, (includes 80 Departmental Random Blue Label copies), destination on or before Jan 31, 2022 to: H&SBN, Supply HOMO, Henderson Hall Building 28, 1555 Southgate R, Arlington, VA 22214.

Deliver 2 copies, dies, digital deliverables, and all Government Furnished Material, via traceable means to: HQ-USMC, 3000 Marine Corps Pentagon, Room 2B253, Attn: Rebecca Kinney, Washington D.C. 20350-3000. Phone 703-614-4816.

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.

Deliver one (1) sample copy to: U.S. Government Publishing Office, Customer Services, Agency Publishing Services, APS DC, Attn: Timothy Minor 417-408R-2, Mail Stop CSAPS, Room C838, 732 North Capitol Street, NW, Washington, DC 20401.

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

**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:

ATTRIBUTES	Specified Standard
P-7. Type Quality and Uniformity	OK'd Priors/OK'd Proofs/Furnished electronic media
P-10. Process Color Match:	OK'd Priors/OK'd Proofs/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 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>.

**Attachment(s):** Attachment(s) is/are part of the specification, click 'Download Attachment(s)' link below to view and print the attachments that are part of these specifications.

**Download Attachment(s):** <http://contractorconnection.gpo.gov/download.aspx?Jacket=417408>