

# Quotation Request //

## US Government Publishing Office

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

**JACKET:417-507 R-1**

**Quotations are Due By:**  
**(Eastern Time)10:00 AM on 09/17/2021**

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

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**TITLE:** Safe Rooms For Tornadoes and Hurricanes

**QUANTITY:** 2541 Perfect Bound Books.

\*\*\*R1 - See proofs and schedule \*\*\*\*\*

**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:** .

8-1/2 x 11"

**PAGES:** .

220 text pages with a separate wrap around cover.

**SCHEDULE:**

Furnished Material will be available for pickup by 09/21/2021

Deliver complete (to arrive at destination) by 10/22/2021

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

**DESCRIPTION:**

DIGITAL PRINTING IS NOT ACCEPTABLE..

Covers 1, 4 and Spine prints in 4-color process with bleeds, type matter, illustration and with departmental logos. Covers 2 and 3 are blank.

Text prints 4-color process type/rule matter, illustrations, tables/graphs (screens throughout), approximately 1/2" solid bar spanning top 1/2" dimension, bleeds head, left, and right. Two title pages print full coverage, bleeding all sides with title designation reversing to white.

For 25 GPO Sales Copies Only;

For Sale Line instructions:

The 13 digit ISBN Number should be placed under the "For Sale By..." line, at the bottom of the back side of the first printed page in the book. If necessary, Government may furnish the "For Sale By..." copy via e-mail after contract award.

ISBN Barcode instructions:

The ISBN barcode must be printed in black ink at the bottom-right corner or bottom-center of Cover 4. The ISBN number must be printed in Human-Readable interpretation and bar coded using 3 of 9 (code 39) Bar Code System, non-contact reading in accordance with ISO-2108:2005.

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

Via email after award.

One (1) Purchase Order.

One (1) zip file produced on a PC system version Windows 10 using InDesign version 16.1, Illustrator version 25.2.3 and Photoshop 22.3.1. Files are supplied in native and pdf formats. Agency request Contractor to use InDesign files. CMYK color system used to identify color. All graphics and fonts are properly connected.

GPO Form 892 (R. 12/17) Proofs

GPO Form 917 (Certificate of Selection).

GPO Form 952 Desktop Publishing - Disk Information

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 performing a basic check (preflight) of the furnished publishing files to assure accurate output of the required reproduction image. Any errors, media damage or data corruption that might interfere with proper file imaging must be reported to the contract administrator in sufficient time to comply with the shipping schedule.

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

Cover: JCP Code\* L10, White, Gloss-Coated Cover, Basis Size 20 X 26" Basis Weight 80 lbs.

Text: JCP Code\* A60, White, Uncoated Text, Basis Size 25 X 38" Basis Weight 60 lbs.

**COLOR OF INK:**

.  
4-color process

**PRINT PAGE:** Head to Head

**MARGINS:**

.  
Inadequate Gripper

**PROOFS:**

Prior to the commencement of production of the contract production quantity, the contractor shall submit samples to: Pataya Scott, Rockville, MD 20850. Complete address provided after award. (2) samples will be tested for conformance of material(s). (2) samples 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:**

Perfect Bind on 11 inch side.

Trim 3 sides.

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

**PACKING:**

Please include stock number on shipping label. Stock number: 072-000-00022-6

Each box not to exceed 45LBS.

Carton Specifications must meet following strength guidelines.

At least 2001b bursting strength

At least 32 edge crush test

No more than 42" Tall

Four-way (Partial) flush Pallet

Pack suitable per carton and shipping container.

**DISTRIBUTION:**

Distribution Notice: Contractor must notify the ordering agency on the same day that the product ships/delivers via e-mail sent to [thomas.grant@fema.dhs.gov](mailto:thomas.grant@fema.dhs.gov). The subject line of this message shall be "Distribution Notice for Jacket 417-507, Req. No. 1-01383. 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 2,500 copies (includes 50 Departmental Random Blue Label Copies) via traceable means to; FEMA Warehouse 31451 United Ave., Pueblo, CO 81001

\*\*\*\*Delivery hours are 6:30 a.m. to 2:30. p.m. M-F

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 1 Sample copy via traceable means to: Attn: Thomas Grant FEMA HQ 500 C ST SW Washington DC 20472.

Deliver 25 copies via traceable means to: Documents Warehouse, Receiving Branch, STOP SSWR, US Government Publishing Office, 8660 Cherry Lane, Laurel, MD 20707-4950

Deliver 15 copies via traceable means to: Library of Congress, U.S. Serials and Government Documents Section, U.S.

Anglo Division, BAC 1525-01, 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 via traceable means to: U.S. Government Publishing Office, Federal Depository Library Program, Mail Stop: FDLP, 44 H St., NW, Loading Dock, Washington, DC 20401. Marked Depository Copies, Item no. 0520-E-02

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	Approved Priors/Furnished Electronic Media
P-10. Process Color Match	Approved Priors/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>.

**Attachment(s):** NONE