

# Quotation Request //

## US Government Publishing Office

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

**JACKET:417-561**

**Quotations are Due By:**  
**(Eastern Time)10:00 AM on 11/02/2021**

**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:** Thank you cards and envelopes

**QUANTITY:** 1000 Total note cards and envelopes. Typesetting required. PLUS one set of Digital Deliverables.

Item 1: 500 A1 Envelopes (blank)

Item 2: 500 Notecards

**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 Team on 202-512-0307.

**SUBCONTRACTING:** 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.

**TRIM SIZE:** Item 1 (A1 Envelopes): 5-1/8 x 3-5/8"  
Item 2 (Notecards): 5 x 7" (flat). 5 x 3-1/2" (folded)

**PAGES:** Item 1 No printing - blank  
Item 2 Face only

**SCHEDULE:**  
Furnished Material will be available for pickup by 11/03/2021  
Deliver complete (to arrive at destination) by 11/17/2021  
F.O.B. destination

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

**DESCRIPTION:**

Item 1: A1 Envelope - no printing (blank).

Item 2: Notecard stamps with the words "Thank You" approx. 4 x 2" in size, centered top to bottom, left to right (after it is folded) in imitation dull/matte gold foil. Note: Stamping must have solid impression; no picking, pinholes or filled letters. No other stamping or printing appears on the product.

**NOTE:** All paper and inks must be compatible for use in a variety of laser printers without smearing or streaking.

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

Via email after award.

One (1) Purchase order.

One (1) PDF file to use as a visual reference for typesetting/layout.

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.

**PAPER:** \* Must be in accordance with JCP Paper Specification Standards in effect on date of this order  
Item 1: JCP Code\* V20, Writing Envelope; Ivory, Basis Size 17 X 22", 24#

\*Must match shade, brightness, texture and finish of Classic Crest Baronial Ivory Envelopes - A1 (5-1/8 x 3-5/8) 24w

Item 2: JCP Code\* L21, Smooth and Embossed Cover; Ivory, Basis Size 20 X 26", 80#

\*Must match shade, brightness, texture and finish of Classic Crest Baronial Ivory Smooth Cover - 80#

Items 1 and Item 2 MUST be a commercial match for color and finish.

**COLOR OF INK:**

Items 1: No printing (blank)

Item 2: Dull/matte imitation gold foil

**PRINT PAGE:** One Side Only

**MARGINS:**

Adequate gripper.

**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 JThompson@eac.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 2 workdays from receipt at the Department to receipt in the contractor's plant.

**BINDING:**

Item 1: No binding.

Item 2: Score and fold from 5 x 7" to 5 x 3-1/2", title panel out.

**PACKING:**

Shrink wrap the notecards in 250's. Pack suitably in cartons and shipping containers to ensure notecards/envelopes are not damaged during shipment. Can ship all items in one carton but keep items separate within that carton.

Mark title and quantity on each box.

NOTE: MARK ALL CARTONS WITH THE FOLLOWING INFORMATION:

JOB TITLE: Thank You Cards and Envelopes

REQUISITION: 1-00003

JACKET NO.: 417-561

QUANTITY: \_\_\_\_\_

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

**DISTRIBUTION:**

Contractor must notify the ordering agency on the same day that the product ships/delivers via e-mail sent to JThompson@eac.gov. The subject line of this message shall be "Distribution Notice for Jacket 417-561, Requisition Number 1-00003." 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 1000 total pieces (500 of Item 1 and 500 of Item 2) which includes 50 Departmental Random "Blue Label" Copies for each item via traceable means to: U.S Election Assistance Commission, Office of Admin Services, Attn: Julie Thompson (202-400-0284), 633 3rd St NW, Suite 200, Washington, DC 20001.

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 by email one (1) digital deliverable of the final, approved artwork as a press-quality PDF with the subject line "Digital Deliverable for Jacket 417-561, Requisition Number 1-00003" to JThompson@eac.gov

All expenses incidental to submitting proofs, furnishing samples and returning materials, 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/Furnished Electronic Media
P-9. Solid and Screen Tint Color Match	Pantone Matching System

**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 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