

# Quotation Request //

## US Government Publishing Office

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

**JACKET:417-588 R-2**

**Quotations are Due By:**  
**(Eastern Time)11:00 AM on 09/28/2021**

**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:** FOR PRINTING BALLOTS FOR THE NATIONAL MEDIATION BOARD

**QUANTITY:** 10000 Copies each of two (2) different size envelopes (#10 and #9) Plus 2,000 copies each of 5 different ballots.

**NOTE:** CONTRACTOR TO PROVIDE AN ADDED RATE FOR EACH ENVELOPE AND THE 10,000 BALLOTS.

**REVISION 2:** SCHEDULE CHANGE.

**REVISION 1:** SCHEDULE CHANGE AND REQUIRED PROOFS.

**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.

**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:** .

#10 Envelope: 4 -1/8 x 9-1/2"

#9 Envelope: 3-7/8 x 8-7/8

Ballot: 8-1/2 x 11"

**PAGES:** See below.

**SCHEDULE:**

Furnished Material will be available for pickup by 09/29/2021

Deliver complete (to arrive at destination) by 10/20/2021

FURNISHED STOCK WILL BE AVAILABLE FOR PICKUP AT GPO ON OR BEFORE 10/4/2021.

**QUALITY LEVEL:** 3 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.

**REVISION 1:** SCHEDULE CHANGE AND REQUIRED PROOFS.

#10 ENVELOPE w/Window. 4-1/8 x 9-1/2"

Envelope prints type and rule matter face only (after construction) in Black ink, consisting of a return address w/6 lines of type, and one rule in the upper left corner along the 9-1/2" side; on the side opposite to

the seams with heads towards top fold.

Construction: Envelopes are open side, high cut diagonal seams, plus a gummed flap. Head prints toward flap score. Die-cut a (Government Window) 2-1/4 x 1-3/4" round corner window located 1/2" from the left edge and 1/4" from the bottom edge on the face of the envelope. Cover the window with a suitable transparent material securely glued to the inside of the envelope.

#9 ENVELOPE. 3-7/8 x 8-7/8"

Envelopes print face and back (head to head, after construction) with type/rule matter in black ink. Face of envelope consists of return address w/5 lines of type, one rule in the upper left corner along the 8-7/8" side; on the side opposite to the seams with heads towards top fold and five (5) lines of type in the recipient's address area. Back of envelope prints type and rule matter in black ink with a 5-1/4" x 1-3/4" rectangular shaped box 3/4" from the left outside edge and 1/4" from the bottom. Note: The GPO imprint line must not appear on the finished product.

CONSTRUCTION: Open side with high cut diagonal seams, and gummed flap.

BALLOT: 8-1/2 x 11"

Ballots print with a right and bottom margin barber pole. The right and bottom margin barber pole will print in five different Pantone colors; Pantone 2387 blue; 2420 green; 1787 red; 102 yellow and 527 (purple); 2,000 ballots per Pantone color for a total of 10,000 ballots. At contractor's option, Pantone colors can be built from process colors.

NOTE: Watermark Shall be the seal of the United State, with two stars. The watermark must be right reading when viewed from the printed side of the form and top of the watermark and the image must face in the same direction.

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

Via e-mail

PDF Files for; #10 and # 9 ENVELOPE and BALLOT.

Purchase Order

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.

Furnished Stock: The Government will furnish 3,250 sheets, GPO Property No. 6025.GP, size 17.5 x 22.5" per 1000 sheets, Basis weight, 20 lbs. (grain long). The bidder must indicate the number of sheets of stock required for the total quantity as per specifications. If bidder fails to state the total number of sheets required, GPO will furnish 3,250 sheets. The cost of this stock will be a factor in determining award. (NOTE: The bidder is responsible for picking up the furnished stock at the GPO, Washington, DC.)

**PAPER:** \* Must be in accordance with JCP Paper Specification Standards in effect on date of this order JCP Code\* G15, 50% Recycled Bond; White, Basis Size 17 X 22" Basis Weight 20 lbs.

JCP Code\* V20, Regular #10 White Wove Envelopes, Basis Size 17 X 22", Basis Weight 24-28#

JCP Code\* V20, Regular #9 White Wove Envelopes, Basis Size 17 X 22", Basis Weight 24-28#

Ballots: GPO Property Number 6025.GP for GPO 2 Star Recycled Watermark Paper 17.5 x 22.5 20 LBS.

**COLOR OF INK:**

Envelopes: Black

Ballots: Black; Pantone 2387 blue; 2420 green; 1787 red; 102 yellow and 527 purple.

**PRINT PAGE:** See Above

**MARGINS:**

Envelopes: Adequate gripper.

Ballots: Inadequate 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 [dowling@nmb.gov](mailto:dowling@nmb.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

**PACKING:**

Envelopes: Pack each separately. Pack suitably per shipping container

Shrink Film Pack each ballot separately. 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 [jerger@nmb.gov](mailto:jerger@nmb.gov). The subject line of this message shall be Distribution Notice for Jacket 417-588R1, Requisition 1-00002. 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 10,000 copies of Two (2) Different Envelopes (#10 and #9) (includes 80 Departmental Random "Blue Label" Copies each envelope) plus 10,000 total different ballots (includes 50 Departmental Random "Blue Label" Copies each) to: Kate Dowling 1301 K Street, NW Suite 250E a Washington, DC 20005.

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>

All expenses incidental to returning materials, submitting priors, 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/Furnished Electronic File
P-9. Solid and Screen Tint Color Match	Pantone Matching System
P-10. Process Color	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 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):** NONE