

# Quotation Request //

## US Government Publishing Office

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

**JACKET:417-642 R-4**

**Quotations are Due By:**  
**(Eastern Time)2:00 PM on 01/06/2022**

**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:** Celebrating Wildflower posters  
**QUANTITY:** 3433 Total Posters. Dist. Required.

R-1 Digital Printing Allowed.  
R-2 See Schedule.  
R-3 Schedule, Sizes and Quantities  
R-4 Schedule

Item 1: Bumble Bee of the Eastern United States - 975 Copies  
Item 2: The Bounty of Bees Our Future Flies on the Wings of Pollinators - 85 Copies  
Item 3: Bumble Bee of the Western United States - 205 Copies  
Item 4: Tall Forb Community of the Intermountain West - 178 Copies  
Item 5: Celebrating Our Native Grasses - 565 Copies  
Item 6: Celebrating Wildflowers - Ethnobotany - 500 Copies  
Item 7: Celebrating Ferns - 275 Copies  
Item 8: Celebrating Our National Grasslands, Prairies and Wildflowers - 525 Copies  
Item 9: Celebrating Wildflowers - 50 Copies  
Item 10: Our Future Flies on the Wings of Pollinators - 75 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.

Note: Please Provide Reimbursable Postage in Quote Comments

**TRIM SIZE: .**

Item 1: 21"L x 28.25" W  
Item 2: 36" L x 20.33" W  
Item 3: 28.05" L x 25" W  
Item 4: 36" L x 20.33" W  
Item 5: 31" L x 21" W  
Item 6: 32.5" L x 20.5" W  
Item 7: 21" L x 32.50" W  
Item 8: 53.50" L x 22" W  
Item 9: 20" L x 30" W  
Item 10: 28" L x 24" W

**PAGES:** Face only (each Item).

**SCHEDULE:**

Furnished Material will be available for pickup by 01/07/2022

Deliver complete (to arrive at destination) by 02/08/2022

F.O.B. destination

Please follow attached dist.

**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.

Digital Printing Acceptable.

At contractor's option the product will be produced via inkjet wide format digital printing provided that Quality Level 3 standards are maintained. Final output must be wet ink, pigment-based with an output minimum resolution of 1200 x 1200 dpi plus a RIP that provides an option for high quality color matching such as Device Links Technology and/or ICC Profiles. Dry ink/toner printing is not acceptable.

Posters print with type/rule matter, illustrations, images, screen tints, and solids in 4-color process; bleed all sides. Coat (after printing) the entire surface of face only of each Item with a clear non-yellowing gloss varnish to prevent scratching and smearing.

**MATERIAL FURNISHED:** Contractor to receive. Via email/contractor's FTP after award.

Purchase order.

One (1) PDF file of each file created on IBM. Contractor to extend bleed as necessary and convert any pantones to 4-color process.

One (1) Excel sheet to follow for dist. See attached.

GPO Form 952 Desktop Publishing - Disk Information

GPO Form 917 (Certificate of Selection).

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 JCP Code\* A182, No. 2 Gloss-Coated Text, Basis Size 25 X 38" Basis Weight 100 lbs.

**COLOR OF INK:**

4-color process + Glossy Varnish

**PRINT PAGE:** One Side Only

**MARGINS:**

Inadequate gripper. Follow electronic file.

**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 of each Item. 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. NOTE: Proof must illustrate how is 2 lines of type appear on the pen.

E-Mailed proofs (marked with Jacket/Req. Number plus return name and E-Mail address) directly to the Agency at donald.newsome@usda.gov; ray.lawrence@usda.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 (3) workdays from receipt at the Department to receipt in the contractor's plant.

and

1 set of each poster of inkjet digital color one-off proofs (each set must consist of one 11 x 17 sheet of the entire image reduced and one 22 x 36 sheet of a selected section at 100%) created using the same output device/RIP that will be used to produce the final printed product on the actual production stock. The approved proof will be used for color match during the production run. NOTE: Proofs (11 x 17) must contain the following color control strip to be evaluated for accuracy: IDEAlliance ISO 12647-7 (2009).

Send proofs together with the furnished media (copy, transparencies, electronic files) directly to: Ray Lawrence (Full resident address provided after award) Capitol Heights, MD 20743. Contractor must call GPO

contract Compliance Section at 202-512-0520, or e-mail information to compliance@gpo.gov immediately upon sending/delivering proofs and immediately upon notification that the proofs are available for pickup at the department. Proofs will be withheld not more than (3) workdays from receipt in the department to when they are made available for pickup at the department. CONTRACTOR MUST NOT PRINT PRIOR TO RECEIVING AN "OK TO PRINT".

**BINDING:**

Trim 4 sides.

**PACKING:**

Pack suitably per shipping cartons.

Mark all cartons/packages with ID title/qty./Jacket #/Req.#

Posters print single-sided Leave flat, chip board back and shrink-wrap, Item numbers 2, 4 & 8 Roll up and place mailing tubes.

Pack suitable to prevent shifting of or damage to materials. Identify shipping containers with GPO Jacket, name of publication, approximate number of posters per package.

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 ray.lawrence@usda.gov. The subject line of this message shall be "Distribution Notice for Jacket 417-642, Requisition 1-00805". 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.

Traceable means/inside delivery. Contact Ray Lawrence (ray.lawrence@usda.gov - (202) 205-1109) at FS 5 business days prior to delivery date.

See attached dist. for Delivery

50 Departmental Random "Blue Label" Copies of each of Items 1, 5, 6, and 8 to be included in the delivery going to: Ray Lawrence, USDA Forest Service, 201 14th Street, SW, Suite 4SE, Washington, DC 20250 ray.lawrence@usda.gov, (202) 205-1109

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 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 1.
- (b) Destructive Tests -- Special Inspection Level S-2.

Specified standards to correspond with each required attribute as follows:

ATTRIBUTE	Specified Standard
P-7. Type Quality and Uniformity	O.K.'d Proofs/furnished electronic file
P-10. Process Color Match	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 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):** 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=417642>