

Quotation Request //

US Government Publishing Office

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

JACKET:417-649

Quotations are Due By:
(Eastern Time)2:00 PM on 09/10/2021

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

TITLE: #10 Double Window Envelope w/Security Tint

QUANTITY: 1500000 Envelopes with Security Tint Plus One Set of Digital Deliverables.

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: 4-1/8 x 9-1/2"

PAGES: Face Only (after construction)

SCHEDULE:

Furnished Material will be available for pickup by 09/14/2021

Deliver partial (to arrive at destination) copies by 09/24/2021.

Deliver complete (to arrive at destination) by 10/08/2021

F.O.B. destination

Deliver partial 750,000 envelopes by 9/24/2021 and Deliver balance of envelopes by 10/8/2021.

Contractor may deliver all 1,500,000 envelopes by 9/24/2021 if able.

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

DESCRIPTION:

Digital Printing Not Acceptable

PRINTING: Envelope prints on side opposite to seam with head towards top fold face only (after construction) in Pantone 2955 (Blue) with type matter and a fine line departmental logo.

Print or tint envelope on the inside (back before manufacturing) in PMS 2955 (Blue), lining not acceptable. Contractor may use their own design but must guarantee that the product will ensure complete opacity and prevent show through of any material contained therein.

CONSTRUCTION: Open side, high cut diagonal seams with a fully gummed flap. Bottom Window: Die cut a 1-1/2 x 4-1/2" round cornered window at 7/16" from foot, 7/8" from left edge. Top Window: Die cut a 1 x 2-1/2" round cornered window at 3/4" from top, 7/8" from left edge. Cover windows with a suitable size panel of clear transparent material securely glued to inside of the envelope.

DIGITAL DELIVERABLE: Upon completion, the contractor must furnish one CD-R with final production

files converted to a single simple Acrobat PDF file "Optimized for Press" with proper color mode. CD-R disc must be ISO 9660 compliant.

MATERIAL FURNISHED: Contractor to receive. Contractor to receive via e-mail after award:

Purchase Order

One (1) PDF File.

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* V20, Writing Envelope; White, Basis Size 17 X 22" Basis Weight 24lbs

COLOR OF INK:

Pantone 2955c (Blue)

MARGINS: Adequate Gripper.

Follow Electronic File

PROOFS:

EMAIL 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 evaluate for text flow, image position and color breaks. Proofs will not be used for color match.

E-mail proofs (marked with Jacket/Req. Numbers plus return name and E-mail address) directly to: Yvette Williams yvette.williams2@fema.dhs.gov. 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:

See "Description".

PACKING:

Pack suitably per carton. Pack suitably in shipping containers.

MARK ALL CARTONS WITH THE FOLLOWING INFORMATION:

Job Title: #10 FEMA Double Window Envelope White/Security

Requisition: 1-01427

Jacket No.: 417-649

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 yvette.williams2@fema.dhs.gov. The subject line of this message shall be "Distribution Notice for Jacket 417-649, Requisition 1-01427. 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.

NOTE: Contractor to provide agency with tracking numbers pertaining to product delivery

Deliver partial 750,000 Envelopes by 9/24/2021 (includes 200 Departmental Random Blue Label Copies) via traceable means to: Torrent Technologies, c/o Top Copy, 5064 Whitefish Stage Rd., Whitefish, MT 59937, Attn: Lyle Hauser (406) 862-4010.

Deliver balance 750,000 Envelopes by 10/8/2021 via traceable means to: Torrent Technologies, c/o Top Copy, 5064 Whitefish Stage Rd., Whitefish, MT 59937, Attn: Lyle Hauser (406) 862-4010

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. (Form is available at <https://www.gpo.gov/pdfs/vendors/sfas/Form917.pdf>)

Deliver One Set of Digital Deliverables plus (6) sample copies via traceable means to: DHS/FEMA, 500 C St., SW, Washington, DC 20472, Attn: Yvette Williams, (202) 646-3290.

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

P-7. Type Quality and Uniformity

P-9. Solid or Screen Tints Color Match

SPECIFIED STANDARD

OK Proof/Security Tint

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 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 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: FCME, 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