

# Quotation Request //

## US Government Publishing Office

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

**JACKET:417-671 S**

**Quotations are Due By:**  
**(Eastern Time)12:00 PM 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.**

Bidders must enter quote price for each jacket. Award will be made based on the lowest total bid for all jackets.				
Jacket	Requisition #	BAC	Copies	Title
417-671	1-00537	3630-01	1,000	"Exclusive For" Envelope
417-672	1-00539	3630-01	1,000	"Exclusive For" Envelope

**TITLE:** "Exclusive For" Envelope

**QUANTITY:** 1000 Envelopes.9-1/2 x 12" for jkt 417-671; 1000 envelopes 10 x 15" for jkt 417-672. One set of Digital Deliverables for each jacket.

**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:** Jkt 417-671: 9-1/2 x 12" and Jkt 417-672: 10 x 15"

**PAGES:** Face and Back (after construction).

**SCHEDULE:**

Furnished Material will be available for pickup by 09/21/2021  
Deliver complete (to arrive at destination) by 10/08/2021  
F.O.B. destination

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

**DESCRIPTION:**

\*\*\*Digital Printing Not Acceptable\*\*\*

All the requirements of these specifications apply equally to all jackets unless otherwise indicated herein.

**CAUTION:** Except for the stock number, form number and edition date, **NO MARKING OR IDENTIFICATION OF ANY KIND** may appear on these copies. (This includes no government or contractor imprint, job number, plate number, trademark, or other identifying data.) The paper used for

these copies must not carry a watermark. The name of the Department shall not be shown on any shipping containers, packages, bills-of lading, or documents. Mark all inner packages with the stock number, form number edition date, manufacturing date and quantity only. Mark all shipping containers with the stock number, quantity, consignee and consignor, and consignor address only. Deliveries must be made on workdays between 7:00 a.m. and 3:00 p.m. local time.

Jkt 417-671

**PRINTING:** Print envelopes with a match of Pantones 179 (Red) and Black ink with type matter plus 4 approx 1/4" red diagonal stripes on the face (side opposite the seams), and four approx 1/4" wide red diagonal stripes which print on the outside of the flap and the body of the back. The printed image on the back extends across the seams, from the outside of the flap onto the body and must align when the flap is folded down. Follow sample.

Approximate red ink coverage is 5% overall. Print Stripes and "EXCLUSIVE FOR" IN RED INK.

Print two type lines in black ink in the lower left corner (approx 7/8" from left edge and 3/8" from bottom edge of envelopes, stock number ending in 3330). Follow sample. NOTE: Change to second line. Contractor to set type, in same type face, size, and style of furnished sample. Contractor is responsible for accuracy in printing.

**CONSTRUCTION:** Open side with side seams and a gummed flap. Follow camera copy for placement.

Jkt 417-672

**PRINTING:** Print envelopes with a match of Pantone 179 (Red) and Black ink with type matter plus four 1/4" red diagonal stripes on the face (side opposite the seams), and four approx 1/4" wide red diagonal stripes which print on the back. The printed image on the back extends across the seams, from the outside of the flap onto the body and must align when the flap is folded down. Follow sample.

Print two type lines on face in black ink in the lower left corner (approx. 3/4" from left edge and 9/16" from bottom edge of envelopes, stock number ending in 3332). Follow sample.

**CONSTRUCTION:** Open side with side seams and a gummed flap. Follow camera copy for placement.

**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. .

One (1) Purchase Order

One (1) sample each from a previous printing to be used as camera copy and construction guide, upon award contractor to provide shipping label.

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.

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**PAPER:** \* Must be in accordance with JCP Paper Specification Standards in effect on date of this order  
Jkt 417-671 JCP Code\* V10, Light-Colored Brown (Kraft, Shade) Envelopes, Basis Size 17 X 22" Basis  
Weight 32 lbs.  
417-672 JCP Code\* V10, Light-Brown (Kraft Shade) Envelope, Basis Size 17 X 22" Basis Weight 24-32 lb

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**COLOR OF INK:**

Black and Pantone 179 (Red).

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**PRINT PAGE:** Head to Head

**MARGINS:**

Inadequate Gripper Margins. Bleeds all sides face and back after construction. Follow furnished samples.

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**PROOFS:**

None required.

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**PACKING:**

Pack suitably in shipping cartons, NTE 40 lbs.

**LABELING/MARKING:** Include requisition and jacket number on all outer mailing labels for receiving purposes.

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**DISTRIBUTION:**

Contractor must notify the ordering agency on the same day that the product ships/delivers via e-mail sent to eafisc2@radium.ncsc.mil. The subject line of this message shall be Distribution Notice for Jackets 417-671 and 417-672, Requisition 1-00537 and 1-00539. 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.

Jkt 417-671

Deliver 1,000 envelopes (includes 50 Departmental Random Blue Label Copies) via traceable means to: Maryland Procurement Office, Attn: 21K2891, 1472 Dorsey Road, Doors 1-3, Hanover, MD 21076.

Jkt 417-672

Deliver 1,000 envelopes (includes 50 Departmental Random Blue Label Copies) via traceable means to: Maryland Procurement Office, Attn: 21K2984, 1472 Dorsey Road, Doors 1-3, Hanover, MD 21076.

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 one digital deliverable for each jacket and furnished material via traceable means to: Department of Defense, 9800 Savage Road, Ft. Meade, MD 20755-6619, Suite 6658, attn: Beth Fischer(443)479-7649.

**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	Furnished Sample/Average type dimension
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 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 within:

- 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