

Quotation Request //

US Government Publishing Office

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

JACKET:417-828 S

Quotations are Due By:
(Eastern Time)10:00 AM on 10/12/2021

**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 |
| 417-828 | 1-71893 | 3810-YB | 8,000 | Small & Large Red Award Binders |
| 417-829 | 1-71894 | 3810-YB | 300 | Large Red Award Binders for Sam Butler |

TITLE: Small & Large Red Award Binders

QUANTITY: 8000 Total Presentation Folders of JKT# 417-828 equals to 4,000 of Item 1 (Small folders), 4,000 of Item 2 (large folders) Plus 20 QARC's of each Item, PLUS 300 Presentation Folders (Large Folder) of JKT# 417-829). Stamping Required (No Printing).

SUBCONTRACTING: The contractor may make contracts for the furnishing of all or any part of the supplies or work specified. Accordingly, Contract Clause 6, "Subcontracts," of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 01-18), does not apply to this procurement.

BUY AMERICAN ACT - NOTE: In compliance with Contract Terms 310.2 (Rev. 01-18), Contractor must state within quote submitted either that the end product is a Domestic end product or a Foreign end product as defined in Contract Clause 37 for the requested promotional item. Domestic end product or Foreign end product must be indicated in the comments field when submitting Quotes using Contractor Connect. The contractor shall indicate "product of unknown origin when it is unknown if the product offered is a domestic end product; in that instance, GPO will consider the quote as a Foreign end product, in accordance with Contract Terms, Certifications C-2 (Buy American Certification), that components of unknown origin have been considered to have been mined, produced, or manufactured outside the United States.

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: .

Jacket 417-828

Item 1 (Small Folders): 9 x 11-1/2" (folded down from 18-1/4 x 11-1/2", including 1/4" gutter).

Item 2 (Large Folders): 11-1/2 x 14-1/2" (folded down from 23-1/4 x 14-1/2", including 1/4 gutter).

Jacket 417-829: 11-1/2 x 14-1/2" (folded down from 23-1/4 x 14-1/2", including 1/4 gutter).

PAGES: .

JKTs# 417-828/829 (Presentation Folders): Face only.

SCHEDULE:

Furnished Material will be available for pickup by 11/01/2021

Deliver complete (to arrive at destination) by 12/28/2021

F.O.B. destination

QUALITY LEVEL: 2 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/Jackets unless otherwise indicated herein.

Digital Printing Not Acceptable.

OVERVIEW: These specifications cover the production of Presentation Folders (small and large) of JKT# 417-828, and Large Presentation Folders of JKT# 417-829 requiring stamping, construction, assembling and packing.

STAMPING (All Items/Jackets): Stamp USMC seal centered on Cover 1 of presentation folder in a match of General Roll Leaf Company SG-14 imitation gold. Stamping image area is 3-1/4" in diameter. Stamping must have solid impressions; no picking, pinholes, or filled letters.

MATERIAL FURNISHED: Contractor to receive. Via email after award.

Purchase order.

One sample Binder of each Item/jacket to match, and follow for construction. Contractor to provide UPS or FEDEX shipping label.

One (1) 3-3/4 x 3-3/4" die to be used for stamping.

GPO Form 892c (R. 12/17) Proofs.

GPO Form 2678 (departmental random copies-blue label).

GPO Form 917 (Certificate of Selection).

GPO Form 915 (Business Reply Label).

GPO Form 2686 QARC Random copies sampling & shipping instructions.

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

Folder Covers: Red Holliston Roxite F Cardinal Red 69801 (Library Buckram) or equivalent.

Board Material: No. 1 quality binder boards, 1/8" to 3/16" thick.

Lining Paper: White Felt Cover, basis weight: 65 lbs., Domtar Feltweave Carrara or equivalent.

Corner Ribbon: Yellowish-Gold Rayon, Silk or Nylon.

Acetate Sheet: Crystal clear acetate, 0.005 thick.

Tissue Sheet: Suitable tissue paper to protect the acetate sheet.

Match Sample Furnished.

COLOR OF INK:

Match of General Roll Leaf Company SG-14 imitation gold.

MARGINS: Adequate Gripper.

Follow Furnished Sample

PROOFS:

PRIOR TO PRODUCTION SAMPLES: Prior to the commencement of production of the contract production quantity, the contractor shall submit (3) samples of each Item to: HQMC, 3000 Marine Corps Pentagon, Room 2B253, Attn: Rebecca R. Kinney (703-614-4816), Washington D.C. 20350-3000 (USPS only). (Inside delivery required). Samples will be tested for conformance of materials and will be tested for usage on the specified equipment and/or for construction. The container and accompanying documentation shall be marked PREPRODUCTION SAMPLES and shall include the GPO jacket, purchase order, and program numbers. The samples must be submitted in sufficient time to allow Government testing of the samples and production and shipment in accordance with the shipping schedule.

The Government will approve, conditionally approve, or disapprove the samples within (3) workdays of the receipt thereof. Approval or conditional approval shall not relieve the contractor from complying with the specifications and all other terms and conditions of the contract. A conditional approval shall state any further action required by the contractor. A notice of disapproval shall state the reasons therefor.

If the samples are disapproved by the Government, the Government, at its option, may require the contractor to submit additional samples for inspection and test, in the time and under the terms and conditions specified in the notice of rejection. Such additional samples shall be furnished, and necessary changes made, at no additional cost to the Government and with no extension in the shipping schedule. The Government will require the time specified above to inspect and test any additional samples required.

In the event the additional samples are disapproved by the Government, the contractor shall be deemed to have failed to make delivery within the meaning of the default clause in which event this contract shall be subject to termination for default, provided however, that the failure of the Government to terminate the contract for default in such event shall not relieve the contractor of the responsibility to deliver the contract quantities in accordance with the shipping schedule.

In the event the Government fails to approve, conditionally approve, or disapprove the samples within the time specified, the Contracting Officer shall automatically extend the shipping schedule in accordance with Contract Clause 12, "Notice of Compliance with Schedules," of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 01-18)).

Manufacture of the final product prior to approval of the sample submitted is at the contractor's risk. Samples will not be returned to the contractor. All costs, including the costs of all samples shall be included in the contract price for the production quantity.

All samples shall be manufactured at the facilities in which the contract production quantities are to be manufactured.

NOTE: Each prior to production sample MUST be clearly marked with Jacket number, Req.#, and title.

BINDING:

Jacket 417-828

Item 1: Presentation Folders - CONSTRUCTION:

Cover binder boards (with Red Roxite F (Library Buckram) as specified with at least a 1/2" turn-in on all sides. Reinforce gutter with a strip of cover material at least 2" wide. (NOTE: The surface of the cover stock may require that the outer edges (turn-in edges) be treated to ensure complete bonding of the adhesive between the lining paper and the cover material.

Score and fold from 18-1/4 x 11-1/2" (including 1/4" gutter) down to 9 x 11-1/2". Finished product must lay completely flat when folded.

Securely glue an 8-5/8 x 11-1/8" sheet of the white lining paper to the inside front cover (Cover 2) and attach yellowish-gold ribbon around each of the four corners (extending approximately 1" from the corner) of the lining paper creating triangular corner tabs. Tabs must accommodate an 8-1/2 x 11" certificate.

Securely glue an 8-5/8 x 11-1/8" sheet of the white lining paper to the inside back cover (Cover 3) and attach yellowish-gold ribbon around each of the four corners (extending approximately 1" from the corner) of the lining paper creating triangular corner tabs. Tabs must accommodate an 8-1/2 x 11" letter.

Insert a sheet of clear acetate and tissue (8-1/2 x 11") in front of Cover 2 and a sheet of clear acetate and tissue (8-1/2 x 11") in front of Cover 3.

Acetate sheet is for the protection of the certificates (8-1/2 x 11") and letters (8-1/2 x 11"). Acetate must be clean, free from dirt, oil, foreign matter, rough edges, scratches, scuffs, cracks, blisters, bubbles, pits, tears, dents, holes, or other defects which may affect the appearance or serviceability of the certificate and citation.

Item 2: Presentation Folders - CONSTRUCTION:

Cover binder boards with Library Buckram (as specified above) with at least a 1/2 turn-in on all sides. Reinforce gutter with a strip of cover material at least 2 wide. (The surface of the cover stock may require that the outer edges (turn-in edges) be treated to ensure complete bonding of the adhesive between the lining paper and the cover material.)

Score and fold from 23-1/4 x 14-1/2 (including 1/4 gutter) down to 11-1/2 x 14-1/2. Finished product must lay completely flat when folded.

Securely glue an 11-1/8 x 14-1/8 sheet of the white lining paper to the inside front cover (Cover 2) and attach yellowish-gold ribbon around each of the four corners (extending approximately 1 from the corner) of the lining paper creating triangular corner tabs. Tabs must accommodate an 11 x 14 certificate.

Securely glue an 11-1/8 x 14-1/8 sheet of the white lining paper to the inside back cover (Cover 3) and attach yellowish-gold ribbon around each of the four corners (extending approximately 1 from the corner) of the lining paper creating triangular corner tabs. Tabs must accommodate an 11 x 14 certificate.

Insert a sheet of clear acetate and tissue (11 x 14) in front of Cover 2 and clear acetate and tissue (11 x 14)

in front Cover 3.

Acetate sheet is for the protection of the certificate (11 x 14). Acetate must be clean, free from dirt, oil, foreign matter, rough edges, scratches, scuffs, cracks, blisters, bubbles, pits, tears, dents, holes, or other defects which may affect the appearance or serviceability of the certificate and citation.

Jacket 417-829: Presentation Folders - CONSTRUCTION:

Cover binder boards with Library Buckram (as specified above) with at least a 1/2 turn-in on all sides. Reinforce gutter with a strip of cover material at least 2 wide. (The surface of the cover stock may require that the outer edges (turn-in edges) be treated to ensure complete bonding of the adhesive between the lining paper and the cover material.)

Score and fold from 23-1/4 x 14-1/2 (including 1/4 gutter) down to 11-1/2 x 14-1/2. Finished product must lay completely flat when folded.

Securely glue an 11-1/8 x 14-1/8 sheet of the white lining paper to the inside front cover (Cover 2) and attach yellowish-gold ribbon around each of the four corners (extending approximately 1 from the corner) of the lining paper creating triangular corner tabs. Tabs must accommodate an 11 x 14 certificate.

Securely glue an 11-1/8 x 14-1/8 sheet of the white lining paper to the inside back cover (Cover 3). Additionally, securely glue an 8-5/8 x 11-1/8 sheet of white lining paper, centered on the 11-1/8 x 14-1/8 lining paper. Attach yellowish-gold ribbon around each of the four corners (extending approximately 1 from the corner) of the 8-5/8 x 11-1/8 lining paper, creating triangular corner tabs. Tabs must accommodate an 8-1/2 x 11 citation.

Insert a sheet of clear acetate and tissue (11 x 14) in front of Cover 2 and a sheet of clear acetate and tissue (8-1/2 x 11) in front of Cover 3.

Acetate sheet is for the protection of the certificate (11 x 14) and citation (8-1/2 x 11). Acetate must be clean, free from dirt, oil, foreign matter, rough edges, scratches, scuffs, cracks, blisters, bubbles, pits, tears, dents, holes, or other defects which may affect the appearance or serviceability of the certificate and citation.

PACKING:

Pack each Item separately and identify.

Shrink-film wrap in units of 10. Pack suitably per carton. Pack suitably per shipping container

All shipments which fill less than a shipping container must be packaged with materials of sufficient strength and durability and in such a manner which will guarantee that the product will not be damaged and the package will not open nor split during shipment or delivery.

DISTRIBUTION:

Contractor must notify the ordering agency on the same day that the product ships via e-mail sent to rebecca.kinney@usmc.mil. The subject line of this message shall be "Distribution Notice for Jacket

417-828/829, Req. 1-71893/94". 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 4,000 small folders "Item 1", and 4,000 large folders "Item 2 (includes 80 Departmental Random Blue Label copies of each Item) via traceable means to: HQ, USMC, Manpower Reserve Affairs MMSR, ATTN: Kent Sharp, 3280 Russell Rd., Quantico, VA 22134-5103.

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.

Deliver 300 large folders (JKT# 417-829) via traceable means to: HQ,USMC, 3000 Marine Corps Pentagon, Room 2B253 (Sam Butler), Washington, DC 20350-3000. USPS delivery only.

Deliver 1 sample copy of each Item/Jacket, all dies, and all Government Furnished Material via traceable means to: HQ-USMC, 3000 Marine Corps Pentagon, Room 2B253, Attn: Rebecca Kinney, Washington D.C. 20350-3000. Phone 703-614-4816. USPS delivery only.

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 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 | OK'd priors/furnished dies/furnished files |

QUALITY ASSURANCE RANDOM COPIES: The contractor will be required to execute a statement furnished by GPO certifying that copies were selected as directed. Business Reply Mail labels will be furnished for mailing the quality assurance random copies. The copies are to be mailed at the same time as the first scheduled shipment. A U.S. Postal Service approved Certificate of Mailing, identified by Jacket and Purchase Order numbers, must be furnished with billing as evidence of mailing.

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): NONE