

# Quotation Request //

## US Government Publishing Office

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

**JACKET:417-897 R-1**

**Quotations are Due By:**  
**(Eastern Time)2:30 PM on 03/15/2022**

**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:** DD1MC Officer Promotion

**QUANTITY:** 5000 Certificates Plus One Set of Digital Deliverables. Embossing, Stamping, and Dies Required PLUS 5 Samples

R-1: Bid Opening Time and Size of Certificate

The awarded contractor **MUST** not order paper or supplies until they receive the sample, and discuss with GPO (Tim Sankey: [tsankey@gpo.gov](mailto:tsankey@gpo.gov)).

**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.

**TRIM SIZE:** 10 x 14"

**PAGES:** Face only.

**SCHEDULE:**

Furnished Material will be available for pickup by 03/16/2022  
Deliver complete (to arrive at destination) by 04/14/2022  
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.

**PRINTING:** Certificates print face only with Black type/rule matter, and 4-color process fine detailed agency seal (Contractor **MUST** Match Density of Previous Printed Samples). **NOTE:** Product must be able to run through a laser printer.

**STAMPING:** Certificates stamp/emboss with approx. 1-1/4" in diameter fine detailed department seal in a match of API FOIL ORIENTIAL GOLD 4002 (Foil stamping color **MUST** match previous and be crisp). Stamping must have solid impressions, no picking, pinholes or filled letters. See logo attached for reference.

**DIGITAL DELIVERABLE:** Upon completion, the contractor must furnish an email to agency (see distribution) with final production files converted to a single simple Acrobat PDF file "Optimized for Press"

with proper color mode.

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

One (1) Purchase Order

One (1) previous sample to follow for stamping, margins, and paper. Contractor MUST provide their FedEx Acc.# or UPS label for shipping.

One (1) PDF file for production, Mac based Adobe InDesign 17.1.

One (1) tif file of logo for stamping, contractor to resize as needed

GPO Form 892C (R. 8/95) 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

Prior to image processing, the contractor shall perform a basic check (preflight) of the furnished media and publishing files to assure correct output of the required reproduction image. Any errors, media damage, or data corruption that might interfere with proper file image processing must be reported to the contract administrator.

The contractor shall create or change any necessary trapping, set proper screen angles and screen frequency, and define file output selection for the imaging device being utilized. Furnished files must be imaged as necessary to meet the assigned quality level.

**PAPER:** \* Must be in accordance with JCP Paper Specification Standards in effect on date of this order JCP Code\* H30, Laser-Finish Parchment; Natural White, Basis Size 20 x 26" Basis Weight 65 lbs. MUST MATCH PROVIDED SAMPLE. The awarded contractor MUST not order paper or supplies until they receive the sample, and discuss with GPO (Tim Sankey: tsankey@gpo.gov).

**COLOR OF INK:**

See "Description" herein.

**PRINT PAGE:** One Side Only

**MARGINS:** Adequate Gripper.

Follow furnished sample.

**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 rebecca.kinney@usmc.mil. 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.

AND

At the same time as submission of e-mailed proofs (or as soon as possible), submit a minimum of two (2) 8-1/2 x 11 blank sheets of the actual paper to be used in the production of the contract requirements. Each sample must be of the kind and quality required by the specifications. The Government will rely on the samples only as a reference to the general appearance of the stock that will be provided by the contractor in conformance to the specifications. The Government assumes no contractual obligation to perform any inspection and test for the benefit of the contractor. The Government's failure to inspect and accept or reject the paper samples shall not relieve the contractor from responsibility, nor impose liability on the Government, for nonconforming paper. Send paper samples via traceable means to Rebecca R Kinney (703-614-4816), Locust Grove VA 22508 (address is a residence and will be provided upon award). Paper Samples will be withheld not more than (2) workdays from receipt at the Department to receipt in the contractor's plant.

PLUS (after approving electronic proof and paper samples):

**PRIOR TO PRODUCTION SAMPLES:** Prior to the commencement of production of the contract production quantity, the contractor shall submit samples via traceable means to: Rebecca R Kinney (703-614-4816), 734 Lakeview Pkwy, Locust Grove VA 22508. **DELIVERY MUST BE BY USPS, FEDEX OR UPS.** Five (5) samples will be tested for conformance of material(s). Five (5) samples 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 417-897, Req# 1-72262, and Title: DD1MC Officer Promotion. 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 contractors 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.

**BINDING:**

Trim 4 sides.

**PACKING:**

Shrink Film Pack in units of 100. Pack suitably in cartons and shipping containers to ensure certificates are not damaged during shipment.

MARK ALL CARTONS WITH THE FOLLOWING INFORMATION:

JOB TITLE: DD1MC Officer Promotion

REQUISITION: 1-72262

JACKET NO.: 417-897

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 rebecca.kinney@usmc.mil. The subject line of this message shall be "Distribution Notice for Jacket 417-897, Requisition 1-72262". 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 5,000 certificates (includes 80 Departmental Random "Blue Label" Copies) via traceable means to: HQMC/ARDE, 3000 Marine Corps Pentagon, Rm 2B253, ATTN: Rebecca R Kinney (703-614-4816), Washington, DC 20350-3000. DELIVERY MUST ONLY BE BY USPS, FEDEX OR UPS.

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 5 sample copies, all GFM, and dies via traceable means to: HQMC/ARDE, 3000 Marine Corps, Pentagon, Rm 2B253, Washington, DC 20350-3000. ATTN: Rebecca Kinney, (703-614-4816).

Deliver by email one (1) digital deliverable of the final, approved certificate as a press-quality PDF with the subject line "Digital Deliverable for Jacket 417-897, Req# 1-72262" to rebecca.kinney@usmc.mil

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	SPECIFIED STANDARD
P-7. Type Quality and Uniformity	Approved proof/Furnished Electronic Files
P-10. Process Color Match	Ok'd Prior to Production Samples/Furnished Electronic Files

**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>.

**NOTE:** Vendors are expected to submit invoices within 30 days of job shipping/delivery.

**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=417897>