

Quotation Request //

US Government Publishing Office

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

JACKET:420-427 R-2

Quotations are Due By:

(Eastern Time)11:00 AM on 06/14/2022

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

TITLE: FBI Ethics Pocket Guide Rev 8-1-2014

QUANTITY: 4001 FBI Ethics Pocket Guides Plus 13 QARCs

R-1: Lamination

R-2: Quantity, Paper, Delivery Date

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: 5-1/4 x 6-1/2"

PAGES: 56 Pages (Self-Cover)

SCHEDULE:

Furnished Material will be available for pickup by 06/16/2022

Deliver complete (to arrive at destination) by 08/12/2022

F.O.B. destination

QUALITY LEVEL: 1 Quality Assurance Through Attributes (GPO PUB 310.1, effective May 1979 (Rev. 9-19)) applies.

DESCRIPTION:

****DIGITAL PRINTING NOT ACCEPTABLE****

PRINTING: Covers and text print head to head with type/rule matter, photos, images, tints, illustrations, and solids with heavy and full coverage in 4-color process with full (uncommon) bleeds plus some type reversing out to appear white. Most pages contain crossovers that must print and align across the bind. Additionally, most pages have page numbering that is in a solid box that bleeds off the thumb edge of the book. Contractor is cautioned to ensure that the page numbers are not cut off on the final trim.

LAMINATION: Gloss laminate the entire surface of all covers, after printing, with non-yellowing 5 mil lamination on each side with polyesters (such as polyethylene terephthalate), polypropylene, vinyl or cellulose acetate. The laminate on the product must be evenly applied with no trapped foreign particles or air bubbles, have no distortion of the printed matter and must remain clear and legible. Laminate must not extend beyond the trim size (trim flush).

PRESS SHEET INSPECTION: Final make-ready press sheets of all pages will be inspected and approved at the contractor's plant for the purpose of establishing specified standards for use during the actual press run. Upon approval of the sheets, contractor is charged with maintaining those standards throughout the press run (within QATAP tolerances when applicable) and with discarding all make-ready sheets that preceded approval. See GPO Publication 315.3 (Guidelines for Contractors Holding Press Sheet

Inspections) issued June 2003. Note: A press sheet inspection is for the purpose of setting specific standards that are to be maintained throughout the entire run. It does not constitute a prior approval of the entire run.

Press sheets must contain control bars for each color of ink on the sheet. Control bars must be placed parallel to the press ink rollers. The control bars must show areas consisting of 1/8 x 1/8" minimum solid color patches; tint patches of 25, 50, and 75%; dot gain scale (such as, BRUNNER, GATF, GRETAG, or RIT); and gray balance patches for process color (if applicable). These areas must be repeated across the entire press sheet.

Viewing Light: Press sheets will be viewed under controlled conditions with 5000 degrees Kelvin overhead luminaries. The viewing conditions must conform to ISO 3664-2009; a viewing booth under controlled conditions with 5000 degrees Kelvin overhead luminaries with neutral gray surroundings must be provided.

The contractor must notify the GPO of the date and time the press sheet inspection can be performed. In order for proper arrangements to be made, notification must be given at least (3) workdays prior to the inspection. Notify the U.S. Government Publishing Office, Contract Management Division, Quality Control for Published Products Section (CSPS), Washington, DC 20401, on telephone area code (202) 512-1162. Telephone calls will only be accepted between the hours of 8:00 am and 2:00 pm, prevailing eastern time. Note: See contract clauses, paragraph 14(e)(1), Inspections and Tests of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 1 18)). When supplies are not ready at the time specified by the contractor for inspection, the Contracting Officer may charge to the contractor the additional cost of the inspection.

NOTE: Press Sheet must be a Minimum 200 lpi and be printed on a press capable of printing four colors in a single pass through the press (minimum four printing units).

MATERIAL FURNISHED: Via email after award.

One (1) Purchase Order

One (1) PDF file for production, Mac based Adobe InDesign CC 2015

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

GPO Form 2678 (departmental random copies-blue label)

GPO Form 917 (Certificate of Selection)

GPO Form 2686 QARC Random copies sampling & shipping instructions

GPO Form 915 (Business Reply 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 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. Minimum 200 line screen required.

PAPER: * Must be in accordance with JCP Paper Specification Standards in effect on date of this order JCP Code* O90, Printable Plastic Film (Synthetic Paper), 78 lbs (5.9 mil). *Must match caliper, GSM, shade, smoothness, opacity, brightness, texture and finish of Yupo, 78 lbs. (5.9 mil). NO EXCEPTIONS.

COLOR OF INK:

4-color process

PRINT PAGE: Head to Head

MARGINS:

Inadequate gripper margin, uncommon bleed all sides. Follow furnished 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. 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 jrmoya@fbi.gov and cc: sjboom@fbi.gov and tsankey@gpo.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 (2) workdays from receipt at the Department to receipt in the contractor's plant.

AFTER EMAIL PROOF APPROVAL:

One (1) set of digital color content proofs. Direct to plate must be used to produce the final product with a minimum of 2400 x 2400 dpi. Proofs must be created using the same Raster Image Processor (RIP) that will be used to produce the product. Proofs shall be collated with all elements in proper position (not pasted up), imaged face and back, trimmed and folded to the finished size of the product.

PLUS

One (1) set of inkjet proofs that are G7 profiled and use pigment-based inks. A proofing RIP that provides an option for high quality color matching (such as Device Links Technology and/or ICC Profiles Technology), and meets or exceeds industry tolerance to ISO 12647-7 Standard for Graphic Technology (as of 3/19/09, and future amendments) must be utilized plus GRACoL 2006 Coated #1 specifications (CGATS TR006) must be achieved. Output must be a minimum of 720 x 720 dpi on a GRACoL or SWOP certified proofing media. Proofs must contain the following color control strip to be evaluated for accuracy: IDEAlliance ISO 12647-7 Control Strip 2009 or 2013(i1).

Proofs must contain color control bars (such as Brunner, GATF, GRETAG, or RIT) for each color of ink on the sheet. Control bars must be placed parallel to the press's ink rollers and must show areas consisting of minimum 1/8 x 1/8" solid color patches; tint patches of 25, 50 and 75%; dot gain scale; and gray balance patches for process color (if applicable). These areas must be repeated consecutively across the sheet.

The make and model number of the proofing system utilized shall be furnished with the proofs. These proofs must contain all elements, be in press configuration, and indicate margins. Proofs will be used for color match on press. Direct to plate must be used to produce the final product with a minimum of 2400 x 2400 dpi.

PLUS

One (1) set of one-off proofs created on the actual production stock - **PRINTING NOT REQUIRED!** Proofs must have laminated covers, trimmed, and bound to the finished size/format of the product. **NOTE:** This is essentially a preproduction sample without the printing using blank paper to allow the agency to see the cover laminated, binding coil size, overall thickness, etc., without the added expense of having to plate the job for press.

Send proofs together with the furnished media (copy, electronic files) via traceable means to: FBI, 2400 Schuster Drive, Room 1B973, Cheverly, MD 20781. Attention: Jennifer Moya (202-324-8183). Proofs shall be marked "PROOFS-DO NOT DELAY" and shall include the GPO jacket 420-427, Req# 2-06014, and Title: FBI Ethics Pocket Guide Rev 8-1-2014. **DELIVERY MUST BE BY USPS, FEDEX OR UPS.** Contractor must fill in the furnished preaddressed label (GPO Form 892) and use on all proof packages. Proofs will be withheld not more than (4) workdays from receipt in GPO until they are made available for pickup by the contractor. **CONTRACTOR MUST NOT PRINT PRIOR TO RECEIVING AN "OK TO PRINT".**

BINDING:

After laminating covers (see Description), trim 4 sides, collate in sequence, and punch suitably for spiral binding. Contractor to maintain sufficient margin to allow for punching without loss of copy. Bind on left, 6-1/2" edge with black plastic spiral binding of suitable capacity. Contractor to determine correct binding element size. Contractor to ensure that insertion of coil binding does not cover information in pocket guide.

PACKING:

Pack with suitable dividers between each pile of books to prevent binding element entanglement. Pack in cartons and shipping containers to ensure books are not damaged during shipment. NTE 45 lbs/carton.

NOTE: MARK ALL CARTONS WITH THE FOLLOWING INFORMATION:

JOB TITLE: FBI Ethics Pocket Guide Rev 8-1-2014

REQUISITION: 2-06014

JACKET NO.: 420-427

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 jrmoya@fbi.gov. The subject line of this message shall be "Distribution Notice for Jacket 420-427, Req. No. 2-06014". 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 copies (includes 80 Departmental Random Blue Label Copies) via traceable means to: FBI, Attn: Shauna Mathews, 1 Range Road, Quantico, VA 22135, (703) 632-4777. **NOTE:** Address has a Shipping-Receiving department and delivery should be made to warehouse where there is a dock (no liftgate or inside delivery needed). ***DELIVERY NOTE:** Contractor to call (301) 618-8500 prior to delivery.**

Deliver one copy via traceable means to: FBI, 2400 Schuster Drive, Room 1B973, Cheverly, MD 20781. Attention: Jennifer Moya (202-324-8183).

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 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 Preproduction Sample
P-9. Solid or Screen Tints Color Match	Approved Preproduction Sample
P-10. Process Color Match	Electronic media

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 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): NONE