

# Quotation Request //

## US Government Publishing Office

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

**JACKET:420-491 R-2**

**Quotations are Due By:**  
**(Eastern Time)10:00 AM on 07/11/2022**

**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:** Preprinted Envelopes

**QUANTITY:** 1000 Total Envelopes consists of 2 different envelopes. Typesetting required.  
Quantities-Item 1: 500; Item 2: 500

R-1: Delivery date

R-2: Envelope size & Delivery date

**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:** Item 1 (Qty 500): 4-1/8 x 9-1/2" (After Construction), #10 regular envelopes  
Item 2 (Qty 500): 10 x 13" (After Construction), booklet envelopes

**PAGES:** Face only (After Construction)

**SCHEDULE:**

Furnished Material will be available for pickup by 07/13/2022

Deliver complete (to arrive at destination) by 08/05/2022

F.O.B. destination

**QUALITY LEVEL:** 4 Quality Assurance Through Attributes (GPO PUB 310.1, effective May 1979 (Rev. 9-19)) applies.

**DESCRIPTION:**

**SPECIFICATIONS WILL APPLY EQUALLY TO BOTH ITEMS EXCEPT AS NOTED HEREIN.**

Digital Printing Is Not Acceptable.

**PRINTING:** Envelopes print on face (after construction) with type/rule matter, approximately 7 lines of type and 1 rule line (in upper left corner), in Black ink on side opposite to the seams, head toward top fold.  
Note: The GPO imprint line must not appear on the finished product.

**TYPESETTING:** The return address should be positioned in the upper left corner per current USPS regulations. Contractor to typeset return address below:

Item 1: Type to match Helvetica font at 10 point.

Item 2: Type to match Helvetica font at 14 point.

U.S. DEPARTMENT OF JUSTICE (Bold)  
DRUG ENFORCEMENT ADMINISTRATION  
CHICAGO FIELD DIVISION  
230 S. DEARBORN STREET, SUITE 1200  
CHICAGO, IL 60604

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OFFICIAL BUSINESS  
PENALTY FOR PRIVATE USE, \$300

**CONSTRUCTION:**

Item 1: Web Style Side Seam Envelope, Gummed Flap.

Item 2: Open side Booklet, OSS full gummed.

**DIGITAL DELIVERABLES:** Upon completion of the order, the contractor must furnish final production files converted to a single simple Acrobat PDF file "Optimized for Press" with proper color mode with the furnished material. The digital deliverables must be an exact representation of the final printed product and be emailed to the agency.

**MATERIAL FURNISHED:** Via email after award.

One (1) Purchase Order

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.

**PAPER:** \* Must be in accordance with JCP Paper Specification Standards in effect on date of this order

Item 1: JCP Code\* V20, Writing Envelope; White, Basis Size 17 X 22" Basis Weight, 24 lbs.

Item 2: JCP Code\* V10, Light-Brown (Kraft Shade) Envelope, Basis Size 17 X 22", 28 lbs.

**COLOR OF INK:**

Black

**MARGINS:**

1/4" left and top with adequate margins.

Must meet USPS regulations

**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 fsos.printing@dea.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 (1) workday from receipt at the Department to receipt in the contractor's plant.

**PACKING:**

Pack in a suitable carton to prevent damage to envelopes in shipping.

**MARK ALL CARTONS WITH THE FOLLOWING INFORMATION:**

Job Title: Various Types of Pre-Printed Envelopes

Requisition: 2-01312-Chicago

Jacket No.: 420-491

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 fsos.printing@dea.gov. The subject line of this message shall be Distribution Notice for Jacket 420-491, Req. No. 2-01312-Chicago. 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 1,000 envelopes (consisting of 2 different items, Item 1: 500 #10 regular envelopes; Item 2: 500 10 x 13" booklet envelopes), (includes 50 Departmental Random "Blue Label" Copies of each Item) via traceable means to: DEA/Chicago, 230 South Dearborn Street, Suite 1200, Chicago, IL 60604, Attn: A. Kelly.

Deliver by email one (1) set of digital deliverables of the final, approved artwork with the subject line "Digital Deliverable for Jacket 420-491, Req# 2-01312-CH Chicago" to fsos.printing@dea.gov.

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 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 Proofs/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:

- 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