

Quotation Request //

US Government Publishing Office

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

JACKET:420-576 R-1

Quotations are Due By:
(Eastern Time)10:00 AM on 06/21/2022

**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: Boyers Envelope to Mail Applications

QUANTITY: 150005 Light Brown Kraft Envelopes.

R-1: Schedule: Extend 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.

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: 6-1/16 x 9-1/2" (constructed)

FORM NO: RI 50-30 (7/2020 Edition)

SCHEDULE:

Furnished Material will be available for pickup by 06/28/2022

Deliver complete (to arrive at destination) by 09/26/2022

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: Envelope prints Black only on face (side opposite seams) and back (including outside flap) of constructed envelope. Front consist of 8 lines of type plus one rule line. Back consist of 3 lines of type. Images consist entirely of type/rule matter; no bleeds.

CONSTRUCTION: Envelopes to be constructed with open side, high cut diagonal seams, and gummed flap (split gummed NTE 3/4" between glue strips.)

MATERIAL FURNISHED: .

Via email after award.

One (1) Purchase order

One (1) PDF file. Fonts Furnished, See Attachments.

GPO Form 952 Desktop Publishing - Disk Information

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* V10, Light-Brown (Kraft Shade) Envelope, Basis Size 17 X 22" Basis Weight 20 lbs.

Property #13102, Lot # 414

COLOR OF INK:

Black.

PRINT PAGE: Head to Head

MARGINS:

Follow furnished electronic file. Adequate Gripper.

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 Yvonne.Ikpe@opm.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.

PACKING:

Box in units of 500 in Envelope boxes. Pack in suitable cartons and containers NTE 40 lbs.

DISTRIBUTION:

Contractor must notify the ordering agency on the same day that the product ships/delivers via e-mail sent to Yvonne.Ikpe@opm.gov. The subject line of this message shall be "Distribution Notice for Jacket 420-576, Req. No. 2-00117. 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 150,000 envelopes (includes 200 Departmental Random Blue Label copies) via traceable means to: US Office of Personnel Management, Retirement Services & Management Group, Attn: Forms Supply/Req. 2-00117, 1137 Branchton Road, Boyers, PA 16020. (Sarah Tarr, 724-794-2005, Ext. 3494) Deliver only

Monday- Friday (8am to 3:00pm).

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 copies via traceable means to: OPM, 1900 E Street, NW, Room 3316-AB, Washington, DC 20415, Attn: Yvonne Ikpe/#2-00117, (202-606-1643). **INSIDE DELIVERY REQUIRED.**

All expenses incidental to returning materials 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 Electronic Proof/Furnished electronic media |
| P-9. Solid or Screen Tints 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 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): 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=420576>