

# Quotation Request //

## US Government Publishing Office

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

**JACKET:420-588**

**Quotations are Due By:**  
**(Eastern Time)3:00 PM on 06/22/2022**

**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:** FS-1124a; This Is Who We Are Pocket Booklet-English version March 2019  
**QUANTITY:** 20000 Saddle Stitched Pamphlets.

**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:** 3-1/4 x 4-3/4"

**FORM NO:** FS-1124a

**PAGES:** 44 pages Plus a separate wrap around cover

**SCHEDULE:**

Furnished Material will be available for pickup by 06/24/2022

Deliver complete (to arrive at destination) by 07/25/2022

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.

Pamphlet Covers 1 through 4 print with full bleeds in 4-color process with type, illustrations, Photos, departmental logos and some type reversing out to appear white. Heavy coverage.

Pamphlet text is folioed 3 through 46. Text prints in 4-color process with uncommon bleeds, type, pictures, and screen tints with some type reversing out to appear white.

**MATERIAL FURNISHED:** Contractor to receive. .

One (1) Purchase Order

One (1) PDF generated using Adobe InDesign and Illustrator. Bleeds are included.

GPO Form 952 Desktop Publishing - Disk Information

GPO Form 892c (R. 12/17) 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](http://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\* L11, No. 1 Gloss-Coated White Cover, Basis Size 20 X 26", 80 - 100 lbs. Basis Weight  
JCP Code\* A240, Matte-Coated White Text, Basis Size 25 X 38", 60 - 70 lbs. Basis Weight

\* Contractor has the options of 80-100 lbs. cover stock and 60-70 lbs. text stock.

**COLOR OF INK:**

4-Color Process.

**PRINT PAGE:** Head to Head

**MARGINS:**

Inadequate gripper.

Follow electronic file.

**PROOFS:**

One (1) digital color content proof for entire book. Direct to plate must be used to produce the final product with a minimum resolution 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, as applicable.

AND

One (1) inkjet proof for covers 1 thru 4 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.

Send proofs together with the furnished media (copy, electronic files) directly to: Ray Lawrence, Capitol Heights, MD 20743 (full address to be provided upon award), ray.lawrence@usda.gov, 202-205-1109.

Contractor must call GPO Contract Compliance Section at 202-512-0520, or e-mail information to [compliance@gpo.gov](mailto:compliance@gpo.gov) immediately upon sending/delivering proofs and immediately upon notification that the proofs are available for pickup at the department. Proofs will be withheld not more than (3) workdays from receipt in the department to when they are made available for pickup at the department. **CONTRACTOR MUST NOT PRINT PRIOR TO RECEIVING AN "OK TO PRINT".**

**BINDING:**

Saddle stitch in 2 places on 4-3/4 inch side.

Trim 3 sides.

Paper Covers: Wrap around. Trim flush, Stitched on, Grain must run parallel to spine.

Cracks and wrinkles are not acceptable.

**PACKING:**

NOTE: MARK ALL CARTONS WITH THE FOLLOWING INFORMATION:

JOB TITLE: This Is Who We Are Pocket Booklet-English version March 2019

REQUISITION NUMBER: 2-00410

JACKET NUMBER: 420-588

QUANTITY: \_\_\_\_\_

NUMBER OF BOXES: 1 of 4, Box 2 of 4

Shrink Film Pack Suitable in units of even. Pack per carton per shipping container.

**DISTRIBUTION:**

Contractor must notify the ordering agency on the same day that the product ships/delivers via e-mail sent to [ray.lawrence@usda.gov](mailto:ray.lawrence@usda.gov). The subject line of this message shall be "Distribution Notice for Jacket 417-588, Req. No. 2-00410". 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 20,000 copies (includes 125 Departmental Random "Blue Label" Copies) via traceable means to: USDA, Materiel Management Service Center, 6351 Ammendale Road, Beltsville, MD 20705, Attn: Rose Brittingham (301) 394-0271, **INSIDE DELIVERY REQUIRED.**

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 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  
P-10. Process Color Match

Approved proofs, Furnished Electronic file  
Approved proofs for covers, Furnished Electronic file

**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