

Quotation Request //

US Government Publishing Office

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

JACKET:420-592 S R-1

Quotations are Due By:
(Eastern Time)10:00 AM on 06/27/2022

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

Bidders must enter quote price for each jacket. Award will be made based on the lowest total bid for all jackets.

Jacket	Requisition #	BAC	Copies	Title
420-592	2-01315-OC	4410-09	51	Operations (Notebooks)
420-620	2-01319-MI	4410-09	101	Administrative (Notebooks) Miami

TITLE: Operations (Notebooks)

QUANTITY: 51 Note Books on Jacket 420-592, 101 Note Books on Jacket 420-620, plus One (1) Set of Digital Deliverables for each Jacket. Typesetting and Stamping die required.

R-1: Bid opening time

****DIE MUST BE RETURNED TO CONTRACTOR UPON COMPLETION OF JOB****

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: .

Covers: 7-1/4 x 10-3/16"

Text: 7 x 10"

PAGES: 202 pages (101 Leaves) Plus 2 piece Covers.

SCHEDULE:

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

Deliver complete (to arrive at destination) by 07/22/2022

F.O.B. destination

QUALITY LEVEL: 3 Quality Assurance Through Attributes (GPO PUB 310.1, effective May 1979 (Rev. 9-19)) applies.

DESCRIPTION:

All the requirements of these specifications apply equally to both jackets unless otherwise indicated.

DIGITAL PRINTING IS ACCEPTABLE.

At contractors option, the text pages may be produced via conventional offset or digital printing provided that Quality Level 3 standards are maintained. Final output must be a minimum of 150 line screen and at a minimum resolution of 1200 x 1200 x 1 bit or 600 x 600 x 4 bit depth technology.

Front Cover: Die-cut 3" circle; cut-out to expose logo on text page 1, and stamps (2) typelines in Gold foil - Crown Roll Leaf Shade 400 on cover 1. Covers 2, 3, 4 are blank with no stamping. Stamping must have solid impressions -no picking, pinholes or filled in letters.

*420-592 Cover text is: Line 1- DRUG ENFORCEMENT ADMINISTRATION (Helvetica, Bold, 16pt.)
Line 2- OFFICE OF THE CHIEF OF OPERATIONS (Helvetica, Bold, 16pt.)

*420-620 Cover text is: Line 1- DRUG ENFORCEMENT ADMINISTRATION (Helvetica, Bold, 16pt.)
Line 2- MIAMI FIELD DIVISION (Helvetica, Bold, 16pt.)

Line 1 prints 1" above the diecut circle and Line 2 prints 1" below the diecut circle. NOTE: Agency does not have die - die must be created by contractor and returned to agency upon final production.

Text: First text page prints 1-side only, agency logo, (MUST be perfectly centered when exposed through cut-out) 2-7/8" circle in 4-color process. Text page 2 is blank. Coat (after printing) the entire surface of the first text page with gloss varnish, gloss AQ, or gloss UV coating to prevent scratching and smearing.

Text pages 3 thru 196 print face and back, head to head with thin horizontal rule lines, and recycled logo (recycled logo on odd pages only) in Black ink. Note: All horizontal rule lines must register on each side of the sheet.

Text pages 197-198 print with "Important Contacts" on face and back, in Black ink.

Text pages 199-200 print a calendar with 2022/2023 (face), 2024/2025 (back), in Black ink.

Text pages 201-202 print a calendar with 2026/2027 (face), blank (back) in Black ink.

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) PDF file. Page 1 of pdf contains reference information on layout, pages 2-3 of pdf are to be used for pages 3-196 (contractor to duplicate pages), pages 4 and 5 of pdf are important contacts, pages 6-9 of pdf are calendar pages (blank page on page 9)

Two (2) PDF files for visual reference on cover (for each jacket) - See attached.

One (1) Illustrator file with logo for Text page 1 (for 420-592) - Contractor to resize as needed.

One (1) PDF file with logo for Text page 1 (for 420-620) - Contractor to resize as needed.

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
Text (FIRST PAGE): JCP Code L10, Gloss-Coated Cover, White, Basis Size 20 X 26", 80-100 lbs.
or JCP Code* L70, Coated One-Side Cover (C1S), White, 10 pt. or 12 pt.

Text: JCP Code A80, Opacified Text, White, Basis Size 25 X 38", 50 lbs.
or: JCP Code* A60, Uncoated Text, White, Basis Size 25 X 38", 50 lbs.
or: JCP Code* D10, Writing; White, Basis Size 17 X 22", 20 lbs.

Text (LAST 6 PAGES/3 SHEETS):JCP Code* K10, Index, White , Basis Size 25.5 X 30.5", 110 lbs.
or: JCP Code* L23, Uncoated Cover, White, Basis Size 20 X 26", 80 lbs.

Front and Back Covers: Black Paperboard, Basis Weight 80pt.

The requirement for postconsumer fiber (as specified in the Government Paper Specification Standards No. 12) for this contract is waived. However, the addition of post-consumer fiber is encouraged provided that the requirements of this Standard are met. All other attributes remain the same.

COLOR OF INK:

Front Cover: Gold foil, Crown roll-leaf 400 (or equal).

Text: 1st page: 4 color process + flood gloss varnish (or gloss AQ/gloss UV)

Balance of text: Black

PRINT PAGE: Head to Head

MARGINS: Adequate Gripper.

Cover: (2) lines of type (follow file for margins).

Text page 1: Logo to be centered across both dimensions.

Text: follow furnished files.

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 and cc: 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 contractors plant.

NOTE: PDF proofs must contain ALL pages and show diecut circle position. Additionally, contractor must acknowledge with proofs the paper used for each page of the PDF.

BINDING:

Trim 4 sides. Punch suitably and insert twin loop wire-o ("wire-o" is a registered trademark of James Burn International) binding of suitable thickness on the 10-3/16" left. 420-592 must use Silver wire-o, 420-620 must use Black wire-o.

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PACKING:

Pack flat, separately and suitably in cartons and shipping containers to ensure books are not damaged during shipment.

NOTE: MARK ALL CARTONS WITH THE FOLLOWING INFORMATION:

REQ No.: 2-01315-OC or 2-01319-MI

JACKET No.: 420-592 or 420-620

TITLE: Operations (Notebooks) or Administrative (Notebooks) Miami

QUANTITY: _____

NUMBER OF BOXES: _____ EX. Box 1 of 4, Box 2 of 4...

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DISTRIBUTION:

Contractor must notify the ordering agency on the same day that the product ships via e-mail sent to FSOS.PRINTING@DEA.GOV. The subject line of this message shall be "Distribution Notice for Jacket 420-592, Req. 2-01315-OC and 420-620, Req. 2-01319-MI". 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 51 copies of Jacket 420-592, 1 copy of 420-620, and created dies via traceable means to: DEA, 8701 Morrisette Dr., Springfield, VA 22152. ATTN: Quick Copy Center-FSOS (571) 226-7912. NOTE: The one copy of 420-620 can travel with this shipment but must be placed in a separate envelope, marked, and labeled.

Deliver 100 copies via traceable means to: DEA-Miami Field Division, 2100 North Commence Parkway, Weston, FL 33326, Attn: S. Nicholson (571) 226-7912.

Deliver by email one (1) digital deliverable of the final, approved artwork of both jackets as a press-quality PDF with the subject line "Digital Deliverable for Jacket 420-592, Req. 2-01315-OC and 420-620, Req. 2-01319-MI" to tsankey@gpo.gov and fsos.printing@dea.gov.

All expenses incidental to submitting proofs, furnishing samples and returning materials, must be borne by the contractor.

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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/Avg. Type Dimension/Furnished Electronic File
P-10. Process Color Match	Furnished electronic File

Prior to award, contractor may be required to provide information related to specific equipment that will be used for production.

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=420592>