

# Quotation Request //

## US Government Publishing Office

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

**JACKET:420-593**

**Quotations are Due By:**

**(Eastern Time)11:00 AM on 06/29/2022**

**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:** Credential Backs

**QUANTITY:** 14255 CREDENTIAL BACKS with Stamping Required.

**FIXED PRICE-INDEFINITE QUANTITY CONTRACT:** AWARD WILL BE BASED ON THE LARGEST QUANTITY OF (Stamped Backs) FOR (\$18,505.00). POTENTIAL VENDORS MUST SUBMIT THE FIXED PRICE OF (\$18,505) PLUS THE QUANTITY THEY WILL PRODUCE FOR THE FIXED PRICE. IN THE EVENT OF A TIE QUANTITY, THE AWARD WILL BE DETERMINED BY THE OVERALL LOWEST DISCOUNTED COST. ADDITIONALLY, A COST MUST BE SUBMITTED FOR EACH ADDITIONAL (100) COPIES.

**NOTE:** If Author's Alterations are made during the proofing stage, the total quantity will be reduced in accordance with the contractor's quoted additional rate to offset the cost of the Author's alterations.

**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:** Approx. 4-7/8 x 6-3/8 (flat), folded to: 4-7/8 x 3-3/16 (constructed size).

**PAGES:** See "Description" herein

**SCHEDULE:**

Furnished Material will be available for pickup by 06/30/2022

Deliver complete (to arrive at destination) by 09/01/2022

F.O.B. destination

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

**DESCRIPTION:**

**PRODUCT:** 4-panel case-bound cover constructed from Book Cover Board covered with Black Imitation Leather material. Foil stamping required on both sides (all panels after construction).

**CONSTRUCTION:** Cover- two pieces of Book Cover Board approx. 4-7/8 x 3-1/16" each, placed approximately 1/4" apart (along the 4-7/8" dimension, with a sheet of Imitation Leather approximately 6 x 7-1/2" which includes 1/2" turn-ins on all sides. Reinforce the gutter with an approximate 4-13/16 x 1-1/4" wide strip of the same Imitation Leather material as the cover, placed underneath the turn-ins. Imitation Leather material must be permanently affixed to the Cover Board with a suitable adhesive (see sample).

**STAMPING:** After construction, stamp the face and back (of flat cover) in imitation gold equal to General Roll Leaf's Lustrifoil S25 Gold or API Foils' Warm Gold 4036m. Image on the face (outside of case)

consists of two identical decorative borders (approximate 4-11/16 x 2-7/8") plus one 1-3/4" diameter fine detail department seal. Image on the back (inside of case) consists of two decorative borders identical to those on the outside borders. Stamping must have solid impressions - no picking, pinholes, or filled letters. Approximate stamping area: Face and back - 4-11/16 x 6-1/8". Dies MUST be returned with furnished materials.

**MATERIAL FURNISHED:** Contractor to receive. Via email after award.

One (1) Purchase Order

Two (2) stamping dies (5 x 6-1/2") (Picked up from zip 80229)

One (1) sample copy from a previous procurement to follow for construction, stamping, and to be used as a general guide (Picked up from zip 20781)

Upon award, contractor must provide prepaid UPS or FEDEX shipping label for pickup of sample and dies.

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, 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  
Book Cover Board: JCP Code\* R30, Book Cover Board, Basis Size 25 x 38", 0.065" thickness.

Imitation Leather - equal to:

- Gane Tuf-Cote, Imitation Leather, 699 Black, or
- FiberMark, Kivar 7 Now, Black (049) Kidskin, or
- CM (Cover Material), im leather 1875 SK, Black Skiver.

**COLOR OF INK:**

Foil Stamping only (see "Description/Stamping" above).

**PRINT PAGE:** See Above

**MARGINS:**

Center borders (in both dimensions) on each panel.

**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.

PLUS after approving electronic proof:

**PRIOR TO PRODUCTION SAMPLES:**

Prior to the commencement of production of the contract production quantity, the contractor shall submit samples via traceable means to: FBI, 2400 Schuster Drive, Room 1B973, Cheverly, MD 20781. Attention: Jennifer Moya (202-324-8183). DELIVERY MUST BE BY USPS, FEDEX OR UPS. One (1) sample will be tested for conformance of material(s). One (1) sample will be tested for usage on the specified equipment and/or for construction. The container and accompanying documentation shall be marked PREPRODUCTION SAMPLES and shall include the GPO Jacket 420-593, Req# 2-06028, and Title: Credential Backs. The samples must be submitted in sufficient time to allow Government testing of the samples and production and shipment in accordance with the shipping schedule.

The Government will approve, conditionally approve, or disapprove the samples within 4 workdays of the receipt thereof. Approval or conditional approval shall not relieve the contractor from complying with the specifications and all other terms and conditions of the contract. A conditional approval shall state any further action required by the contractor. A notice of disapproval shall state the reasons therefor.

If the samples are disapproved by the Government, the Government, at its option, may require the contractor to submit additional samples for inspection and test, in the time and under the terms and conditions specified in the notice of rejection. Such additional samples shall be furnished, and necessary changes made, at no additional cost to the Government and with no extension in the shipping schedule. The Government will require the time specified above to inspect and test any additional samples required.

In the event the additional samples are disapproved by the Government, the contractor shall be deemed to have failed to make delivery within the meaning of the default clause in which event this contract shall be subject to termination for default, provided however, that the failure of the Government to terminate the contract for default in such event shall not relieve the contractor of the responsibility to deliver the contract quantities in accordance with the shipping schedule.

In the event the Government fails to approve, conditionally approve, or disapprove the samples within the time specified, the Contracting Officer shall automatically extend the shipping schedule in accordance with Contract Clause 12, "Notice of Compliance With Schedules," of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 01-18)).

Manufacture of the final product prior to approval of the sample submitted is at the contractors risk. Samples will not be returned to the contractor. All costs, including the costs of all samples shall be included in the contract price for the production quantity.

All samples shall be manufactured at the facilities in which the contract production quantities are to be manufactured.



**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 pre-award 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=420593>