

Quotation Request //

US Government Publishing Office

JACKET:420-597 R-1

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

Quotations are Due By:
(Eastern Time)1:30 PM on 06/23/2022

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: Boot Lapel Pins

QUANTITY: 300000 Lapel Pins . (6 different Lapel Pins 50,000 each)

R-1: Schedule and Trim Size

SUBCONTRACTING: The contractor may make contracts for the furnishing of all or any part of the supplies or work specified. Accordingly, Contract Clause 6, "Subcontracts," of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 01-18), does not apply to this procurement.

BUY AMERICAN ACT - NOTE: In compliance with Contract Terms 310.2 (Rev. 01-18), Contractor must state within quote submitted either that the end product is a Domestic end product or a Foreign end product as defined in Contract Clause 37 for the requested promotional item. Domestic end product or Foreign end product must be indicated in the comments field when submitting Quotes using Contractor Connect. The contractor shall indicate "product of unknown origin when it is unknown if the product offered is a domestic end product; in that instance, GPO will consider the quote as a Foreign end product, in accordance with Contract Terms, Certifications C-2 (Buy American Certification), that components of unknown origin have been considered to have been mined, produced, or manufactured outside the United States.

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 at 202-512-0307.

TRIM SIZE: Size can range from 7/8" - 1-1/2" in diameter

PAGES: Face only.

SCHEDULE:

Furnished Material will be available for pickup by 06/27/2022

Deliver partial (to arrive at destination) 60000 copies by 07/08/2022.

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

F.O.B. destination

Partial 10,000 of each pin.

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 all items unless otherwise indicated herein.

Silkscreen Printing Required.

PRINTING:

Fill in 4 color process raised high. Lapel pins will be silk screen print with epoxy dome on silver After filling, cover entire surface with a clear non-yellowing epoxy dome coating varnish finish. Each pin to have a jewelry like finish of brilliant luster and smoothness. Lapel pins to have a Military Clutch Backing.

NOTE: Neither on the lapel pin itself or individual poly bags, it can not state "Made in" any particular country.

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

One Purchase Order.

One (1) Adobe Acrobat and a(1) Ai. file created using Adobe Illustrator. Each file contains 6 pages - 1 page for each item. Contractor to resize as necessary.

GPO Form 892c (R. 12/17) Proofs.

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.

GPO Form 917 (Certificate of Selection).

GPO Form 2678 (departmental random copies-blue label).

Prior to image processing, the contractor is responsible for performing a basic check (preflight) of the furnished publishing files to assure accurate output of the required reproduction image. Any errors, media damage or data corruption that might interfere with proper file imaging must be reported to the contract administrator in sufficient time to comply with the shipping schedule.

In addition, the contractor is responsible for creating or altering any necessary trapping, setting proper screen angles and screen frequency, and defining file output selection for the imaging device being utilized. All furnished files must be imaged as necessary to meet assigned quality level.

Minimum 175 line screens required.

PAPER: * Must be in accordance with JCP Paper Specification Standards in effect on date of this order See description herein.

COLOR OF INK:

4-Color Process

PRINT PAGE: See Above

MARGINS:

See description herein.

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 tun.t.hla@nasa.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

PLUS (after electronic proof approval).

PRIOR TO PRODUCTION SAMPLES

Prior to the commencement of production of the contract production quantity, the contractor shall submit three (3) samples of each to: NASA HQ, 300 E Street SW, Suite CL78, Washington DC, 20546. ATTN: Tun T. Hla (202) 358-0614. Samples will be tested for conformance of materials and for construction. Each sample must be constructed as specified using the form, materials, equipment, and methods of production, which will be used in producing the final product. All samples shall be manufactured at the facilities in which the contract production quantities are to be manufactured.

Samples will be inspected and tested and must comply with the specifications in all respects. The container and accompanying documentation shall be marked PREPRODUCTION SAMPLES and shall include the GPO jacket, and purchase order. 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 (2) 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 contractor's 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.

PACKING:

Pack each item separately and name per the name on each lapel pin.

Contractor to package pins in individual polybags and then bulk pack in groups of 100.

Pack suitably per shipping container.

DISTRIBUTION:

Contractor must notify the ordering agency on the same day that the product ships/delivers via e-mail sent to tun.t.hla@nasa.gov. The subject line of this message shall be "Distribution Notice for Jacket (Contractor to put Jacket #), Requisition (Contractor to put Requisition#). 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.

NOTE: INSIDE DELIVERY REQUIRED FOR ALL.

Deliver Partial of 60,000 Lapel Pins (ia traceable means to: NASA HQ, 300 E Street, SW, Room CL78, Washington, DC 20546, Attn: Tun Hla, C/O Denise Young. Charge to Requisition #2-0023 BAC 7510-01.

Deliver 240,000 Lapel Pins (includes 200 Departmental Random "Blue Label" Copies) via traceable means to: NASA HQ, 300 E Street, SW, Room CL78, Washington, DC 20546, Attn: Tun Hla, C/O Denise Young. Charge to Requisition #2-0023 BAC 7510-01.

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	OK'd Priors /Furnished Electronic Media
P-9. Solid and Screen Tint Color Match	Ok'd Priors

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): 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=420597>