

# Quotation Request //

## US Government Publishing Office

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

**JACKET:420-599**

**Quotations are Due By:**  
**(Eastern Time)11:00 AM on 07/15/2022**

**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:** LAMS Student Guide

**QUANTITY:** 600 Perfect Bound Books Plus One Set of Digital Deliverables. Typesetting Required.

**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 Team on 202-512-0307.

**TRIM SIZE:** 8-1/2 x 11"

**PAGES:** 220 + Separate Wrap-Around Cover

**SCHEDULE:**

Furnished Material will be available for pickup by 07/20/2022

Deliver complete (to arrive at destination) by 08/12/2022

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 ACCEPTABLE.

At contractors option, the product 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 2400 x 2400 x 1 bit or 600 x 600 x 8 bit depth technology. Digital device must have a RIP that provides an option for high quality color matching such as Device Links Technology and/or ICC Profiles.

Covers 1 and 4 print type matter and 5 detailed logos in 4-color process with some text reversing out to appear white. No Bleeds. Covers 2 and 3 are blank.

Spine prints in black ink only. Contractor to set type in Arial bold typeface (contractor must supply font) in a suitable size. Text will read: LAMS Student Guide - June 2022. Text on spine to be centered optically from top to bottom and centered left to right.

Text prints type/rule matter, images, illustrations, charts, graphs, and agency logos in black ink and 4-color process. No Bleeds. Approximately 38 pages scattered throughout print in four-color process, balance is black ink only. See excel file attached for color breakdown. Additionally, last sheet (two pages) of text prints on cardstock (see paper).

The last sheet of the text is fully perforated across the 11" way for separation. Perforation should be 1/2" from bind and suitable for Card Stock and not fall out.

**DIGITAL DELIVERABLE:** Upon completion, the contractor must furnish an email to agency 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 and GPO filesharing site after award.

One (1) Purchase Order

Two (2) PDF files for production, one for cover, one for text

One (1) Excel file with color breakdown and artwork notes

**NOTE:** Contractor must make adjustment to thickness of spine as necessary on Cover 1, 4 and Spine. On the text, contractor to make artwork adjustments, see excel file attached.

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  
Cover and Last Sheet of Text: JCP Code\* JCP Code\* L23, Uncoated Cover, White, Basis Size 20 X 26", 80 lbs or  
JCP Code\* K10, Index; White, Basis Size 25.5 X 30.5", 110 lbs

Text: JCP Code\* A60, Uncoated Text, White, Basis Size 25 X 38", 50-60 lbs.

**COLOR OF INK:**

Covers 1, 4, Spine and Text: Four-color process. Covers 2 and 3 are blank.

**PRINT PAGE:** Head to Head

**MARGINS:**

Covers and Text: Adequate gripper, no bleeds. Follow electronic 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 elizabeth.a.haun@uscg.mil and cc: tsankey@gpo.gov and cc: Samuel.H.Freedman@uscg.mil. 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.

AND

**AFTER EMAIL PROOF APPROVAL:**

1 set of digital color content proofs. Direct to plate must be used to produce the final product with a minimum 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.

AND

At the same time as submission of the content proofs, submit a minimum of two (2) 8-1/2 x 11 blank sheets of the cover and the text of the actual paper to be used in the production of the contract requirements. Each sample must be of the kind and quality required by the specifications. The Government will rely on the samples only as a reference to the general appearance of the stock that will be provided by the contractor in conformance to the specifications. The Government assumes no contractual obligation to perform any inspection and test for the benefit of the contractor. The Government's failure to inspect and accept or reject the paper samples shall not relieve the contractor from responsibility, nor impose liability on the Government, for nonconforming paper.

Send proofs together with the furnished media (copy, electronic files) via traceable means directly to: Commanding Officer, Attn: Samuel Freedman, Yeaton Hall, 37 Mohegan Ave, New London, CT 06320, 843-367-8472. 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 (2) 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:**

Perforate last sheet of text 1/2" from bind. Perforation should be suitable for Card Stock and not fall out. Perfect Bind on 11" side, wrap around cover, trim three sides, glued on. Grain must run parallel to the spine. Fold should be clean with no cracks.

**PACKING:**

Pack suitably in cartons and shipping containers to ensure books are not damaged during shipment. NTE 40 lbs/carton.

**NOTE: MARK ALL CARTONS WITH THE FOLLOWING INFORMATION:**

**JOB TITLE:** LAMS Student Guide

**REQUISITION:** 2-75019

**JACKET NO.:** 420-599

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

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

**DISTRIBUTION:**

Contractor must notify the ordering agency on the same day that the product ships/delivers via e-mail sent to elizabeth.a.haun@uscg.mil. The subject line of this message shall be "Distribution Notice for Jacket 420-599, Requisition 2-75019". 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 600 Copies (includes 50 Departmental Random "Blue Label" Copies) via traceable means to: GSK Warehouse (843-367-8472), ATTN: LDC, LAMS (Samuel Freedman), 15 Mohegan Ave., New London, CT. 06320. NOTE: Address has a loading dock, no inside delivery needed.

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 by email one (1) digital deliverable of the final, approved book as a press-quality PDF to elizabeth.a.haun@uscg.mil

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 Proof/Furnished Electronic media
P-10. Process Color Match	Ok'd Proof/Furnished Electronic media

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>.

**NOTE:** Vendors are expected to submit invoices within 30 days of job shipping/delivery.

**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=420599>