

Quotation Request //

US Government Publishing Office

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

JACKET:420-614 R-1

Quotations are Due By:
(Eastern Time)3:00 PM on 09/01/2022

**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: 12 x 15-1/2 Tyvek - Los Angeles Field Office

QUANTITY: 5000 Envelopes.

R-1: Delivery date

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 202-512-0488.

SUBCONTRACTING: Contract Clause 6, "Subcontracts," of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev.1/18)), is modified to permit subcontracting of the presswork for envelope manufacturers and construction of envelopes for printing firms.

TRIM SIZE: 12 x 15-1/2" (constructed)

FORM NO: ENVLOS12155T

PAGES: Face only (constructed)

SCHEDULE:

Furnished Material will be available for pickup by 09/02/2022

Deliver complete (to arrive at destination) by 10/14/2022

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 IS NOT ACCEPTABLE.

PRINTING: Envelopes print face only (after manufacturing) approximately 6 lines of type matter and a detailed agency seal/logo in Pantone Reflex Blue.

Printing shall be in accordance with the requirements for the style of envelope ordered. All printing shall comply with all applicable U.S. Postal Service regulations. The envelope shall accept printing without feathering or penetrating to the reverse side.

CONSTRUCTION: Envelopes shall be sufficiently high cut so as to prevent the flap adhesive from contacting the envelope contents. The sealed seam(s) shall not adhere to the inside of the envelope. Flap depth is at the contractors option but must meet all USPS requirements. Envelopes shall be free from cuts, folds, tears, machine marks, foreign matter, dirt, ink smears and adhesive stains.

Shall be open end with a center seam, with a peel-n-seal flap.

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

One (1) Purchase Order

One (1) PDF file, created using Adobe InDesign CS4

One (1) USCIS Shipping Label (PDF)

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

GPO Form 917 (Certificate of Selection).

Contractor can 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 JCP Code* V90, TYVEK-Finish Envelope, White, Basis Size 17 X 22", 18 lbs. or at contractor option: JCP Code* O91, Uncoated (Tear-Resistant), White, Synthetic Paper equal to Herculink, 26 lbs.

*Contractor may use a combination of these envelopes in increments of 500. For example, contractor may offer 2000 Tyvek and 3000 Herculink. AGENCY DOES PREFER TYVEK IF AT ALL POSSIBLE, but due to supply chain issues, is allowing Herculink as an option. Envelopes should not have a border.

COLOR OF INK:

Reflex Blue

PRINT PAGE: See Above

MARGINS:

Adequate Gripper. Follow electronic file.

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 to include flap position, 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 david.f.hamilton@uscis.dhs.gov and tracy.jackson@uscis.dhs.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.

PACKING:

Pack suitably per carton. Pack suitably in shipping containers.
Pack containers not to exceed 45 pounds when fully packed.
Do Not Double Stack.

Label Instructions:
ENVLOS12155T

Adobe Reader 7 minimum
CAPS required
Date format MM/DD/YYYY

Barcodes
Title
Form number
Revision date
Print Order Number
Quantity
Height 1/2 inch
Please follow example provided
USCIS is requesting a signed receipt from the contractor after delivery.

Additional Information:
Department Requisition Number
GPO Jacket Number
Visible Packing Slip with Shipment - **MUST**

DISTRIBUTION:

Contractor must notify the ordering agency on the same day that the product ships/delivers via e-mail sent to tracy.jackson@uscis.dhs.gov. The subject line of this message shall be Distribution Notice for Jacket 420-614/Requisition CIS-22-01151. 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 5,000 total envelopes (includes 80 Departmental Random "Blue Label" Copies) via traceable means to: DHS/USCIS/Western Forms Center (Qty 5000), 5160 Richton St, Suite G, Montclair, CA 91763, Attn: Receiving (909) 949-7131 and (909) 949-7193.

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 returning materials, submitting/returning proofs, and furnishing samples 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 Proofs/Furnished Electronic File |
| P-9. Solid or Screen Tints Color Match | Pantone Matching System |

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