

Quotation Request //

US Government Publishing Office

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

JACKET:420-688 R-1

Quotations are Due By:
(Eastern Time)2:00 PM on 07/22/2022

**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: M-1786 - USCIS Gray Folder with two Pockets (Silver Foil Seal and Signature)
QUANTITY: 200 Pocket Folders. Dies required.

*** R1 - See Schedule and Paper *****

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: Pocket folders: 19-1/2 x 16" constructed to 9 x 12" (includes 3/4" glue tabs and two 4" pocket).

FORM NO: M-1786

PAGES: Face (Before Construction).

SCHEDULE:

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

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: Folders prints face only (before construction) with full bleed flood Pantone Cool Grey 1c (Heavy Coverage). After printing, apply a non-yellowing clear satin aqueous coating over the entire surface of the face only (before construction) to prevent scratching and smearing. Previous sample supplied to match color and finish.

STAMPING: Agency logo 2 x 2" (approximately), 2 lines of type, and Form number in imitation silver foil. Stamping must have solid impression no picking, pinholes or filled letters.

CONSTRUCTION: Die cut two (2) horizontal 4" deep inside pockets at the bottom, secured at the left, and right edges with 3/4" glue tabs (folded under). Full depth "V" cut is required between pockets at the center fold. Score and fold to finished constructed size of 9 x 12". Die-cut left pocket with 2 diagonal slits configured to hold a standard 3-1/2 x 2" business card; centered left and right on the pocket.

MATERIAL FURNISHED: Contractor to receive. .

Via email after award.

One (1) Purchase order.

One (1) PDF file.

One (1) EPS file of agency logo.

One (1) Sample to use for paper, color and construction. Contractor to supply shipping label.

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.

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* L61, No. 1 Silk or Dull-Coated Cover, Basis Size 20 X 26" Basis Weight 130 lbs.

* Paper can be Silk or Dull.

* With the exception of weight.

* Agency will supply a previous sample to match paper stock.

COLOR OF INK:

Pantone Cool Grey 1c, Silver Foil plus satin aqueous coating.

PRINT PAGE: See Above

MARGINS:

Inadequate gripper for Pantone Cool Grey 1c.

Adequate gripper for Silver Foil.

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 matt.j.gaines@uscis.dhs.gov and nekia.c.durham@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 (2) workdays from receipt at the Department to receipt in the contractor's plant.

AFTER EMAIL APPROVAL

PRIOR TO PRODUCTION SAMPLES

Prior to the commencement of production of the contract production quantity, the contractor shall submit One (1) sample to: DHS/USCIS/Office of the Director, 5900 Capital Gateway Drive, Mailstop 2000 Camp Springs, MD 20588-0009 (240) 721-2490 - Attn: Nekia Durham, nekia.c.durham@uscis.dhs.gov. 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.

BINDING:

See "Description".

Score on all folds, folds must be clean, straight, and free from wrinkles or cracks.

PACKING:

Pack in cartons, 200 per box.

Shipping Label Instructions:

- * Adobe Reader 7 minimum
- * USCIS Shipping Label must be used
- * CAPS LOCK ON when filling out PDF Shipping Label
- * Date format MM/DD/YYYY

Barcodes:

- * Title
- * Form number
- * Revision date
- * Print Order Number
- * Quantity
- * Height ? inch
- * Please follow example provided
- * USCIS is requesting a signed receipt from the contractor after delivery.

Addition Information:

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

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 matt.j.gaines@uscis.dhs.gov. The subject line of this message shall be "Distribution Notice for Jacket 420-688, Requisition CIS-22-01156. 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 200 pocket folders via traceable means to: DHS/USCIS/Office of the Director, 5900 Capital Gateway Drive, Mailstop 2000 Camp Springs, MD 20588-0009 (240) 721-2490 - Attn: Nekia Durham, nekia.c.durham@uscis.dhs.gov.

Deliver 1 sample, GFM and Stamping Dies via traceable means to: DHS/USCIS/PMB, 228 Helton Branch Rd., Gray, KY 40734, Attn: Matthew J. Gaines, 606-545-5243 or 606-465-9256.

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 Priors/Furnished sample

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 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