

Quotation Request //

US Government Publishing Office

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

JACKET:420-717

Quotations are Due By:
(Eastern Time)11:00 AM 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: ETR Bulletin

QUANTITY: 1511 Perfect Bound Books plus 13 QARCs.

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 202-512-0446.

TRIM SIZE: .

8-1/2 x 11"

PAGES: 60 Pages Plus Separate Wraparound Cover.

SCHEDULE:

Furnished Material will be available for pickup by 09/05/2022

Deliver complete (to arrive at destination) by 09/26/2022

F.O.B. destination

QUALITY LEVEL: 2 Quality Assurance Through Attributes (GPO PUB 310.1, effective May 1979 (Rev. 9-19)) applies.

DESCRIPTION:

DIGITAL PRINTING IS NOT ACCEPTABLE.

Covers 1 thru 4 print in 4-color process with type/rule matter, illustrations, QR Code, departmental seals and with some objects and type reversing out to appear white. Cover 1 and Cover 4 bleeds all sides (heavy coverage) no bleed on Cover 2 and Cover 3. After printing, apply a UV coating over the entire surface of 1 thru 4 to prevent scratching and smearing.

Text is folioed 1 thru 60. Text prints head to head in 4-color Process with type/rule matter, illustrations, departmental seals/logo, screen tints, gradients, tables and with some type reversing out to appear white; no bleed. Some pages contain a left or right rule margin that must print and register across the book.

MATERIAL FURNISHED: Contractor to receive. .

Via email after award.

One (1) Purchase Order.

One (1) Zip file generated on a Mac 12.2 using InDesign CC 2022, Illustratoc CC 2022 and Photoshop CC 2022, Fonts are furnished and Graphics are linked.

GPO Form 952 Desktop Publishing - Disk Information

GPO Form 892 (R. 12/17) Proofs

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

GPO Form 917 (Certificate of Selection).

GPO Form 915 (Business Reply Label).

GPO Form 2686 QARC Random copies sampling & shipping instructions.

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.

Minimum 175 line screen required.

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

COVER: JCP Code* L11, No. 1 Gloss-Coated Cover, White, Basis Size 20 X 26" Basis Weight 80 lbs.

TEXT: JCP Code* A181, No. 1 Gloss-Coated Text, White, Basis Size 25 X 38" Basis Weight 70-80 lb

Contractor has the option to use 70lbs. or 80lbs. text.

NOTE: All text paper used in each copy must be of a uniform shade.

COLOR OF INK:

COVERS: 4-color process (plus UV coating)

TEXT: 4-Color process

PRINT PAGE: Head to Head

MARGINS:

Covers 1 and 4: Inadequate gripper.

Balance: Adequate gripper.

Follow electronic files.

PROOFS:

Prior to the commencement of production of the contract production quantity, the contractor shall submit samples to: FBI Academy, Attn: NDCAC Brian Durham, 1 Range Road, Building 27958A, Quantico, VA 22135, Phone: 540-361-2436. (1) sample will be tested for conformance of material(s). (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, purchase order, and program numbers. 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 (7) 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:

Perfect Bind along the 11" dimension.

Trim 3 sides.

Covers: Wrap around, trim flush. Glued on score covers at spine and also at 1/4" from spine on front and back covers to first and last pages respectively. Grain must run parallel to spine. Cracks and wrinkles are not acceptable

PACKING:

Pack suitable per shipping container.

DISTRIBUTION:

Contractor must notify the ordering agency on the same day that the product ships/delivers via e-mail sent to bddurham@fbi.gov and sjboom@fbi.gov. The subject line of this message shall be Distribution Notice for Req. 2-06036, Jacket 420-717. 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 1,500 copies (includes 50 Departmental Random Blue Label Copies) via traceable means to: FBI Academy, Attn: NDCAC Brian Durham (540) 361-2436, 1 Range Road, Building 27958A, Quantico, VA 22135. Inside delivery required. Deliver time between 8:00 am to 3:00 pm.

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 1 copy via traceable means to: BAC (C&I) 1523-01, U.S. Government Publishing Office, Federal Depository Library Program, Mail Stop: FDLP, 44 H St., NW Loading Dock, Washington, DC 20401, Item

No. 0721A00.

Deliver 10 copies via traceable means to: BAC (By-Law) 1525-01, Library of Congress, U.S. Serials and Government Documents Section, U.S. Anglo Division, 101 Independence Avenue, SE, Stop 4276, Washington, DC 20540-4276, Marked : Depository File Copies. NOTE: All shipments to this destination must be via FedEx, UPS or United States Postal Service (USPS).

All expenses incidental to returning materials, submitting proofs, and furnishing sample 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

P-7. Type Quality and Uniformity

P-10. Process Color Match

SPECIFIED STANDARD

Prior to Production Sample/Furnished Electronic Files

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QUALITY ASSURANCE RANDOM COPIES: The contractor will be required to execute a statement furnished by GPO certifying that copies were selected as directed. Business Reply Mail labels will be furnished for mailing the quality assurance random copies. The copies are to be mailed at the same time as the first scheduled shipment. A U.S. Postal Service approved Certificate of Mailing, identified by Jacket and Purchase Order numbers, must be furnished with billing as evidence of mailing.

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): NONE