

Quotation Request //

US Government Publishing Office

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

JACKET:420-745 R-1

Quotations are Due By:
(Eastern Time)11:00 AM on 09/08/2022

**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: Senior Officer Certificate - Engraving

QUANTITY: 250 Certificates. Dies, Engraving, and Embossing required PLUS One set of Digital Deliverables.

R-1: Attachment added (vector SEC logo provided)

****IMPORTANT NOTE**:** In the comments section, contractor must include pricing for:

A) One (1) Preproduction sample (i.e. press proof)

Pricing must include overnight shipping/delivery to the agency (zip 20706). Proof will not be returned to the contractor. No time extension will be granted for preproduction proof. Pricing on preproduction proof option will not be a factor for award. Preproduction proof option would be in lieu of content proof (not in addition to).

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.

TRIM SIZE: 14 x 18"

PAGES: Face only

SCHEDULE:

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

Deliver complete (to arrive at destination) by 10/07/2022

QUALITY LEVEL: 3 Quality Assurance Through Attributes (GPO PUB 310.1, effective May 1979 (Rev. 9-19)) applies.

DESCRIPTION:

NO PRINTING REQUIRED.

ENGRAVING: Certificates engrave on the face only with type/rule matter and illustrations in Black and SMS PG-102 (Pyrite XB Lite Gold); no bleeds. Engraved images must have solid impressions, no picking, pinholes or filling in. NOTE: The GPO imprint line must not appear on the finished product. See attached for reference (match ink color coverages from sample - color MUST match previous).

EMBOSSING: Certificates emboss with two (2) fine detailed department seals both approx. 1-1/4" in diameter in a match of SMS PG-102 (Pyrite XB Lite Gold).

ARTWORK: Colors currently designated as Pantone colors in Adobe Illustrator. Contractor must specify ink colors and format artwork - as needed - to match sample provided.

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 after award.

One (1) Purchase Order

One (1) previous sample to follow for engraving, embossing, color and margins. Contractor **MUST** provide prepaid shipping for pickup of certificate from zip 20401.

One (1) JPEG for reference - see attached.

One (1) PDF file and One (1) Illustrator (.ai) file for production, Mac based, version 25.4 - see PDF included as attachment.

One (1) Illustrator file of SEC logo - see attached.

GPO Form 892C (R. 8/95) 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* L21, Smooth Cover; Colors, Basis Size 20 X 26" Basis Weight 100 lbs.

*Must match shade, brightness, texture and finish of Neenah Classic Crest, Classic Natural White, Smooth Finish, 100# Cover.

COLOR OF INK:

See "Description" herein.

PRINT PAGE: One Side Only

MARGINS:

Adequate gripper. Follow furnished sample.

PROOFS:

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 proofs, submit a minimum of two (2) 8-1/2 x 11 blank sheets 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 proof and paper samples together with the furnished media (copy, electronic files) via traceable means directly to: Chris Gamboa-Onrubia, Seabrook, MD 20706. Address is a residence. Contractor must call GPO Contract Compliance Section at 202-512-0520, or e-mail information to 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:

Trim 4 sides.

PACKING:

Pack suitably in cartons and shipping containers to ensure certificates are not damaged during shipment.

MARK ALL CARTONS WITH THE FOLLOWING INFORMATION:

JOB TITLE: Senior Officer Certificate (Engraving)

REQUISITION: 2-00031

JACKET NO.: 420-745

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 OnrubiaJ@SEC.GOV. The subject line of this message shall be "Distribution Notice for Req. 2-00031, Jacket 420-745". 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 250 certificates and all GFM, including previous sample and all dies via traceable means to: U.S. Securities and Exchange Commission, 100 F Street, NE, Washington, DC 20549. Attn: Chris Gamboa-Onrubia.

Deliver by email one (1) digital deliverable for each jacket of the final, approved booklet as a press-quality PDF to OnrubiaJ@SEC.GOV.

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

P-7. Type Quality and Uniformity
P-10. Process Color Match

SPECIFIED STANDARD

Approved proof / Furnished Electronic Files
Approved proof / Furnished Electronic files

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): 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=420745>