

Quotation Request //

US Government Publishing Office

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

JACKET:420-756 R-2

Quotations are Due By:

(Eastern Time)10:00 AM on 12/05/2022

**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: MINUTES (2013-2017)

QUANTITY: 5 Different Library Binding Books (Items 1 thru 5) Plus Stamping dies. Typesetting Required.

R1: Schedule

R2: Schedule

Contractor MUST follow furnished sample for construction, stamping color, size and material used for Book Cover Board. All materials, construction, and stamping color are indicated in our specs below to our best knowledge; however, it is the contractor responsibility to identify the material, stamping color, and construction when they receive the sample and notify rmankourous@gpo.gov if there is any discrepancy. Contractor MUST not order any materials prior to receiving the sample.

PREAWARD CONFERENCE: Unless waived by the contracting Officer, in order to ensure that the prospective contractor fully understands the total requirements of the job as indicated in these specifications, the specifications will be reviewed by Government representatives with the contractor's representatives via teleconference prior to award.

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 202-512-2374.

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TRIM SIZE: .

Case 8-3/16 x 10-1/2 x 1/8" (width is right edge of hinge to thumb edge)

Text block: 8-1/4 x 10-5/8 x 3"

endleaves, and text pages: 7-7/8 x 10-1/2"

MUST MATCH SAMPLE

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PAGES: .

Each book is approx. 3" thick and includes 12 endleaves and a Separate Casebound Cover.

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SCHEDULE:

Furnished Material will be available for pickup by 12/16/2022

Deliver complete (to arrive at destination) by 05/02/2023

F.O.B. destination

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

DESCRIPTION:

All the requirements of these specifications apply equally to all items unless otherwise indicated herein.

PREDOMINANT PRODUCTION FUNCTION: The predominant production function for this procurement is Binding. Subcontracting is allowed for the stamping.

PRODUCT: Strong, durable Smyth sewn case bound books with gold foil stamped on the front, back, and Spine.

STAMPING (Common on all Items - contractor to create to match furnished sample): Stamp spine, front cover, and back in API 668 Medallion Gold. Each of the front and back Cover stamps with vertical line that bleeds to the top and bottom and two diagonal lines (one bleeds to the top and outside and the other bleeds to the bottom and outside). Spine stamps 18 horizontal lines (bleeds to the left and right), and 4 identical illustrations (contractor to create). image fill out the whole Spine (see attached).

STAMPING (UNIQUE ON EACH ITEM): In addition to the above stamping, each Item will have different lines of type stamped in API 668 Medallion Gold on the front cover and Spine (Contractor to typeset in the same typeface and type size (font) of the furnished sample).

Front Cover (contractor to typeset):

Line 1 (SAME ON ALL ITEMS): MINUTES OF THE

Line 2 (SAME ON ALL ITEMS): COMMISSION OF FINE ARTS

Line 3 (SAME ON ALL ITEMS): WASHINGTON, D.C.

Line 4 (DIFFERENT ON ALL ITEMS): From January to December 2010 (month and year will change on each Item)

SPINE (contractor to typeset):

Line 1 (SAME ON ALL ITEMS): MINUTES

Line 2 (SAME ON ALL ITEMS): FROM

Line 3: JANUARY 2010

Line 4 (SAME ON ALL ITEMS): TO

Line 5: DECEMBER 2010

NOTE: Month, and year (line 3, and 5) are different on each ITEM.

Stamping must have solid impressions -no picking, pinholes, or filled letters. Contractor to typeset (text + rules) in same typeface and type size (font) of the manuscript file.

Binding: Reinforce the endleaves and the first and last signatures with strips of un-gummed, size cotton cloth extending 1/4" on inner side of the signatures and 1/2" on the endleaves. Smyth (signature) sew, trim 3 sides, round, back, and headbands. The red divider pages are sewn into the book

Paper edges **MUST** be marbled using a similar pattern and colors of the furnished sample. At contractor's option, replace the marbling with speckled edges using a red pattern.

WARRANTY: Contract Clause 15, "Warranty", of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 01-18)) is amended for the solicitation to the effect that the warranty period is EXTENDED from 120 days to one calendar year from the date the check is tendered as final payment. All other provisions remain the same.

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

Purchase Order

One (1) sample from a previous job to follow for construction, material used (Book Cover Board), and stamping color.

Five (5) sets of printed text (one for each Item). Text is printed on 24# JCP G45 25% Cotton Bond White with Red color dividers equal to JCP L23-65# or equal.

NOTE: Contractor MUST provide 2 FEDEX labels to ship the text and the sample. Also Contractor Must provide their FedEx account number to charge the packaging cost for the previous sample to their FedEx account.

Several pictures from a previous sample show the construction, stamping, and finished edges.

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.

PAPER: * Must be in accordance with JCP Paper Specification Standards in effect on date of this order
Book Cover Board: JCP Code R30, Book Cover Board, No. 1 Binders Board .098" thick.
Headband: Gaine's Headband Red & Gold 7M-13

ENDLEAVES (GPO to provide 20 oversew endsheets 11-1/4 x 9 - property # 268046): LBS Oversew Acid Free Endsheets .

Case material (GPO to provide): wrapped with GPO Property Red pyroxylin fabric (imitation leather) 03350-1 (3 yards), and GPO Property Red Goatskin (Morocco) 03288-3 (3 skins).

Note: The bidder must indicate (on the bid submission) the total number of sheets (leaves) required for endleaves, and case material. If bidder fails to state the total number of sheets required, GPO will furnish the above-listed quantities.

The cost of this stock and material furnished by GPO will be a factor in determining award. Contractor will be responsible for picking up the furnished stock at the Government Publishing Office Warehouse, G Street, NW, Washington, DC 20401.

COLOR OF INK:

Foil Stamping: Foil: API 668 Medallion Gold

PRINT PAGE: See Above

MARGINS:

Spine, front, and back cover: Inadequate gripper.

Text: Adequate gripper.

PROOFS:

PRIOR TO PRODUCTION SAMPLE CASE: Prior to binding of the total production quantity, the contractor must submit two (2) prior to production sample cases with cloth wrapped and stamped including text and endleaves sewn as complete book for final approval (text can be blank production stock with card stock in-between to match original). The contractor is cautioned that in the event of rejection or alteration of the prior to production sample cases, the GPO will consider production costs only up to and including presswork. If the contractor continues production beyond presswork without the approval of the Agency, they do so at their own risk.

Send one (1) advance sample case, and the furnished media (copy, transparencies, electronic files) to: COMMISSION OF FINE ARTS, 401 F STREET, NW, SUITE 312, WASHINGTON, DC 20001. (Please contact Agency in advance to schedule delivery due to intermittent staffing). Agency will not return this proof to the contractor, contractor to keep the second proof during the production process, then at the end of the project, the contractor **MUST** send it to the agency. These sample cases must be identified as "Advance Sample Cases, Jacket 420-756". Contractor must not bind prior to receipt of "OK to bind". Submit prior to production sample case as soon as the contractor deems necessary in order to comply with the shipping schedule. Approval or disapproval of advance samples will be received by contractor within (5) workdays after receipt. The contractor is cautioned that in the event of rejection or alteration of the advance sample case, the GPO will consider production costs only up to and including presswork. If the contractor continues production beyond presswork without approval of the GPO, he does so at his own risk.

PLUS (after approving Sample case)

PRIOR TO PRODUCTION SAMPLES

Prior to the commencement of production of the contract production quantity, the contractor shall submit one (1) sample of any of the 5 Items to: COMMISSION OF FINE ARTS, 401 F STREET, NW, SUITE 312, WASHINGTON, DC 20001. (Please contact Agency in advance to schedule delivery due to intermittent staffing). 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 (5) 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.

NOTE: IF SAMPLE APPROVED WITH NO CHANGES, IT WILL BE CONSIDERED AS ONE COPY, AND THE CONTRACTOR WILL BE RESPONSIBLE FOR PROVIDING 4 MORE BOOKS ONLY.

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BINDING:

CASEBOUND:

Endleaves are to be securely adhered to the cover boards and to conceal the edges of the printed covers. Reinforce the endleaves and the first and last signatures with strips of ungummed, sized stock extending 1/4" on inner side of the signatures and 1" on the endleaves. Smyth (signature) sew, trim 3 sides, round back, with red and gold headbands. Reinforce back with crash and strong paper liner. Case bound with suitable squares.

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PACKING:

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 thall@cfa.gov. The subject line of this message shall be Distribution Notice for Jacket 420-756, Requisition CFA 22- 00002. 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 different books, all created dies, and GFM via traceable means to: COMMISSION OF FINE ARTS, 401 F STREET, NW, SUITE 312, WASHINGTON, DC 20001. (Please contact Agency in advance to schedule delivery due to intermittent staffing - 202-718-8326 Ternice)

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/Avg. type dimension/Furnished manuscript file

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): 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=420756>