

Quotation Request //

US Government Publishing Office

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

JACKET:420-808 R-1

Quotations are Due By:
(Eastern Time)1:00 PM on 10/14/2022

**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: DAMAGE CONTROL WQS PERFORMANCE GUIDE- CGC ANGELA McSHAN
QUANTITY: 30 Black Plastic Coil Bound Booklets Plus one (1) Digital Deliverable.

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 202-512-0078.

REVISION 1: SCHEDULE CHANGE AND UNSTRAPPED.

TRIM SIZE: Cover - 8-1/2 x 11" Text - 11 x 8-1/2" and Tabs - 11 x 9"

NOTE: Contractor responsible for formatting text pages to landscape.

PAGES: 246 pages plus 2 piece separate cover and 33 Tab Dividers.

SCHEDULE:

Furnished Material will be available for pickup by 11/21/2022

Deliver complete (to arrive at destination) by 12/06/2022

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 ACCEPTABLE.

REVISION 1: SCHEDULE CHANGE AND UNSTRAPPED.

At contractor's option, product may be produced via conventional offset or digital printing provided that Quality Level 3 standards are maintained. Final output must be a minimum of 150 line screen

Cover 1 prints full coverage red background, text matter, illustration and detailed seals/logos in 4-color process. Covers 2 and 3 are blank. Cover 4 prints full coverage in red. Covers 1 and 4 bleed all sides. After printing laminate covers face and back with 3-5 mil satin Laminate. NOTE Contractor to create cover 4 using seal Word.doc provided (using the provided seal on the front cover with full coverage - red background for covers #1 and #4).

Text Pages: (Preliminary pages 1 and 2 print face and back). Pages i-ii, 1 thru 242 print head to foot with type/rule matter, tables/charts, maps, illustrations, photos, and agency logo's in 4-color process. No bleeds. NOTE: Contractor to reduce individual pages (i-ii, 1 thru 242) to fit two pages side-by-side on each 8-1/2" x 11 sheet (see binding sample 2 attached).

TABS: 1/2" Cut Tab dividers print face and back in black ink (identical both sides with heads to inside).

NOTE: Per material furnished, contractor to typeset from manuscript copy (see attached excel file), contractor must match font, size and style. Contractor is responsible for accuracy.

LAMINATION: Tabs must be reinforced by the lamination method of a single thickness of clear plastic (3 mil), cellulose acetate, polyethylene terephthalate, or equal material, securely bonded to each side of the tab lip, which shall lap over at least 3/8" onto the base sheet and extend at least 3/8" beyond the tab end. The outer edge of the tab must be smooth.

DIGITAL DELIVERABLES: The contractor shall make all revisions to the electronic files. Prior to making revisions, the contractor shall copy the furnished files and make all changes to the copy. Upon completion of the order, the contractor must furnish final production native application files and final production files converted to a single simple Acrobat PDF file "Optimized for Press" with proper color mode with the furnished material. The digital deliverables must be an exact representation of the final printed product and shall be returned on the same type of storage media as was originally furnished.

MATERIAL FURNISHED: Contractor to receive. .

Via email after award;

One (1) Purchase Order.

One (1) PDF file, One excel file - Tabs title and location, One MS Word document Cover 1, Three JPEG files - 2 binding samples and one crest/logo.

NOTE: Contractor to Adjust file margins as needed to avoid image lost to allow for coil binding.

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

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

Text: JCP Code* A60, Uncoated Text, Basis Size 25 X 38" Basis Weight 70 lbs.

Tab Dividers: JCP Code* K10, Index; White Basis Size 25.5 X 30.5" Basis Weight 90 lbs.

Covers: Satin Laminate 3-5 mil Each Side.

COLOR OF INK:

4-color process

PRINT PAGE: See Above

MARGINS:

Follow electronic file.

420-808 covers 1 and 4: Inadequate gripper.

Text and Tabs: Adequate gripper.

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 Nelson.TWhite@uscg.mil / Anthony.D.Smith@uscg.mil. 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 (3) workdays from receipt at the Department to receipt in the contractor's plant.

BINDING:

Punch suitably and insert black plastic coil on the left side edge of the 11" dimension.

PACKING:

Shrink Film wrap individually. Pack suitable per shipping container.

NOTE: "MARK ALL CARTONS WITH THE FOLLOWING INFORMATION":

JOB TITLE:

REQUISITION:

JACKET NO.:

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 Anthony.D.Smith@uscg.mil. The subject line of this message shall be "Distribution Notice for Jacket 420-808, Requisitions 2-99160". 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 30 copies plus one digital deliverable of jkt 420-808 via traceable means to: DC 1 Nelson White, (609) 848-4066, CGC, Angela McShan, 1 Munro Avenue Cape May, NJ 08204, USA.

All expenses incidental to returning materials, submitting 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-10. Process Color Match	OK'd Proofs/Furnished Electronic File

Prior to award, contractor may be required to provide information related to specific equipment that will be used for production.

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