

Quotation Request //

US Government Publishing Office

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

JACKET:420-875 R-1

Quotations are Due By:
(Eastern Time)1:00 PM on 11/22/2022

**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: Application for Refund of Retirement Benefits FERS

QUANTITY: 3055 Folded Forms.

R-1; 420-875 R-1, Single Jacket; Unstrapped!

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 202-512-0307.

TRIM SIZE: .

Flat: 11 x 42-1/2"; Folded: 11 x 8-1/2"

PAGES: .

10 pages.

SCHEDULE:

Furnished Material will be available for pickup by 11/23/2022

Deliver complete (to arrive at destination) by 12/27/2022

F.O.B. destination

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

DESCRIPTION:

At contractor's option, the 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 and at a minimum resolution of 1200 x 1200 x 1 bit or 600 x 600 x 4 bit depth technology.

PRINTING: Form prints face and back with type/rule matter, agency logo, and screen tints in Pantone's 286 (Blue); no bleeds.

NOTE: Panel 1 prints head to foot, Panel 2 prints head to side, Panel 3 prints Head to Head, Panel 4 print face Only, and Panel 5 prints Head to Head.

CONSTRUCTION: Perforate (without ink) along the entire 11" dimension in 4 places; 8-1/2" from sides and 8-1/2" apart, forming five equal segments. Perforations must allow for easy detachment of segments, and yet not separate prematurely during normal handling of form. Accordion fold along perforations to a final size of 8-1/2 x 11" with title panel to outside.

MATERIAL FURNISHED: Receive via email after award.

Purchase order.

One (1) PDF file with (9) 8-1/2 x 11" pages created on IBM Win. 7 using LiveCycle Designer ES4 Version

11. Contractor to convert 4-color process to Pantone's 286 "Blue". Fonts are furnished.

One (1) PDF files with (9) 8-1/2 x 11" pages. Contractor to follow notes for pagination.

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.

One GPO Form 917 (Certificate of Selection).

One GPO Form 2678 (Departmental random copies-blue label)

GPO Form 892c (R. 12/17) Proofs.

GPO Form 952 Desktop Publishing - Disk Information

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* D10, Writing, White, Basis Size 17 X 22" Basis Weight 20 lbs.

COLOR OF INK:

Pantone's 286 (Blue).

PRINT PAGE: See Above

MARGINS: Adequate Gripper.

Follow electronic media.

PROOFS:

Two sets of digital color content proofs for folded form. 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.

Send proofs together with the furnished media (copy, transparencies, electronic files) directly to: US OPM, 1900 E Street, NW - Room 3316 AC, Washington, DC 20415, Attn: C. Benson/9-63701 (202-606-4808).

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 3 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:

Fold from 11 x 42-1/2" to 11 x 8-1/2" using Accordion-fold, title out.

Grain must run parallel to spine.

Fold must be clean, straight with no cracks or wrinkles.

PACKING:

Shrink film pack in even amounts. Pack 500 forms per carton.

Cartons (s) NTE 40 lbs.

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 cyrus.benson@opm.gov. The subject line of this message shall be "Distribution Notice for Jacket 420-875, Requisition 2-00161. 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 100 copies via traceable means to: Retirement Services Forms Store, U.S. OPM, ATTN: Samuel Brooks (202-606-3755 ext.0623), 1900 E Street, NW, Room B-457, Washington, DC 20415. Inside delivery required.

Deliver 2,900 copies via traceable means to: U.S. Office of Personnel Management, Retirement Services & Management Group, Attn: Forms Supply/Req. 9-63701, 1137 Branchton Road, Boyers, PA 16020. Delivery hours 8 AM - 3 PM (Mon-Fri), ATTN: Sarah Tarr (724-794-2005 ext. 3494).

Deliver 55 copies and (Includes 50 Departmental Random Blue Label Copies) to OPM, Attn: C. Benson, #2-00161, 1900 E Street, NW, Room 3316-L WDC 20415. Inside Delivery Required, (202) 606-4808.

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>

All expenses incidental to returning materials and submitting/picking up proofs 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 1.
- (b) Destructive Tests -- Special Inspection Level S-2.

Specified standards to correspond with each required attribute as follows:

ATTRIBUTE	Specified Standard
P-7. Type Quality and Uniformity	OK'd content/Furnished electronic media
P-9. Solid and Screen Tint Color Match	Pantone Matching System

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 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