

# Quotation Request //

## US Government Publishing Office

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

**JACKET:420-886 S**

**Quotations are Due By:**

**(Eastern Time)11:00 AM on 01/19/2023**

**Submit Quotes Online, unless otherwise instructed, via: <https://contractorconnection.gpo.gov/openjobs.aspx>  
Contractor must provide mandatory W-9 form before GPO makes payment.**

| Jacket  | Requisition # | BAC     | Copies | Title                                |
|---------|---------------|---------|--------|--------------------------------------|
| 420-886 | 2-71652       | 3810-YB | 5,000  | SES Stationary 7 X 8-1/2 w/watermark |
| 420-887 | 2-71653       | 3810-YB | 3,000  | SES Cardstock 4-1/2 x 5-1/2          |
| 420-891 | 2-71591       | 3810-YB | 5,000  | CMC Stationary 7 X 8-1/2 w/watermark |
| 420-895 | 2-71654       | 3810-YB | 5,000  | EGA Stationary 7 x 8-1/2 w/watermark |

**TITLE:** SES Stationary 7 X 8-1/2 w/watermark

**QUANTITY:** 5000 Stationary on Jacket 420-886, 3,000 Cards on Jacket 420-887, 5,000 Stationary on Jacket 420-891, and 5,000 Stationary on Jacket 420-895 plus One (1) Set of Digital Deliverables.  
Thermography Printing Required.

**\*\*IMMEDIATELY AFTER AWARD** - contractor must 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 for the STATIONARY (Jackets 420-886/420-891/420-895) for AGENCY APPROVAL prior to the purchase of all paper utilized for production requirements on the STATIONARY. 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 paper samples of the cover via traceable means to: Becky Kinney, Locust Grove, VA 22508 (address is residential and will be provided upon award). Paper samples will be withheld not more than 2 workdays from receipt at the Department to receipt in the contractors plant. Paper samples will not be returned to the contractor. Contractor must notify the ordering agency/GPO with tracking information on the same day that the paper samples ship via e-mail sent to [rebecca.kinney@usmc.mil](mailto:rebecca.kinney@usmc.mil) and cc: [tsankey@gpo.gov](mailto:tsankey@gpo.gov). The subject line of this message shall be "PAPER SAMPLE Notice for 420-886/420-891/420-895, Req#'s 2-71652/2-71591/2-71654".

**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 Team (Tim Sankey) on 202-512-0488 or email [tsankey@gpo.gov](mailto:tsankey@gpo.gov).

**TRIM SIZE:** 420-886/420-891/420-895: 7 x 8-1/2"  
420-887: 4-1/4 x 5-1/4"

**PAGES:** Face only

**SCHEDULE:**

Furnished Material will be available for pickup by 01/24/2023

Deliver complete (to arrive at destination) by 02/28/2023

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 JACKETS UNLESS OTHERWISE INDICATED HEREIN.

DIGITAL PRINTING NOT ACCEPTABLE.

THERMOGRAPHIC PRINTING REQUIRED: 420-891 prints face only with raised ink (thermography) in Pantone 200 (Red) and Pantone 116 (Yellow) consisting of one departmental flag image in hairline registration with a flag/pole illustration with some images reversing out of the red flag to appear white. Image prints centered (left to right), 1/2" from top, beginning with the tip of the flag pole. Image should be 1" from the tip of the flag pole to the bottom tip of the flap pole. NOTE: Contractor must ensure the yellow flagpole is visible the entire length of the image.

420-886, 420-887 and 420-895 prints face only with raised ink (thermography) in Pantone 873 (Gold) consisting of finely detailed agency logos that have type/rule matter, illustrations and some type reversing out to appear white. 420-886 and 420-887 contain the same exact artwork, sized the same, but print on different sized substrates. 420-895 is unique from 420-886 and 420-887.

ARTWORK: See attached PDF for visual reference on image/colors/registration which is a general idea of the appearance of each.

DIGITAL DELIVERABLES: Upon completion of the order, the contractor must furnish 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 be emailed to the agency.

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

One (1) Purchase order.

One (1) PDF file for production for each jacket.

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

GPO Form 917 Certificate of Selection of Random Copies.

GPO Form 2678 Departmental Random Copies (Blue Label).

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 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 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 420-886/420-891/420-895: JCP Code\* D50, 100% Cotton Fine Writing, Basis Size 17 X 22", 24-28 lbs.\*  
\*Contractor may substitute 25% (or above) cotton. Paper must carry a watermark. The top of the watermark and the printed image must face in the same direction. The watermark must be right reading when viewed from the printed side of the form. Watermark reads-right with grain. Paper must be able to accept writing.

420-887: JCP Code\* L24, Vellum Bristol Cover, White, Basis Size 22.5 X 28.5", 120 lbs. \*With the exception of weight.

**COLOR OF INK:**

420-891: Pantone 200 (red) and Pantone 116 (yellow).

420-886, 420-887 and 420-895: Pantone 873 (gold)

**PRINT PAGE:** One Side Only

**MARGINS:** Adequate Gripper.

Adequate gripper. Follow electronic file.

**PROOFS:**

E-MAIL PROOFS (indicate margins): One set of E-Mailed Electronic Page Proofs for all jackets. Contractor to submit one Press Quality PDF soft proof 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 rebecca.kinney@usmc.mil and cc: tsankey@gpo.gov. 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.

**AFTER EMAIL PROOF APPROVAL:**

**PRIOR TO PRODUCTION SAMPLES:** Prior to the commencement of production of the contract production quantity, the contractor shall submit (5) prior to production samples of each jacket via traceable means to: Becky Kinney, Locust Grove, VA 22508, 571-302-6173 (residential address, full address to be provided UPON AWARD). All samples will be tested for conformance of materials. 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. 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 sample and production and shipment in accordance with the shipping schedule.

Contractor must notify the ordering agency/GPO with tracking information on the same day that the proof ships/delivers via e-mail sent to rebecca.kinney@usmc.mil and cc: tsankey@gpo.gov. The subject line of this message shall be "PROOF Notice for Jackets 420-886/420-887/420-891/420-895, Req#'s 2-71652/2-71653/2-71591/2-71654".

The Government will approve, conditionally approve or disapprove the samples within (3) 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 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 samples submitted is at the contractor's risk. Samples will not be returned to the contractor. The cost 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:**

Trim 4 sides.

**PACKING:**

Shrink wrap 420-887 in units of 100. Shrink wrap the balance of the jobs in units of 250. Pack each jacket separately, suitably, and in cartons and shipping containers to ensure stationary and cards are not damaged during shipment. NTE 40 lbs. Do NOT intermingle items - each jacket must be in their own carton(s).

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

TITLE: \_\_\_\_\_

REQUISITION No.: \_\_\_\_\_

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 rebecca.kinney@usmc.mil. The subject line of this message shall be "Jackets 420-886/420-887/420-891/420-895, Req#'s 2-71652/2-71653/2-71591/2-71654". 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 5,000 stationary (includes 80 Departmental Random "Blue Label" Copies) on EACH STATIONARY jacket (420-886/420-891/420-895) via traceable means to: HQMC, 3000 Marine Corps Pentagon, Rm 2B253, ATTN: Rebecca R Kinney (703-614-4816), Washington, DC 20350-3000. DELIVERY MUST ONLY BE BY USPS, FEDEX OR UPS.

Deliver 3,000 cards (includes 50 Departmental Random "Blue Label" copies) of Jacket 420-887 via traceable means to: HQMC, 3000 Marine Corps Pentagon, Rm. 2B253, Washington, DC 20350-3000, Attn: Rebecca R. Kinney [(703) 614-4816]. DELIVERY MUST ONLY BE BY USPS, FEDEX OR UPS.

\*The above shipments may travel together as one shipment but must be clearly marked and easily distinguishable from one another. Easily distinguishable is defined as the use of a color coded label to easily separate one job from another.

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 by email one (1) digital deliverable, for each jacket, the final, approved stationary and cards as a press-quality PDF with the subject line "Digital Deliverable for Jackets 420-886/420-887/420-891/420-895, Req#'s 2-71652/2-71653/2-71591/2-71654" to rebecca.kinney@usmc.mil and cc: tsankey@gpo.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                              | SPECIFIED STANDARD                                    |
|--|---|
| P-7. Type Quality and Uniformity       | Prior to Production Samples/Furnished electronic file |
| P-9. Solid and Screen Tint Color Match | Pantone Matching System                               |

**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):** 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=420886>