

# Quotation Request //

## US Government Publishing Office

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

**JACKET:424-173**

**Quotations are Due By:**  
**(Eastern Time)10:00 AM on 07/03/2023**

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

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**TITLE:** Paper for Liliana Vega

**QUANTITY:** 99500 Letterhead with Department of Commerce Watermark plus 50,000 blank sheets.

**\*\*Contractors are required to enter a true 'Additional Rate'. This is the running rate (with make-ready/setup removed), not a per item price of total cost.\*\***

**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 202-512-0866.

**TRIM SIZE:** Item 1: 8-1/2 X 14"

Item 2: 8-1/2 x 11"

**PAGES:** Item 1: Face only.

Item 2: Blank.

**SCHEDULE:**

Furnished Material will be available for pickup by 07/12/2023

Deliver complete (to arrive at destination) by 08/04/2023

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 both items unless otherwise indicated herein.

**\*\*DIGITAL PRINTING IS NOT ACCEPTABLE.\*\***

**ITEM 1:** Letterhead consists of a large logo approx. 6-1/8" in diameter printing Pantone 277 (blue) ink in center area.

**NOTE:** Watermark must be right reading from the printed side and right side up, on each form.

**ITEM 2:** No printing. Trim 4 sides. Blank 8-1/2 x 11" sheets to be cut from excess of supplied 17-1/2 x 22-1/2" parent sheets used for Item 1.

**MATERIAL FURNISHED:** Contractor to receive. via email after award.

One (1) Purchase Order

One (1) PDF File for Item 1. Contractor to center on 8-1/2 x 14".

One (1) Previously printed sample (for Item 1) to follow as a guide for ink color and density. Contractor to supply a shipping label from Silver Spring MD 20910.

GPO Form 2678 (departmental random copies-blue label).

GPO Form 917 (Certificate of Selection).

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\* G45, 25% Cotton Bond; White; 50% Recycled, Basis Size 17 X 22" Basis Weight 24 lbs.  
**FURNISHED STOCK:** The Government will furnish JCP Code\* G45, White 25% Bond 100% Recycled, GPO Property No. 617-3, (1-Star) Size 17-1/2 x 22-1/2" (grain long), 51 lbs. per 1,000 sheets, Basis Size 17 x 22", Basis Weight 24 lbs. per 500 sheets. Contractor is responsible for providing make ready stock.

Note: Watermark reads-right with grain. The Bidders must indicate (on the bid submission) the total number of sheets (leaves) of stock/paper that will be required for the total quantity as per specifications. If the bidder fails to state the total number of sheets required, GPO will furnish 50,000 full sheets.

NOTE: The top of the watermark and the image must face in the same direction. The watermark must be right reading when viewed from the printed side of the form.

The cost of this stock will be a factor in determining award. (NOTE: The bidder is responsible for picking up the furnished stock at the Government Publishing Office, Washington, DC.)

Furnished stock will be available for pick up 07/07/2023.

**COLOR OF INK:**

Item 1: Pantone 277 (Blue).

Item 2: None.

**PRINT PAGE:** One Side Only

**MARGINS:**

Adequate gripper.

Follow electronic file.

**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 stacey.byrd@noaa.gov and liliana.vega@noaa.gov and cc: cguasto@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 (1) workday from receipt at the Department to receipt in the contractor's plant.

**BINDING:**

Trim 4 sides.

**PACKING:**

Pack each item separately and identify.

Item 1: Shrink film wrap in 500 sheets per pack. Pack in suitable cartons and shipping containers.

Item 2: Pack in suitable cartons and shipping containers.

Do NOT pack on pallets.

**DISTRIBUTION:**

Contractor must notify the ordering agency on the same day that the product ships/delivers via e-mail sent to stacey.byrd@noaa.gov, liliana.vega@noaa.gov and cc: cguasto@gpo.gov. The subject line of this message shall be "Distribution Notice for Jacket 424-173, Req. No. 3-13069". 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.

NOTE: INSIDE DELIVERY IS REQUIRED FOR ALL DELIVERY LOCATIONS.

Deliver 30,000 copies of Item 1 (Includes 500 Departmental Random "Blue Label" Copies / 1 shrink wrap pack) via traceable means to: NOAA, Building 8 Loading Dock, 7600 Sand Point Way NE, Bldg 1, Seattle WA 98115, Attn: Cheryl Flayer, 206-526-6364. Loading Dock phone 206-526-6022.

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 20,000 copies of Item 1 via traceable means to: DOC/NOAA/NMFS/IATC Northeast Region, 55 Great Republic Drive, Suite 00-300, Gloucester MA 01930, Attn: Ryan Vendshus / Lawrence Biondo, 978-281-9303.

Deliver 20,000 copies of Item 1 via traceable means to: DOC/NOAA/NMFS/IATC Southeast Region, 263 13th Avenue South, 3rd Floor, St. Petersburg FL 33701, Attn: Kimberly Musick / Brian Vaubel, 727-551-5708.

Deliver 20,000 copies of Item 1 via traceable means to: DOC/NOAA/NMFS Southwest Region, 501 West Ocean Blvd., Suite 1200, Long Beach CA 90802, Attn: Rhiannon Samano / Briana Hurley, 562-388-7346.

Deliver 8000 copies of Item 1 via traceable means to: DOC/NOAA/NMFS/IATC, 3209 Frederic Street, Pascagoula MS 39567, Attn: Lenora Williams, 228-549-1751.

Deliver 1500 copies of Item 1 and 50,000 copies of Item 2 via traceable means to: DOC/NMFS/IATC, 1315 East West Highway, SSMC3 Room 5208, Silver Spring MD 20910, Attn: Liliana Vega, 301-427-8311.

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/Electronic File
P-9. Solid or Screen Tints Color	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):** NONE