

Quotation Request //

US Government Publishing Office

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

JACKET:424-401 R-1

Quotations are Due By:
(Eastern Time)12:00 PM on 07/05/2023

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

TITLE: Congressional Record Slippers - House & Senate

QUANTITY: 1000 Total Pads: 300 Pads (1137A) of 100 Two-Part Carbonless Sets and 700 Pads (1137B) of 100 Two-Part carbonless sets.

R-1: Changed paper to carbonless and schedule

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 on 202-262-7722 or email poneal@gpo.gov.

TRIM SIZE: 6-1/4" x 10-3/8"

FORM NO: 1137A and 1137B

SCHEDULE:

Furnished Material will be available for pickup by 07/05/2023

Deliver complete (to arrive at destination) by 07/20/2023

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

DESCRIPTION:

SPECIFICATIONS APPLY EQUALLY TO ALL ITEMS UNLESS OTHERWISE INDICATED

Prints type and rule matter on face only of all parts. **PRODUCT:** Pads of 100

Interleaved Sets. **STUB:** None.

TYPES OF CHANGES: None.

INK: Black

MARGINS: Approx. (inches):

Head: 3/8" Foot: 1/4" Left: 1/4" Right: 5/16"

CONSTRUCTION: Pad (100) forms on the 6-1/4" top side using suitable padding adhesive with suitable chipboard backing.

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

One (1) Purchase Order

One (1) PDF file for includes both forms

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* O80, Carbonless Bond, Basis Size 17 X 22" Basis Weight 20
Form 1137A - Part 1: Canary CFB

Form 1137B - Part 1: Pink CFB

COLOR OF INK:

Black

PRINT PAGE: One Side Only

MARGINS:

PROOFS:

None

PACKING:

Shrink film wrap in units of 10 pads. Pack in shipping containers.

LABELING/MARKING: Include on all labels Jacket Number, Requisition Number (3-00108), Form Number (1137A or 1137B), and quantity in package.

DISTRIBUTION:

Distribution Notice: Contractor must notify the ordering agency on the same day that the product ships/delivers via e-mail sent to wjwrotten@gpo.gov. The subject line of this message shall be "Distribution Notice for Jacket 424-401, Req. No. 3-00108". 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 1000 total to: U.S. Government Publishing Office, 732 North Capitol Street NW, 20401, Room C-741, Attn: Darlene Rios-Bay, Washington, DC 20401.

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

P-7. Type Quality and Uniformity

P-10. Process Color Match

SPECIFIED STANDARD

Furnished Electronic Files

Furnished Electronic files

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