

Quotation Request //

US Government Publishing Office

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

JACKET:424-784 S R-1

Quotations are Due By:
(Eastern Time)1:30 PM on 08/25/2023

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

Bidders must enter quote price for each jacket. Award will be made based on the lowest total bid for all jackets.				
Jacket	Requisition #	BAC	Copies	Title
424-784	3-00099	6325-36	125,005	General Use Return Envelope - Boyers
424-785	3-00098	6325-36	25,005	FEHB Cancellation Return Envelope

TITLE: General Use Return Envelope - Boyers

QUANTITY: 125005 Envelopes.

R-1: Schedule

Item 1: General Use Return Envelope - Boyers

Item 2: FEHB Cancellation Return Envelope

SUBCONTRACTING: Contract Clause 6, "Subcontracts," of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev.1/18)), is modified to permit subcontracting of the presswork for envelope manufacturers and construction of envelopes for printing firms

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 poneal@gpo.gov

TRIM SIZE: .

Both Items: 8-7/8" x 3-7/8"

FORM NO: RI 50-67 (6/2015 Edition) and RI 50-38 (10/2016

SCHEDULE:

Furnished Material will be available for pickup by 09/13/2023

Deliver complete (to arrive at destination) by 10/13/2023

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 Not Acceptable.

Item 1:

PRINTING: Envelope prints face only (after construction) with approx. 12 lines of type and rule matter

plus a bar code and a FIM in Black ink only.

CONSTRUCTION: Open side, high cut diagonal seams, with gummed flap.

Item 2

Envelopes print approx. 10 lines of type/rule matter on face side opposite the seams plus FIM and barcode in black ink.

Construction: open side with high cut diagonal seams and gummed flap. Note: Do not enlarge, reduce or move FIM & barcode, must meet USPS regulations.

MATERIAL FURNISHED: Contractor to receive. .

Via email after award:

Two PDF files generated on IBM Win 10 using Adobe Acrobat Pro 2017.

Purchase Order

GPO Form 917 (Certificate of Selection).

GPO Form 952 Desktop Publishing Disk Information.

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 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

Item 1:

JCP Code* V20, Writing Envelope; White, Basis Size 17 X 22" Basis Weight 24 lbs

Item 2:

At Contractor's Option, Surface Tinting Authorized in Pantone 9561.

JCP Code* V20, Writing Envelope; (Light Green or White (if surface tinting), Basis Size 17 X 22", 24lb.

COLOR OF INK:

Item 1: Black

Item 2:

Black

Pantone 9561 (Surface Tint).

PRINT PAGE: One Side Only

MARGINS:

Follow Electronic File.

Item 1: Adequate Gripper.

Item 2: Inadequate Gripper Pantone 9561 (Surface Tint).

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 yvonne.ikpe@opm.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 (2) workdays from receipt at the Department to receipt in the contractor's plant.

PACKING:

Shrink Film Pack in 50's

Pack in 500's (repack in original boxes) and carton NTE 40lbs.

Pack suitably per carton. 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 424-784s, Req. No's. 3-00099 and 3-00098. 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.

****SEE SPECIAL DELIVERY INSTRUCTIONS ATTACHED****

Deliver 125,000 envelopes of Item 1 (including 200 Departmental Random "Blue Label" Copies of

each Jacket) via traceable means to: U.S. Office of Personnel Management, Retirement Services & Management Group, ATTN: Forms Supply/Req. #3-00099, 1137 Branchton Road, Boyers, PA 16020.

Delivery Hours: Monday-Friday 8:00am - 3:00pm

Driver should inform security guard at gate of delivery for "Forms Supply" (724-794-2005) - Ext. 3494 (Sarah Tarr)

Driver should follow ROC Delivery" directional signs to roll-up door.

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 5 copies of each Jacket via traceable means to: Office of Personnel Management, 1900 E Street, NW, Room 3316-L, WDC 20415 ATTN:Y. Ikpe/#3-00099, Phone# (202) 936-0403. INSIDE DELIVERY REQUIRED

Deliver 25,000 envelopes of Item 2 (includes 125 blue label copies) via traceable means to: OPM, Attn: Samuel Brooks, RS Forms Store, 1900 E Street, NW, Room B-427, Washington, DC 20415. Phone: 202-936-1222mk or 4808. Inside Delivery required.

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 5 envelopes via traceable means to: OPM, 1900 E Street, NW, Rm 3316-L, Washington, DC 20415 Attn: Y. Ikpe (202) 936=0403. Inside Delivery required.

All expenses incidental to returning materials, submitting/returning 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:

ATTRIBUTE	SPECIFIED STANDARD
P-7. Type Quality and Uniformity	OK Proof/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 preaward 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=424784>