

Quotation Request //

US Government Publishing Office

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

JACKET:424-786

Quotations are Due By:
(Eastern Time)1:00 PM on 09/05/2023

**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: Red Book on Employment Support

QUANTITY: 35010 saddle-stitched books.

****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 Carrie Guasto, APS DC Team, at 202-512-0866 or cguasto@gpo.gov.

TRIM SIZE: true 8-1/2 x 11"

***No other trim sizes are acceptable.**

FORM NO: 64-030

PAGES: 64 pages plus separate wrap-around cover.

SCHEDULE:

Furnished Material will be available for pickup by 09/07/2023

Deliver complete (to arrive at destination) by 09/28/2023

F.O.B. destination

****Delivery prior to 09/28/2023 is acceptable.****

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

DESCRIPTION:

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

PRINTING: Covers print face only (C1 and C4) in Pantone 186 (red) and Pantone 295 (blue). C1 & C4 print with heavy full coverage with type/rule matter, agency seal, and solids, and full bleeds all sides. C2 & C3 are blank. After printing, apply a clear, non-yellowing matte aqueous coating over the entire surface of C1 and C4 to prevent scratching and smearing.

Text prints face and back (head to head) in black ink with type/rule matter and some screened areas. No bleeds.

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

Purchase Order

One (1) Zip File containing two (2) PDF files and two (2) Adobe InDesign files (one each for cover and

text) plus fonts and links. Contractor to extend bleeds on cover as necessary.

GPO Form 917 (Certificate of Selection).

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

***NOTE: For Agency YELLOW Label Copies - Copy GPO form 2678 onto a Yellow sheet of paper.

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* L12, No. 2 White Gloss-Coated Cover, Basis Size 20 X 26" Basis Weight 80 lbs.
JCP Code* A60, White, Uncoated Text, Basis Size 25 X 38" Basis Weight 60 lbs.

COLOR OF INK:

Covers 1 & 4: Pantone 186 red, Pantone 295 blue, Matte Aqueous coating
Text: black

PRINT PAGE: Head to Head

MARGINS:

Cover: Inadequate gripper.
Text: Adequate gripper.

Follow electronic file.

PROOFS:

E-MAIL PROOFS (indicate margins): CONTRACTOR MUST NOT PRINT PRIOR TO RECEIVING AN "OK TO PRINT". One (1) 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 paul.campbell@ssa.gov and cc: cguasto@gpo.gov. Contractor must call/email GPO Contract Compliance Section at (202) 512-0520 / compliance@gpo.gov 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.

CONTRACTOR MUST NOT PRINT PRIOR TO RECEIVING AN OK TO PRINT.

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BINDING:

Grain must run parallel to the spine.

Score on all folds.

Saddle-wire stitch in two places on the 11" dimension and trim three sides.

Cracks and wrinkles are not acceptable.

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PACKING:

Pack suitably in cartons and shipping containers to ensure no damage during shipment.

NTE 40 lbs per container.

MARK ALL CARTONS WITH THE FOLLOWING INFORMATION (MUST BE SHOWN ON ALL BOXES):

PPREQ-23-01356-64-030

Job Title: Red Book on Employment Support

Req. No.: 3-00169

Jacket No.: 424-786

Form #: 64-030

Quantity: _____

Number of Boxes: EX. Box 1 of 4, Box 2 of 4...

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DISTRIBUTION:

Contractor must notify the ordering agency on the same day that the product ships/delivers, via e-mail to paul.campbell@ssa.gov and cc: cguasto@gpo.gov. The subject line of this message shall be Distribution Notice For Jacket Number 424-786, Requisition Number 3-00169. 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 35,000 books (including 200 Departmental Random "Blue Label" Copies) via traceable means to: NPC North, Ward Warehouse, 700 N. 3rd Ave., Altoona PA 16601, 814-239-8787 ext 1218. Distribution Type: MyStock Location.

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 10 books (yellow label copies) via traceable means to: Social Security Administration, 6401 Security Blvd., 1300 Annex, Baltimore MD 21235, Attn: Paul Campbell, 410-670-4588.

All expenses incidental to submitting proofs, furnishing samples and returning materials, must be borne by the contractor.

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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/Furnished electronic file
P-9. Solid or Screen Tints 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): NONE