

# Quotation Request //

**US Government Publishing Office**

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

**JACKET:428-003**

**Quotations are Due By:**  
**(Eastern Time)10:00 AM on 01/22/2024**

**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:** Subscription Renewal Notice

**QUANTITY:** 50000 one-part sets.

**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 202-512-0098.

**TRIM SIZE:** 9 1/2 x 11"

**FORM NO:** GPO Form 3674

**SCHEDULE:**

Furnished Material will be available for pickup by 01/26/2024

Deliver complete (to arrive at destination) by 02/29/2024

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

Contractor: Follow sample for color break

-----MARGINALLY PUNCHED CONTINUOUS FORMS-----

CONTRACTOR WILL FURNISH all services and materials required to comply with these specifications.

**EQUIPMENT AND USAGE:** Printer: Data Graphix Laser Printer Model 9800 and STC Model 6100.  
Burster: Standard Register Model 2500.

Note: Bottom 3-3/4" portion of the set will be fed through an OCR reader.

CLEAR, SHARP PRINTING REQUIRED. One-part set prints face only in Pantone 281 (blue) and Pantone 185 (red) type/rule matter plus departmental logo.

**PERFORATIONS:** All perforations shall be cut clean and sufficiently deep to permit easy separation but not to tear in ordinary handling or in feeding through the equipment.

Vertically perforate along the entire 11" dimension 1/2" from the left edge and 1/2" from the right edge.

Tear line: Horizontal perforations shall be every 11".

One (1) additional horizontal perforation at 3-3/4" above the bottom edge along the entire 9-1/2"

dimension.

Corner cut the upper right corner of the bottom 8-1/2 x 3-3/4" (detached size) return portion of the form. (use sample as a guide). Corner cut is approximately 3/16" horizontally, 3/8" vertically and 7/16" diagonally (use sample as a guide).

**MATERIAL FURNISHED:** Via email after award.

One (1) Purchase Order

One (1) PDF print file.

One (1) PDF sample file.

One (1) Previous sample. Contractor must provide prepaid shipping label for 20401.

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\* O25, White, Ledger, Optical Character Recognition (OCR), Basis Size 17 X 22" Basis Weight 24 lbs.

**COLOR OF INK:**

Pantone 185 (red) and Pantone 281 (blue).

**PRINT PAGE:** One Side Only

**MARGINS:**

Adequate gripper.

Follow sample provided.

Approx. margins: Head: 3/8"; Foot: 1/8"; Left: 1/8"; Right: 5/16".

**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 vchegai@gpo.gov and wwrotten@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)

workday from receipt at the Department to receipt in the contractor's plant.

**PACKING:**

Fanfold suitably on tearline perforation every 11". Pack suitable amount in durable uniform size shipping containers which insure delivery at destination in satisfactory condition ready for free passage through the equipment. Unbroken strips (splices acceptable).

MARK ALL CARTONS WITH THE FOLLOWING INFORMATION:

JOB TITLE: Subscription Renewal Notice

GPO Form Number: 3674

REQUISITION: 4-00001

JACKET NO.: 428-003

QUANTITY: \_\_\_\_\_

NUMBERS \_\_\_\_\_ THRU \_\_\_\_\_

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: vchegai@gpo.gov. The subject line of this message shall be "Distribution Notice for Requisition Number 4-00001, Jacket 428-003. 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 50,000 Subscription Renewal Notices (includes 200 Departmental Random "Blue Label" Copies) via traceable means to: GPO Laurel Warehouse and Center, 8660 Cherry Lane, suite #28-38, Laurel, MD. 20707, Attn: Donna Harding (202) 512-2214.

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 and GFM via traceable means to: GPO, Plant Operations: STOP: CI, Room C-702, Washington, DC 20401, Attn: Valentina Chegai.

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 proofs/Furnished sample
P-9. Solid and Screen Tint Color Match	Pantone Match 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 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