

Quotation Request //

US Government Publishing Office

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

JACKET:428-143 R-1

Quotations are Due By:
(Eastern Time)11:00 AM on 03/29/2024

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

TITLE: White Envelope #10 (w/Window) (Copy)

QUANTITY: 500 #10 WINDOW Envelopes. Typesetting Required.

REVISION 1: SCHEDULE CHANGE.

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 202-512-0078.

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.

TRIM SIZE: 4-1/8 x 9-1/2"

PAGES: Face & Back.

SCHEDULE:

Furnished Material will be available for pickup by 04/12/2024

Deliver complete (to arrive at destination) by 04/26/2024

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.

REVISION 1: SCHEDULE CHANGE.

Print on the face (after construction) with type/rule matter (return address) in black ink only with head towards top fold on the opposite side of the seams.

SECURITY FEATURE: Print or tint envelope on the inside (back before construction) in black ink, lining not acceptable. Contractor may use his own design but must guarantee that the product will ensure complete opacity and prevent show through of any material contained therein.

Construction: Open side, side seams, and fully gummed flap. Flap measures 1-7/8" from fold to tallest point. Throat measures 1" from fold to deepest point.

NOTE: THE FLAP MUST BE FULL GUM ON ALL OF THE FLAP.

Window: 1-1/4 x 4-3/4" located 3/4" from left edge and 1/2" from bottom edge. Cover with a suitable transparent material securely glued to the inside.

MATERIAL FURNISHED: Contractor to receive. .

Via e-mail after award.

A scan of a previously printed envelope and the purchase order will be emailed to the contractor upon award.

Contractor must set 8 lines of type and 1 rule. Contractor must match facsimile for type, size, style, format, etc. Contractor is responsible for accuracy of typesetting.

One (1) Purchase Order

One (1) PDF file

One (1) GPO Form 917 - Certificate of Selection of Random Copies

One (1) GPO Form 2678 - 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 is responsible for performing a basic check (preflight) of the furnished publishing files to assure accurate output of the required reproduction image. Any errors, media damage or data corruption that might interfere with proper file imaging must be reported to the contract administrator in sufficient time to comply with the shipping schedule.

In addition, the contractor is responsible for creating or altering any necessary trapping, setting proper screen angles and screen frequency and defining file output selection for the imaging device being utilized. All furnished files must be imaged as necessary to meet assigned quality level.

Return address:

UNITED STATES

DEPARTMENT OF THE INTERIOR

BUREAU OF LAND MANAGEMENT

EASTERN STATES

5275 LEESBURG PIKE

FALLS CHURCH, VA 22041

OFFICIAL BUSINESS

PENALTY FOR PRIVATE USE, \$300

PAPER: * Must be in accordance with JCP Paper Specification Standards in effect on date of this order JCP Code* V20, Writing Envelope; White, Basis Size 17 X 22" Basis Weight 20 lbs.

COLOR OF INK:

Black

PRINT PAGE: See Above

MARGINS: Follow Copy Sample.

No bleeds.

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 to include flap position, 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 rromero@blm.gov, smccall@blm.gov and deeverett@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 (2) workdays from receipt at the Department to receipt in the contractor's plant.

PACKING:

Pack to ensure no damage occurs to product during transit.

Mark all shipping cartons with the jacket number, title of contents and quantity per carton.

Box in units of 500. Pack NTE 40 lbs. per shipping container.

DISTRIBUTION:

Contractor must notify the ordering agency on the same day that the product ships/delivers via e-mail sent to ealdueza@blm.gov and deeverett@gpo.gov. The subject line of this message shall be Distribution Notice for Jacket 428-143, Requisition 4-00002. 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 500 envelopes (includes 50 Departmental Random "Blue Label" Copies) via traceable means to: ERIC BALDUEZA, (703) 712-0336, BUREAU OF LAND MANAGEMENT, DOI, 5275 LEESBURG PIKE, FALLS CHURCH, VA 22041, USA.

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>

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:

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/Security Tint/Avg. Type Dimension
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 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 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