

Quotation Request //

US Government Publishing Office

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

JACKET:428-170

Quotations are Due By:
(Eastern Time)10:00 AM on 03/04/2024

**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: ETR Bulletin - Spring 2024 (Print)

QUANTITY: 2002 Perfect Bound Books plus 13 QARCs.

****Contractors are required to enter a true 'Additional Rate'. This is the running rate (with makeready/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 APS DC Team (Lisa Hollingsworth) at lhollingsworth@gpo.gov or at 202-512-0220.

TRIM SIZE: 8-1/2 x 11"

PAGES: 84 pages plus separate wrap around cover and spine.

SCHEDULE:

Furnished Material will be available for pickup by 03/12/2024

Deliver complete (to arrive at destination) by 03/26/2024

F.O.B. destination

PO will be furnished on or before 3/7/2024.

Art files will not be available until 3/12/2024.

TIME CRITICAL:

****Delivery MUST be received no later than 3/26/2024.****

Notify lhollingsworth@gpo.gov and hfyounker@fbi.gov of the delivery status at the time of shipment to meet the at destination delivery date.

This is a time-critical order. For the purpose of this contract, the provision in GPO Contract Terms Pub. 310.2 (Rev. 1-18) for schedule extensions does not apply. No automatic extensions of schedules will be made. All interested contractors must commit to the original schedule. Shipments must be made by a carrier that will guarantee delivery at destination within the specified schedule. Carrier's "targets" in lieu of "guaranteed" deliveries will not be acceptable.

QUALITY LEVEL: 2 Quality Assurance Through Attributes (GPO PUB 310.1, effective May 1979 (Rev. 9-19)) applies.

DESCRIPTION:

DIGITAL PRINTING IS NOT ALLOWED.

Covers 1 thru 4 and spine print head to head in 4-color process with type/rule matter, illustrations, QR Code, departmental seals, and some objects and type reversing out to appear white. Covers 1, 4, and spine bleed all sides with heavy coverage. No bleed on Cover 2 and Cover 3. After printing, apply a gloss UV coating over the entire surface of Covers 1, 4, and spine to prevent scratching and smearing.

Text pages are folioed 1 thru 84. Text prints head to head in 4-color process with type/rule matter, illustrations, departmental seals/logo, screen tints, gradients, tables, and some type reversing out to appear white. No pages bleed. Some pages contain a left or right rule margin that must print and register across the book.

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MATERIAL FURNISHED: Contractor to receive. .

Via email after award.

One (1) Purchase Order.

One (1) Zip file generated on a Mac 12.2 using InDesign CC 2022, Illustrator CC 2022 and Photoshop CC 2022, Fonts are furnished and graphics are linked.

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

GPO Form 917 (Certificate of Selection).

GPO Form 915 (Business Reply Label).

GPO Form 2686 QARC Random copies sampling & shipping instructions.

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.

Minimum 175 line screen required.

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PAPER: * Must be in accordance with JCP Paper Specification Standards in effect on date of this order

COVER: JCP Code* L11, No. 1 Gloss-Coated Cover, White, Basis Size 20 X 26" Basis Weight 80 lb.

TEXT: JCP Code* A181, No. 1 Gloss-Coated Text, White, Basis Size 25 X 38" Basis Weight 70-80lb

Contractor has the option to use 70lb or 80lb text.

NOTE: All text paper used in each copy must be of a uniform shade.

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COLOR OF INK:

Covers 1 thru 4 and Spine: 4-color process (plus gloss UV coating on covers 1, 4, and spine)

Text: 4-Color process

PRINT PAGE: Head to Head

MARGINS:

Covers 1, 4, and Spine: Inadequate gripper. Balance: Adequate gripper. Follow electronic files.

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 agreene@gpo.gov, hfyounker@fbi.gov and bddurham@fbi.gov and cc: lhollingsworth@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.

BINDING:

Perfect Bind along the 11" dimension. Trim 3 sides.

Covers: Wrap around, trim flush. Glued on score covers at spine and hinge score at 1/4" from spine on front and back covers to first and last pages respectively. Grain must run parallel to spine. Cracks and wrinkles are not acceptable.

PACKING:

Pack suitable per carton and shipping container.

DISTRIBUTION:

Contractor must notify the ordering agency on the same day that the product ships/delivers via e-mail sent to bddurham@fbi.gov and hfyounker@fbi.gov and cc: lhollingsworth@gpo.gov. The subject line of this message shall be Distribution Notice for Req. 4-06005, Jacket 428-170. 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 2,000 copies (includes 50 Departmental Random Blue Label Copies) via traceable means to: FBI Academy, Attn: NDCAC Brian Durham (540) 361-2436, 1 Range Road, Building 27958A, Quantico, VA 22135. Inside delivery required. Deliver time between 8:00 am to 3:00 pm.

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 2 copies via traceable means to: Helen Younkers, FBI, 2400 Schuster Drive, Cheverly, MD 20781, Call 24 hours prior to delivery, 301-618-8500.

All expenses incidental to returning materials, submitting proofs, and furnishing sample 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 Electronic Files

P-10. Process Color Match

Furnished Electronic Files

QUALITY ASSURANCE RANDOM COPIES: The contractor will be required to execute a statement furnished by GPO certifying that copies were selected as directed. Business Reply Mail labels will be furnished for mailing the quality assurance random copies. The copies are to be mailed at the same time as the first scheduled shipment. A U.S. Postal Service approved Certificate of Mailing, identified by Jacket and Purchase Order numbers, must be furnished with billing as evidence of mailing.

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