

Quotation Request //

US Government Publishing Office

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

JACKET:428-220 R-1

Quotations are Due By:
(Eastern Time)10:00 AM on 03/27/2024

**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: Return Address Compass Envelopes - (no. 10 Non-Window) (Peel N Seal)

QUANTITY: 90000 #10 Non-Window Return Address Envelopes, Peel-N-Seal with Security Tint plus one (1) set of PDF digital deliverable.

REVISION 1: Quantity and 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 Team on 202-512-0098.

SUBCONTRACTING: Contract Clause 6, "Subcontracts," of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 01-18), 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" (after construction)

SCHEDULE:

Furnished Material will be available for pickup by 07/10/2024

Deliver complete (to arrive at destination) by 08/06/2024

F.O.B. destination

Deliver date 8/6/2024 or Sooner.

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

DESCRIPTION:

DIGITAL PRINTING NOT ACCEPTABLE.

#10 Non window envelopes, prints face only (after construction) on the opposite side of the seams in Pantone 288 Blue. With a pressure sensitive "peel and seal" flap. Print 6 lines of type, and an agency logo in Pantone 288 Blue. (Side Seams) No bleeds. SECURITY LINING FOR PRIVACY.

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: #10 envelope (open side) with side seams, and a self-sealing flap.

DIGITAL DELIVERABLES: Upon completion of the order, the contractor must furnish final production native application files and final production files converted to a single PDF file "Optimized for Press" with

proper color mode. The digital deliverables must be an exact representation of the final printed product.

WARRANTY: Contract Clause 15, "Warranty", of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 01-18)) is amended for the solicitation to the effect that the warranty period is **EXTENDED** from 120 days to one calendar year from the date the check is tendered as final payment. All other provisions remain the same.

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

One (1) Purchase order.

One (1) PDF file. Contractor must adjust size and layout of PDF provided to match specs.

GPO Form 892C (R. 12/17) Proofs.

GPO Form 917 (Certificate of Selection).

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

Contractor can 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.

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 24 lbs.

peel-n-seal

COLOR OF INK:

Pantone 288 Blue, with Black security tint

PRINT PAGE: See Above

MARGINS: Adequate Gripper.

Follow electronic file.

MUST follow USPS regulations.

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 proof (marked with Jacket/Req. Number plus return name and E-Mail address) directly to the

Agency at Anthony.D.Smith@uscg.mil, kimberly.a.fitzgerald@uscg.mil and cc: plongshore@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 workdays from receipt at the Department to receipt in the contractor's plant.

-After PDF Approval-

PRIOR TO PRODUCTION SAMPLES: Prior to the commencement of production of the contract production quantity, the contractor shall submit five (5) sample to: USCG National Maritime Center, 100 Forbes Drive, Martinsburg, WV 25404, ATTN: Kimberly Fitzgerald (304-433-3680). All samples will be tested for conformance of material(s) and will be tested for usage on the specified equipment and/or for construction. The container and accompanying documentation shall be marked PREPRODUCTION SAMPLES and shall include the GPO jacket, purchase order, and program numbers. The samples must be submitted in sufficient time to allow Government testing of the samples and production and shipment in accordance with the shipping schedule.

The Government will approve, conditionally approve, or disapprove the samples within (3) workdays of the receipt thereof. Approval or conditional approval shall not relieve the contractor from complying with the specifications and all other terms and conditions of the contract. A conditional approval shall state any further action required by the contractor. A notice of disapproval shall state the reasons therefor. If the samples are disapproved by the Government, the Government, at its option, may require the contractor to submit additional samples for inspection and test, in the time and under the terms and conditions specified in the notice of rejection. Such additional samples shall be furnished, and necessary changes made, at no additional cost to the Government and with no extension in the shipping schedule. The Government will require the time specified above to inspect and test any additional samples required.

In the event the additional samples are disapproved by the Government, the contractor shall be deemed to have failed to make delivery within the meaning of the default clause in which event this contract shall be subject to termination for default, provided however, that the failure of the Government to terminate the contract for default in such event shall not relieve the contractor of the responsibility to deliver the contract quantities in accordance with the shipping schedule.

In the event the Government fails to approve, conditionally approve, or disapprove the samples within the time specified, the Contracting Officer shall automatically extend the shipping schedule in accordance with Contract Clause 12, "Notice of Compliance with Schedules," of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 01-18)).

Manufacture of the final product prior to approval of the sample submitted is at the contractor's risk. Samples will not be returned to the contractor. All costs, including the costs of all samples shall be included in the contract price for the production quantity.

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

All samples shall be manufactured at the facilities in which the contract production quantities are to be manufactured.

BINDING:

See description.

PACKING:

Pack suitably 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 Anthony.D.Smith@uscg.mil and cc: plongshore@gpo.gov. The subject line of this message shall be "Distribution Notice for Jacket 428-220, Requisition 4-99027. 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 90,000 Envelopes (Including 200 Departmental Random "Blue Label") to: USCG, National Maritime Center, 100 Forbes Drive, Martinsburg, WV 25404, ATTN: Tammy Hanlon (304) 433-3468.

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 one set of digital deliverables via email to Anthony.D.Smith@uscg.mil.

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	Approved priors/Furnished Electronic files
P-9. Solid or Screen Tints Color Match	Approved priors/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