

# Quotation Request //

## US Government Publishing Office

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

**JACKET:428-269**

**Quotations are Due By:**  
**(Eastern Time)10:00 AM on 07/10/2024**

**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:** The U.S. Navy and Innovation: 20th-Century Case Studies (QC, printing/binding/fu  
**QUANTITY:** 374 Perfect Bound Books. Distribution Required; Bulk Shipping and Mailing.

**RESTRICTION ON LOCATION OF PRODUCTION FACILITIES:** All production facilities used in the manufacture of the product(s) ordered under this contract must be located within a 60-mile radius of zero milestone, Washington, DC.

**SECURITY WARNING:** It is the contractors responsibility to properly safeguard personally identifiable information (PII) from loss, theft, or inadvertent disclosure and to immediately notify the Government of any loss of personally identifiable information. PII is information which can be used to distinguish or trace an individuals identity, such as their name, social security number, biometric records, etc., alone, or when combined with other personal or identifying information which is linked or linkable to a specific individual, such as date and place of birth, mothers maiden name, etc. (Ref.: OMB Memorandum 07-16.) Other specific examples of PII include, but are not limited to:(a) Personal identification number, such as passport number, drivers license number, taxpayer identification number, or financial account or credit card number;

(b) Address information, such as street address or personal email address; and,

(c) Personal characteristics, including photographic image (especially of face or other distinguishing characteristic), fingerprints, handwriting, or other biometric image or template data (e.g., retina scans, voice signature, facial geometry).

**SECURITY CONTROL PLAN:** The contractor shall operate and maintain an effective security system whereby materials used to perform the contract are manufactured and/or stored (e.g. while awaiting distribution or disposal) so as to ensure against theft and/or the unauthorized possession of the materials. Contractor is cautioned that Government provided information shall not be used for non-government business. Specifically, Government information shall not be used for the benefit of a third party.

The Government retains the right to conduct on-site security reviews at any time during this contract.

1. The plan shall contain at a minimum how government files (data) will be secured to prevent disclosure to a third party prior to and after termination of contract;
2. Explain how all accountable materials will be handled throughout all phases of production;
3. How the disposal of waste materials will be handled; and,
4. How all applicable Government-mandated security/privacy/rules and regulations as cited in this contract shall be adhered to by the contractor and/or subcontractor(s).

This proposed plan is subject to review and approval by the government and award will not be made prior to

approval of same.

NOTE: Contractor MUST submit security control plan within an hour from the "Review and Confirm" call.

**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 202-512-0446.

**TRIM SIZE:** 6-1/2 x 9-1/2"

**PAGES:** 166, plus separate wrap around cover.

**SCHEDULE:**

Furnished Material will be available for pickup by 07/22/2024

Ship complete by 08/21/2024

F.O.B. destination and F.O.B. contractor's city/origin - See Below

\* Mail approx. 213 copies to approx. 203 individual domestic and international addresses using agency's USPS permit (several copies to be sent internationally-bill to account).

\* Ship/Deliver approx. 137 copies to one (1) Washington, DC address.

The ship/deliver date indicated is the date products ordered for delivery f.o.b. destination must be delivered to the destination specified and all products ordered for mailing f.o.b. contractor's city must be delivered to the U.S. Postal Service.

All copies mailed must conform to the appropriate regulations in the U.S. Postal Service manuals for Domestic Mail or International Mail - as applicable.

In accordance with United States Postal Service (USPS) regulations, contractor may be required to run distribution files on each order through the National Change of Address (NCOA) service database to verify addresses are NCOA certified, as required. All related costs to perform this operation must be included in submitted bid pricing. No additional reimbursement will be authorized.

\*Any fees that are incurred by the contractor from USPS for mailing, such as receipts, certificates of mailing, etc., the contractor is responsible for these fees. The contractor will NOT be reimbursed for these fees and therefore must include any fees in initial bid price.

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

**DESCRIPTION:**

DIGITAL PRINTING IS NOT ACCEPTABLE.

Covers 1 prints type/rule matter, solids, screen tints, and images in 4-color process with some type reversing out to appear white. Full bleeds. Cover 4 prints full solid in black ink with type matter and agency logo reversing out to appear white. Full bleeds. Covers 2 & 3 are blank.

Spine prints full solid in black ink with type matter reversing out to appear white. Full bleeds. After printing, apply a clear matte aqueous coating over the entire surface of C1, C4, and spine to prevent

scratching and smearing.

Text pages (circle folios 1 thru 166) print head to head with type/rule matter, illustrations, and images in black ink. No bleeds. Approximately 8 blank pages scattered throughout. Additionally, all text pages have a common footer with a title, rule, and page number, while not bleeding, must print, align, and register from page to page.

**PRESS SHEET INSPECTION:** Final makeready press sheets will be inspected and approved at the contractors plant for the purpose of establishing specified standards for use during the actual press run. Upon approval of the sheets, contractor is charged with maintaining those standards throughout the press run (within QATAP tolerances when applicable) and with discarding all makeready sheets that preceded approval. See GPO Publication 315.3 (Guidelines for Contractors Holding Press Sheet Inspections) issued January 2015. **NOTE:** A press sheet inspection is for the purpose of setting specific standards that are to be maintained throughout the entire run. It does not constitute a prior approval of the entire run.

Press sheets must contain control bars for each color of ink on the sheet. Control bars must be placed parallel to the press ink rollers. The control bars must show areas consisting of 1/8 x 1/8" minimum solid color patches; tint patches of 25, 50, and 75%; dot gain scale (such as, BRUNNER, GATF, GRETAG, or RIT); and gray balance patches for process color (if applicable). These areas must be repeated across the entire press sheet.

**Viewing Light:** Press sheets will be viewed under controlled conditions with 5000 degrees Kelvin overhead luminaries. The viewing conditions must conform to ISO 3664-2009; a viewing booth under controlled conditions with 5000 degrees Kelvin overhead luminaries with neutral gray surroundings must be provided.

**NOTE:** Unless waived by the Government, contractor will be required to print a small symbol within the trim area on each signature which will be honed off after color standards are established and approved during the press sheet inspection.

The contractor must notify the GPO of the date and time the press sheet inspection can be performed. In order for proper arrangements to be made, notification must be given at least (3) workdays prior to the inspection. Notify the U.S. Government Publishing Office, Contract Management Division, Quality Control for Published Products Section (CSPS), Washington, DC 20401, on telephone area code (202) 512-1162. Telephone calls will only be accepted between the hours of 8:00 am and 2:00 pm, prevailing eastern time. Note: See contract clauses, paragraph 14(e)(1), Inspections and Tests of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 1 18)). When supplies are not ready at the time specified by the contractor for inspection, the Contracting Officer may charge to the contractor the additional cost of the inspection. **NOTE:** Press Sheet must be a Minimum 175 lpi.

The Government retains the right to conduct on-site monitoring and/or inspections at any point during production and distribution, at the Government's discretion.

**PRIVACY ACT NOTIFICATION:** This procurement action requires the contractor to do one or more of the following: design, develop, or operate a system of records on individuals to accomplish an agency function in accordance with the Privacy Act of 1974, Public Law 93-579, December 31, 1974 (5 U.S.C. 552a) and applicable agency regulations. Violation of the Act may involve the imposition of criminal

penalties as stated in 5 U.S.C. 552a (i)(1) CRIMINAL PENALTIES. It is incumbent upon the contractor to inform its officers and employees of the penalties for improper disclosure imposed by the Privacy Act of 1974, 5 U.S.C. 552a, specifically, 5 U.S.C. 552a (i)(1) CRIMINAL PENALTIES and m(1) GOVERNMENT CONTRACTORS.

## PRIVACY ACT

(a) The contractor agrees

(1) to comply with the Privacy Act of 1974 and the rules and regulations issued pursuant to the Act in the design, development, or operation of any system of records on individuals in order to accomplish an agency function when the contract specifically identifies (i) the system or systems of records and (ii) the work to be performed by the contractor in terms of any one or combination of the following: (A) design, (B) development, or (C) operation;

(2) to include the solicitation notification contained in this contract in every solicitation and resulting subcontract and in every subcontract awarded without a solicitation when the statement of work in the proposed subcontract requires the design, development, or operation of a system of records on individuals to accomplish an agency function; and

(3) to include this clause, including this paragraph (3), in all subcontracts awarded pursuant to this contract which require the design, development, or operation of such a system of records.

(b) In the event of violations of the Act, a civil action may be brought against the agency involved where the violation concerns the design, development, or operation of a system of records on individuals to accomplish an agency function, and criminal penalties may be imposed upon the officers or employees of the agency where the violation concerns the operation of a system of records on individuals to accomplish an agency function. For purposes of the Act when the contract is for the operation of a system of records on individuals to accomplish an agency function, the contractor and any employee of the contractor is considered to be an employee of the agency.

(c) The terms used in this clause have the following meanings:

(1) "Operation of a system of records" means performance of any of the activities associated with maintaining the system of records including the collection, use, and dissemination of records.

(2) "Record" means any item, collection or grouping of information about an individual that is maintained by an agency, including, but not limited to, his education, financial transactions, medical history, and criminal or employment history and that contains his name, or the identifying number, symbol, or other identifying particular assigned to the individual, such as a finger or voice print or a photograph.

(3) "System of records" on individuals means a group of any records under the control of any agency from which information is retrieved by the name of the individual or by some identifying number, symbol, or other identifying particular assigned to the individual.

**MATERIAL FURNISHED:** Contractor to receive. .

Via email/GPO filesharing site after award.

One (1) Purchase order.

One (1) Zip file provided with native files and fonts and links. Contractor to extend bleeds and adjust spine thickness as necessary.

One (1) Excel file to follow for distribution).

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.

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

**COVERS:** JCP Code\* L62, No. 2 Dull-Coated Cover, White, Basis Size 20 X 26" Basis Weight 80 lbs.

**TEXT:** JCP Code\* A262, No. 2 Dull-Coated Text, White, Basis Size 25 X 38" Basis Weight 70 lbs.

**COLOR OF INK:**

Cover 1: 4-color process. Cover 4 & Spine: Black. Covers 1, 4, and spine matte aqueous coating.

Text: Black.

**PRINT PAGE:** Head to Head

**MARGINS:**

Cover 1, 4, & spine: Inadequate gripper.

Text: 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 obediah.arnold@dla.mil, carsten.h.fries.civ@us.navy.mil and sgaumer@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 on 9-1/2 inch side.

Trim 3 sides.

Covers: Wrap around, trim flush. Glued on score covers at spine and also at 3/16" 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:**

F.O.B. Contractor's City:

Each copy must be inserted and sealed in a clear polybag in accordance with United States Postal Service (USPS) regulations.

Insert single copies, packaged in sealed clear polybags, (up to 200 leaves) OR into Tyvek (or equivalent) envelopes.

Create and affix a recipient address label to each unit of mail packaged in Tyvek (or equivalent) envelopes, cushioned shipping bags, shipping bundles, and/or shipping containers. At contractor's option, addresses may be directly imaged onto Tyvek (or equivalent) envelopes, cushioned shipping bags, shipping bundles, and/or shipping containers.

In addition, each Tyvek (or equivalent) envelope, cushioned shipping bag, shipping bundle, and/or shipping container must carry the departmental return address. Contractor may either create and affix a separate label to the appropriate shipping container or directly image the information onto the shipping container.

F.O.B. Destination:

Pack suitable in cartons and shipping containers.

**DISTRIBUTION:**

Distribution Notice: Contractor must notify the ordering agency on the same day that the product ships/delivers via e-mail sent to [obediah.arnold@dla.mil](mailto:obediah.arnold@dla.mil), [carsten.h.fries.civ@us.navy.mil](mailto:carsten.h.fries.civ@us.navy.mil) and [sgaumer@gpo.gov](mailto:sgaumer@gpo.gov). The subject line of this message shall be "Distribution Notice for Jacket 428-269, Req. No. 4-280094G". 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.

F.O.B. Destination (Include in bid price):

Deliver 137 copies via traceable means to: Communication and Outreach Division, Naval History and Heritage Command, Bldg. 36, Ste. 316, 720 Kennon Street SE, Washington Navy Yard, DC 20374.  
\*\*Coordinate delivery at least a day in advance with agency contacts below. Base access is restricted.  
Contact: Carsten Fries, email: [carsten.h.fries.civ@us.navy.mil](mailto:carsten.h.fries.civ@us.navy.mil); phone: 703-625-6052

Deliver 22 copies via traceable means to: BAC (FDLP) 1520-01, U.S. Government Publishing Office, Federal Depository Library Program (FDLP), Document Warehouse, 8660 Cherry Lane, Laurel, MD 20707-4986. Item No. 0399-A-04

Deliver 2 copies via traceable means to: BAC (By-Law) 1525-01, Library of Congress, U.S. Serials and Government Documents Section, U.S. Anglo Division, 101 Independence Avenue, SE, Stop 4276, Washington, DC 20540-4276. Marked: Depository File Copies. NOTE: All shipments to this destination must be via FedEx, UPS or United States Postal Service (USPS).

F.O.B. Contractor City (Use agency's USPS permit):

Mail 213 copies via traceable means to approx. 203 addresses (addresses include PO Boxes and International), See distribution list for quantity to each address.

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	*O.K. Press Sheets
P-9. Solid and Screen Tint Color Match	*O.K. Press Sheets
P-10. Process Color Match	*O.K. Press Sheets

Special Instructions: In the event that inspection of press sheets is waived by the Government, the following listed alternate standards (in order of precedence) shall become the Specified Standards:

- P-7. OK Proofs, Electronic files
- P-9. Pantone Matching System, Electronic files
- P-10. OK proofs, Electronic files

**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