

Quotation Request //

US Government Publishing Office

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

JACKET:428-308

Quotations are Due By:
(Eastern Time)2:00 PM on 02/21/2024

**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: OPE Award Certificates with Seals

QUANTITY: 100 Blank Certificates with Foil-enhanced border and Gold foil stamp.

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.

TRIM SIZE: 11 x 8-1/2" Landscape

PAGES: Face only.

SCHEDULE:

Furnished Material will be available for pickup by 02/27/2024

Deliver complete (to arrive at destination) by 03/11/2024

F.O.B. destination

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

DESCRIPTION:

NO PRINTING REQUIRED.

Blank award certificates with a imitation blue/silver foil-enhanced border. Include ED Seal, in imitation Gold Foil Stamp on bottom right of landscaped blank certificate. Selected paper must be Inkjet and laser printer compatible. Acid and lignin-free.

NOTE: All foil stamping must have solid impressions with no picking, pinholes or filling in.

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

One (1) Purchase order.

One (1) PDF sample of foil-enhanced border on parchment paper.

One (1) PNG Seal file to be used for gold foil stamping.

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 24 lbs. Ivory foil-enhanced boarder parchment finish. Paper must be Inkjet and laser printer compatible. Acid and lignin-free.

Desired product should be similar to that shown in PDF sample provided as well as commercial product available at:
https://www.staples.com/southworth-foil-enhanced-parchment-certificates-8-5-x-11-ivory-15-pack-ct1r/product_709122.

COLOR OF INK:

None (Stamping Only).

MARGINS:

Adequate gripper margins.

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 Lauren.Williams@ed.gov and Gary.Weaver@ed.gov and 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 two (2) workdays from receipt at the Department to receipt in the contractor's plant.

BINDING:

Trim 4 sides.

PACKING:

Pack suitable per cartons. Pack suitable per shipping container to ensure certificates are not damaged (crushed or bent) during transit.

MARK ALL CARTONS WITH THE FOLLOWING INFORMATION:

TITLE: OPE Award Certificates with Seals

REQUISITION No.: 4-00080

JACKET No.: 428-308

QUANTITY:

NUMBER OF BOXES: EX. Box 1 of 4, Box 2 of 4...

DISTRIBUTION:

Distribution Notice: Contractor must notify the ordering agency on the same day that the product ships/delivers via e-mail sent to Lauren.Williams@ed.gov and Gary.Weaver@ed.gov. The subject line of this message shall be "Distribution Notice for Jacket 428-308, Req. No. 4-00080. 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 100 certificates via traceable means to: U.S. Department of Education, 400 Maryland Ave., SW, Room: HQ-LBJ-5C145, WASHINGTON, DC 20202, Attn: Lauren Williams, (202) 987-0410.

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	Approved Electronic Proof/Furnished Electronic File

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