

Quotation Request //

US Government Publishing Office

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

JACKET:428-378

Quotations are Due By:
(Eastern Time)10:00 AM on 02/27/2024

**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: Election mail handling hazardous

QUANTITY: 2002 Total Sets (2 leaves each, stitched in upper left corner).

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 on 202-512-0220.

TRIM SIZE: 8-1/2 x 11"

PAGES: 4 pages (2 leaves); with one blank page.

SCHEDULE:

Furnished Material will be available for pickup by 03/19/2024

Deliver complete (to arrive at destination) by 04/09/2024

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 IS ACCEPTABLE.

At contractor's option, the product may be produced via conventional offset or digital printing provided Quality Level III standards are maintained. Final output must be a minimum of 150- line screen and at a minimum resolution of 1200 x 1200 dpi x 1 bit or 600 x 600 dpi x 4-bit depth technology. Digital device must have a RIP that provides an option for high quality color matching such as Device Links Technology and/or ICC Profiles. NOTE: Contractor must produce the entire job either conventional offset or digital printing; split production methods are not acceptable without prior approval.

PRINTING: Leaf 1 prints face and back (head to head), leaf 2 prints face only 4-color process type/rule matter, agency logos, illustrations and heavy solids with some type reversing out to appear white. Bleeds 3 sides (top, left and right). Text and some logos are very close to the trim, contractor must ensure no elements are cut off in production. Bleeds are not included in file, contractor to extend bleeds.

BINDING: Trim 4 sides, collate leaves 1 and 2, and staple in upper left hand corner.

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

One (1) Purchase Order

One (1) PDF file. Contractor must extend bleeds.

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

COLOR OF INK:

4-color Process.

PRINT PAGE: Head to Head

MARGINS:

Inadequate gripper. Follow electronic file.

PROOFS:

No proofs required.

BINDING:

One wire stitch in upper left.

See 'Description'.

PACKING:

Shrink wrap in units of 40 sets. Pack suitably in cartons and shipping containers to prevent shifting and to ensure sets are not damaged during shipment.

MARK ALL CARTONS WITH THE FOLLOWING INFORMATION:

JOB TITLE: Election Mail Handling Hazardous

REQUISITION: 4-00099

JACKET NO.: 428-378

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 jeremy.full@cisa.dhs.gov and cc: lhollingsworth@gpo.gov. The subject line of this message shall be "Distribution Notice for Jacket 428-378, Req. No. 4-00099". 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 sets (Includes 50 Blue Label Copies) via traceable means to: Alyssa Suhm, (771) 200-0398, 4200 Wilson Blvd, MS-0612, Arlington, VA 20598-0612.

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 1 copy via traceable means to: BAG (C+I) 1523-01, U.S. Government Publishing Office, Federal Depository Library Program, Mail Stop: FDLP, 44 H St, NW, Loading Dock, Washington, DC 20401, Marked Item No. 0520K.

Deliver 1 copy via traceable means to: BAG (By-Law) 1525-01, Library of Congress, U.S. Serials and Government Documents Section, U.S./Anglo Division, 101 Independence Ave., SE, Stop 4276, Washington, DC 20540-4276, Marked: Depository File Copies.

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	Furnished Electronic File
P-10. Process Color Match	Furnished Electronic files

Prior to award, contractor may be required to provide information related to specific equipment that will be used for production.

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