

Quotation Request //

US Government Publishing Office

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

JACKET:428-389 R-1

Quotations are Due By:
(Eastern Time)1:00 PM on 03/20/2024

**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: CISA Award Holders

QUANTITY: 30 Padded Double Award Holders - Silver Debossing and Blind Debossing. Dies required.
No printing.

R-1 Change: Delivery date extended to 4/12/24. All other specifications remain the same.

To be considered for award, bidders must send a specification sheet, photo, or web link that clearly shows how the product offered complies with the features below. Government to approve/disapprove within 2 workdays from receipt.

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: Flat: 17-1/2 x 11-1/2" folded to 8-3/4 x 11-1/2"
Liner (Holder): approximately 8-1/2 x 11"

PAGES: Face only

SCHEDULE:

Furnished Material will be available for pickup by 03/28/2024
Deliver complete (to arrive at destination) by 04/23/2024
F.O.B. destination

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

DESCRIPTION:

R-1 Change: Delivery date extended to 4/12/24. All other specifications remain the same.

PRODUCT: Padded Double Certificate Holders with Silver Debossed Agency Seal and Blind Debossed Border.
(see attachment for visual)

Padded blue vinyl (to match Pantone 301 C) portrait style certificate holder consisting of a silver embossed agency logo on the outside cover, two inside liners (holders) with ribbon corners on the left and right sides with moire background, suitable for holding a 8-1/2 x 11" certificate.

EMBOSSING: One departmental seal, approx. 2-3/4" in diameter debossed in silver. Seal must be centered in both dimensions on front outside cover of final folded product. Silver debossing must have solid impression; no picking, pinholes or filled letters. Position image with head towards 8-3/4" top dimension.

Blind deboss a border around the front/face panel to fit within the 8-3/4 x 11-1/2" dimension (see attachment for visual).

CONSTRUCTION: Fold to a finished size of approx. 8-3/4 x 11-1/2" (portrait style); securely glue an approx. 8-1/2 x 11" white moire liner (holder) wrapped around chipboard to the inside back cover (approx. 3/16") with matching gross grain silk ribbon corners. The liners must be centered on the inside left and right sides of the final folded product, with the white silk gross grain corner ribbons (approximately 5/8" wide) to be wrapped around and securely glued to the back of the liner (holder) before gluing onto cover.

The words "Made in China" may not appear anywhere on product.

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

One (1) Purchase Order

One (1) PDF file for visual reference - see attachment.

One (1) PDF of seal for production. Contractor to provide border, no art will be furnished.

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

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
Certificate Holder: Vinyl, Blue (to match Pantone 301C).

Padding: Flame retardant foam polyurethane polymer, thickness .125" (+/- .015"), density 1.7 to 1.9 pounds per cubic foot (or equivalent).

Binding Boards: No. 1 quality, approximately 1/4 - 3/16" thick (or equivalent).

Liner/Holder: White Moire Silk (must have a moisture resistant finish), Similar to Taffeta, Marine or equivalent.

Ribbons: White Gross Grain Silk Ribbon Corners (approximately 5/8" wide).

COLOR OF INK:

See description.

PRINT PAGE: One Side Only

MARGINS:

Adequate gripper.

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 Elizabeth.Gauthier@cisa.dhs.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.

PACKING:

Pack suitably in cartons and shipping containers to ensure certificate holders are not damaged during shipment.

NOTE: MARK ALL CARTONS WITH THE FOLLOWING INFORMATION:

JOB TITLE: Award Holders - Silver Embossed

REQUISITION: 4-00103

JACKET NO.: 428-389

QUANTITY: _____

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

DISTRIBUTION:

Contractor must notify the ordering agency on the same day that the product ships/delivers via e-mail sent to Elizabeth.Gauthier@cisa.dhs.gov, jeremy.full@cisa.dhs.gov and cc: lhollingsworth@gpo.gov. The subject line of this message shall be "Distribution Notice for Req# 4-00103 / Jacket 428-389 / Award Holders - Debossed". 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 30 Holders and die for departmental seal via traceable means to: Elizabeth Gauthier, (703) 705-6047, 4200 Wilson Blvd, MS-0612, Arlington, VA 20598-0612.

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	Ok'd 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 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 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): Attachment(s) is/are part of the specification, click 'Download Attachment(s)' link below to view and print the attachments that are part of these specifications.

Download Attachment(s): <http://contractorconnection.gpo.gov/download.aspx?Jacket=428389>