

Quotation Request //

US Government Publishing Office

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

JACKET:428-511

Quotations are Due By:
(Eastern Time)10:00 AM on 03/29/2024

**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: Key Control Card, G4111 BLUE

QUANTITY: 4000 Cards. Plus 1 digital deliverable

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 (Scott Phillips) on 202-512-0220 or email sphillips@gpo.gov.

TRIM SIZE: 3 x 5"

FORM NO: 7540FM0010741

PAGES: Face only

SCHEDULE:

Furnished Material will be available for pickup by 04/22/2024

Deliver complete (to arrive at destination) by 05/10/2024

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 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. NOTE: Contractor must produce the entire job either conventional offset or digital printing; split production methods are not acceptable without prior approval.

Card prints with type/rule matter, face only in black ink.

DIGITAL DELIVERABLE: Upon completion, the contractor must furnish an email to agency (see distribution) with final production files converted to a single simple Acrobat PDF file "Optimized for Press" with proper color mode.

MATERIAL FURNISHED: Contractor to pickup at GPO. Via email after award.

One (1) Purchase order.

One (1) PDF for production

GPO Form 2678 (departmental random copies-blue label)

GPO Form 917 (Certificate of Selection)

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* K10, Index; Blue, Basis Size 25.5 X 30.5" Basis Weight 110 lb.

COLOR OF INK:

Black

PRINT PAGE: One Side Only

MARGINS:

Adequate gripper, follow electronic file.

PROOFS:

No proofs required.

BINDING:

Trim 4 sides.

PACKING:

Shrink wrap in 1000's. Pack suitable per carton and shipping container to ensure forms are not damaged (crushed or bent) during transit.

MARK ALL CARTONS WITH THE FOLLOWING INFORMATION:

TITLE: Key Control Card, G4111 Blue

REQUISITION No.: 4-01009

JACKET No.:428-511

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 matthew.m.driscoll2.civ@mail.mil and cc: sphillips@gpo.gov. The subject line of this message shall be "Distribution Notice for Jacket 428-511, Requisition 4-01009". 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 4,000 (does not include 166 Blue Label Departmental Random copies - see modification) via traceable means to: Maryland Procurement Office, Attn: H98230-24-K-1266, 1472 Dorsey Road, Doors 1-3, Hanover MD 21076.

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 by email one (1) digital deliverable of the final, approved artwork of each set as a press-quality PDF with the subject line "Digital Deliverable for Jacket 428-511, Requisition Number 4-01009" to matthew.m.driscoll2.civ@mail.mil.

All expenses incidental to returning materials, submitting 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	Average Type Dimension/Furnished Electronic File
P-9. Solid and Screen Tint Color Match	Pantone Matching System

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 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