

# Quotation Request //

## US Government Publishing Office

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

**JACKET:428-527 S**

**Quotations are Due By:**  
**(Eastern Time)10:00 AM on 03/28/2024**

**Submit Quotes Online, unless otherwise instructed, via: <https://contractorconnection.gpo.gov/openjobs.aspx>  
Contractor must provide mandatory W-9 form before GPO makes payment.**

Bidders must enter quote price for each jacket. Award will be made based on the lowest total bid for all jackets.				
Jacket	Requisition #	BAC	Copies	Title
428-527	4-00161	9111-LF	100	DC Cards
428-528	4-00162	9111-LF	100	Delaware Cards
428-529	4-00163	9111-LF	100	Maryland Cards
428-531	4-00164	9111-LF	100	Pennsylvania Cards

**TITLE:** DC Cards

**QUANTITY:** 100 cards on 428-527, 100 cards on 428-528, 100 cards on 428-529, and 100 cards on 428-531

**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 Scott Phillips, APS DC Team, email [sphillips@gpo.gov](mailto:sphillips@gpo.gov).

**TRIM SIZE:** 3-1/2 x 2-1/2"

**PAGES:** Face and Back

**SCHEDULE:**

Furnished Material will be available for pickup by 04/25/2024

Deliver complete (to arrive at destination) by 05/07/2024

F.O.B. destination

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

**DESCRIPTION:**

All the requirements of these specifications apply equally to all jackets unless otherwise indicated.

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.

Prints face and back (head to head) with type/rule matter, fine detail agency logo, halftone, in four-color process with some type reversing out to appear white. No bleeds.

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

One (1) Purchase Order.

One (1) PDF file for production for each jacket. 428-527, 428-528, 428-529, 428-531.

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\* L10, White, Gloss-Coated Cover, Basis Size 20 X 26", 100 lbs.

**COLOR OF INK:**

4-color process.

**PRINT PAGE:** Head to Head

**MARGINS:**

Adequate gripper. Follow electronic file.

**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: kimberly.kuntz@cisa.dhs.gov, michael.poole@cisa.dhs.gov and cc: sphillips@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:**

Trim 4-sides.

**PACKING:**

Shrink-wrap suitable each jacket separately. Pack in cartons and shipping containers. Pack suitably to ensure cards are not damaged during shipment. Contents going to the same destination may deliver in the same carton(s) but dividers must be used inside the carton to distinguish between each item.

**MARK CARTON WITH THE FOLLOWING INFORMATION:**

**JOB TITLE:** \_\_\_\_\_

**ITEMS:** \_\_\_\_\_

**REQUISITION:** \_\_\_\_\_

**JACKET NO.:** \_\_\_\_\_

**QUANTITY:** \_\_\_\_\_

**DISTRIBUTION:**

Contractor must notify the ordering agency on the same day that the product ships/delivers via e-mail sent to: kimberly.kuntz@cisa.dhs.gov, michael.poole@cisa.dhs.gov and sphillips@gpo.gov. The subject line of this message shall be "Distribution Notice for Jacket 428-527s, Req. # 4-00161/62/63/64". Notice must provide all applicable tracking numbers, shipping method and title. The contractor must be able to provide copies of all delivery, mailing and shipping receipts upon request.

Deliver 100 copies on 428-527,428-528, 428-529, and 428-531 via traceable means to: Michael Poole, DHS/CISA/IOD Region 3, 200 Chestnut St. Suite 601, Philadelphia PA 19106, USA. 202-579-7367.

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:

ATTRIBUTE	SPECIFIED STANDARD
P-7. Type Quality and Uniformity	Approved Proof/Furnished Electronic File
P-10. Process Color Match	Furnished Electronic File

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 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 sheets
- 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