

Quotation Request //

US Government Publishing Office

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

JACKET:428-586

Quotations are Due By:

(Eastern Time)10:00 AM on 05/24/2024

**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: USNO Nautical Almanac

QUANTITY: 4220 Books and 4220 Inserts. Formatting required plus one set of Digital Deliverables.

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 202-512-0446.

TRIM SIZE: Books: 7 x 10"

Insert: 6-1/2 x 9-1/2"

PAGES: Books: 362 text pages plus a separate wrap around cover.

Insert: Face and back

SCHEDULE:

Furnished Material will be available for pickup by 05/29/2024

Deliver complete (to arrive at destination) by 06/24/2024

F.O.B. destination

Contractor must submit proofs with sufficient time to meet delivery date

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 both items unless otherwise indicated herein.

DIGITAL PRINTING IS ACCEPTABLE ON TEXT PAGES THAT ARE PRINTED ON 60# OFFSET (WHITE AND BUFF/IVORY) AND THE INSERT.

DIGITAL PRINTING IS NOT ACCEPTABLE ON COVERS AND TEXT PAGES THAT LAMINATE OR VARNISH.

At contractors option, the text pages that print on 60# offset (white and buff/ivory) and the insert 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.

PRINTING: Books - Covers 1 and 4 print with type/rule matter, agency seal, and a barcode in black ink with a heavy solid of Pantone 165 (Orange) in the background, full bleeds. Spine prints with a heavy solid background of black ink with Pantone 165 (Orange) type, full bleeds. Black solid extends 1" on to Cover 1 and 1" on to Cover 4. Covers 2 and 3 and text pages 1 and 2 and 363-364 print tables that contain type/rule matter in black ink along with a background of a heavy solid of Pantone (color to be determined) to be a close match of the buff/ivory offset paper stock utilized in this procurement, full bleeds. After printing, apply a clear gloss varnish over the entire surface of text pages 1 and 2 and 363-364 and Covers 2 and 3

(with knockout for spine) to prevent scratching and smearing.

Text pages print tables that contain type/rule matter in black ink only, no bleeds. SEE ATTACHED EXCEL SHEET FOR ADDITIONAL REFERENCE INFORMATION!

Insert prints face and back (head to head) tables with type/rule matter in black ink only.

NOTE ON STOCK (books only): Covers 1-4, Spine, and text pages 1-2 and 363-364 (first and last text leaves) must print on 80# gloss cover stock (see paper below). SEE ATTACHED EXCEL SHEET FOR ADDITIONAL REFERENCE INFORMATION!

LAMINATION (books only): Covers 1, 4 and Spine, after printing, laminate. Contractor must laminate the entire surface, with non-yellowing 1.2-1.5 mil gloss lamination with polyesters (such as polyethylene terephthalate), polypropylene, vinyl or cellulose acetate. Lamination must not extend beyond the edge and must be trimmed flush. SEE ATTACHED EXCEL SHEET FOR ADDITIONAL REFERENCE INFORMATION!

FORMATTING: Books - Contractor to take PDF file sized at 8-1/2 x 11" and crop to 7 x 10". Contractor to convert any colored elements or RGB black to black ink only. Contractor must format spine using provided text and make adjustment to thickness of spine as necessary. Additionally, contractor must create solid backgrounds for Covers 1-4 and first & last leaf - see Excel sheet attached for additional information.

ALL COPIES: The 13 digit ISBN Number should be placed under the "For Sale By..." line, at the bottom of the back side of the copyright page (circle text folio page 4). If necessary, the government may furnish the "For Sale By..." copy via e-mail after contract award.

ISBN Barcode instructions:

The ISBN barcode must be printed in black ink at the bottom-right corner or bottom-center of Cover 4. The ISBN number must be printed in Human-Readable interpretation and bar coded using 3 of 9 (code 39) Bar Code System, non-contact reading in accordance with ISO-2108:2005. Contractor must create a white knockout behind the barcode.

Insert - Contractor to take PDF file sized at 8-1/2 x 11" and crop to 6-1/2 x 9-1/2".

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 receive. Via email after award.

One (1) Purchase Order.

Three (3) PDF files (for production), includes one file for the spine, one file for the covers/text, and one file for the insert.

One (1) PDF file for ISBN number and "For Sale by Line".

One (1) Excel file to reference for page layout of book - see attached.

GPO Form 2678 (departmental random copies-blue label).

GPO Form 917 (Certificate of Selection).

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

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
Covers/Spine and First/Last Text Leaf: JCP Code* L10, White, Gloss-Coated Cover, Basis Size 20 X 26", 80 lbs.

Text (pages 5-330): JCP Code* A60, White, Uncoated Text, Basis Size 25 X 38", 60 lbs.

Text (pages 331-362): JCP Code* A63, Uncoated Colored Text (Buff or Ivory), Basis Size 25 X 38", 60 lbs.

Insert: JCP Code* L50, White, Matte-Coated Cover, Basis Size 20 X 26", 100 lbs.

SEE ATTACHED EXCEL SHEET FOR ADDITIONAL REFERENCE INFORMATION!

COLOR OF INK:

Books: See Excel Sheet

Insert: Black ink only

PRINT PAGE: Head to Head

MARGINS:

Books: Covers, Spine, First/Last Text Leaves - inadequate gripper, full bleeds, follow electronic files.

Balance of Text: Adequate gripper, no bleeds, follow electronic files.

Insert: Adequate gripper, no bleeds, follow electronic files.

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: andrew.j.kopf.civ@us.navy.mil, susan.stewart25.civ@us.navy.mil, obediah.arnold@dla.mil and sgaumer@gpo.gov (202-512-0488). 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. NOTE: Contractor must notate the Pantone color utilized (buff/ivory color to match text), type of buff/ivory paper (which), and an acknowledgement of which pages print on which substrates.

PLUS (after electronic proof approval)

PRIOR TO PRODUCTION SAMPLES*:** Prior to the commencement of production of the contract production quantity, the contractor shall submit (1) sample book and (1) sample insert via traceable means: US Naval Observatory, 3450 Massachusetts Ave NW, Washington, DC 20392-5420, Attn: Susan Stewart/Andrew Kopf, (919) 302-3878 (mobile), andrew.j.kopf.civ@us.navy.mil.

***Text pages that print on 60# offset (white or buff/ivory) may be produced digitally on prior to production proof (even if printed offset on final production run) as can the insert. Covers/spine/first-last text leaves must be printed offset.

Samples will be tested for conformance of material(s), construction and must comply with the specifications in all respects. Each sample must be constructed as specified using the form, materials, equipment, and methods of production, which will be used in producing the final product.

The container and accompanying documentation shall be marked **PREPRODUCTION SAMPLES** and shall include the GPO jacket, and purchase order. The samples must be submitted in sufficient time to allow Government testing of the samples and production and shipment in accordance with the shipping schedule.

The Government will approve, conditionally approve, or disapprove the samples within (2) workdays of the receipt thereof. Approval or conditional approval shall not relieve the contractor from complying with the specifications and all other terms and conditions of the contract. A conditional approval shall state any further action required by the contractor. A notice of disapproval shall state the reasons therefor.

If the samples are disapproved by the Government, the Government, at its option, may require the contractor to submit additional samples for inspection and test, in the time and under the terms and conditions specified in the notice of rejection. Such additional samples shall be furnished, and necessary changes made, at no additional cost to the Government and with no extension in the shipping schedule. The Government will require the time specified above to inspect and test any additional samples required.

In the event the additional samples are disapproved by the Government, the contractor shall be deemed to have failed to make delivery within the meaning of the default clause in which event this contract shall be subject to termination for default, provided however, that the failure of the Government to terminate the contract for default in such event shall not relieve the contractor of the responsibility to deliver the contract quantities in accordance with the shipping schedule.

In the event the Government fails to approve, conditionally approve, or disapprove the samples within the time specified, the Contracting Officer shall automatically extend the shipping schedule in accordance with Contract Clause 12, "Notice of Compliance with Schedules," of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 01-18)).

Manufacture of the final product prior to approval of the sample submitted is at the contractor's risk. Samples will not be returned to the contractor. All costs, including the costs of all samples shall be included in the contract price for the production quantity.

All samples shall be manufactured at the facilities in which the contract production quantities are to be manufactured.

Contractor must notify the ordering agency/GPO with tracking information on the same day that the proof ships/delivers via e-mail sent to obediah.arnold@dla.mil, andrew.j.kopf.civ@us.navy.mil, susan.stewart25.civ@us.navy.mil and cc: sgaumer@gpo.gov. The subject line of this message shall be "PROOF Notice for Jacket 428-586, Req#4-280124E".

BINDING:

Books: Perfect Bind on 10 inch side. Score at bind to prevent cracking with an additional score 1/4" from bind on front and back covers. Trim 3 sides. Paper Covers: Wrap around. Trim flush, Glued on, Grain must run parallel to spine. Cover: Fold should be clean with no cracks.

Insert: Trim 4 sides AND place one (1) insert into each book behind Cover 1.

PACKING:

Pack the 900 books (Sales/Subscriptions) and 100 books (sent to USNO) in individual mailing cartons with title and stock number on spine. Balance - pack items suitably in cartons and shipping containers to prevent shifting and to ensure books and inserts are not damaged during shipment. All cartons NTE 45 lbs.

MUST Mark all cartons (except for Sales/Subscription copies) with the following information:

TITLE: USNO Nautical Almanac

REQUISITION No.: 4-280124E

JACKET #: 428-586

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

For the 900 books (Sales/Subscriptions) Mark cartons with the following information:

TITLE: USNO Nautical Almanac (or Insert)

REQUISITION No.: 4-01045

STOCK No.: 008-054-00321-4

JACKET #: 428-586

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 obediah.arnold@dla.mil, andrew.j.kopf.civ@us.navy.mil, susan.stewart25.civ@us.navy.mil and cc: sgaumer@gpo.gov. The subject line of this message shall be "Distribution Notice for Jacket 428-586, Requisition Number 4-280124E". 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 125 books with 125 inserts inserted (100 books packaged in individual mailers) via traceable means to: US Naval Observatory, Bld. 52, 3450 Massachusetts Ave., NW, Washington, DC 20392-5420.

Coordinate with LOGISTICS SPECIALIST LS2 BENJAMIN DAVIS / benjamin.t.davis1@navy.mil, 202/762-1420.

Deliver 2,388 books with 2,388 insets inserted (includes 50 Departmental Random "Blue Label" Copies) via traceable means to: NGA, DDMA 8000 Jefferson Davis, NW Warehouse No. 66 Bay D, Richmond, VA 23297-5900.

Coordinate with LOGISTICS SPECIALIST LS2 BENJAMIN DAVIS / benjamln.t.davis1@navy.mil, 202/762-1420.

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 721 books with 721 inserts inserted via traceable means to: DLA Distribution Mapping, DDM Receiving Section, 8000 Jefferson Davis Hwy., Warehouse 98, Road F, Richmond, VA 23297.

Deliver 1 book with 1 insert inserted via traceable means to: NGA-STPB M.S. J-21, Attn: Clay King, 636-321-5541, 3838 Vogel Rd., Arnold, MO 63010.

Deliver 80 books with 80 inserts inserted via traceable means to: BAC (FDLP) 1520-01, U.S. Government Publishing Office, Federal Depository Library Program (FDLP), Document Warehouse, 8660 Cherry Lane, Laurel, MD 20707-4986 Marked Depository Item No. 0395

Deliver 5 books with 5 inserts inserted via traceable means to: BAC (By-Law) 1525-01, Library of Congress, U.S. Serials and Government Documents Section, U.S. Anglo Division, 101 Independence Avenue, SE, Stop 4276, Washington, DC 20540-4276, Marked: Depository File Copies. NOTE: All shipments to this destination must be via FedEx, UPS or United States Postal Service (USPS).

Deliver 900 books with 900 inserts inserted (all books in individual mailing cartons) via traceable means to: BAC (Sales/Subscriptions) 1510-01, U.S. Government Publishing Office, Document Warehouse, 8660 Cherry Lane, Laurel, MD 20707-4986. To schedule a delivery appointment email: laurelpc2@gpo.gov or phone: 202.512.1401. Appointments must be secured and confirmed to accept delivery of material. Appointments must be secured a minimum of three (3) business days in advance of the requested date. Appointments must be secured and confirmed by the GPO team.

Deliver by email one (1) digital deliverable of the final, approved artwork of the book and insert as a press-quality PDF with the subject line "Digital Deliverable for Jacket 428-586, Requisition Number 4-280124E" to obediah.arnold@dla.mil and cc: sgaumer@gpo.gov.

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 Priors/Furnished Electronic File
P-9. Solid or Screen Tints Color Match	Pantone Matching System
P-10. Process Color Match	Approved Priors/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 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=428586>