

# Quotation Request //

## US Government Publishing Office

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

**JACKET:428-605 R-1**

**Quotations are Due By:**  
**(Eastern Time)10:00 AM on 05/03/2024**

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

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**TITLE:** EPA Awards Folder- Medallion holder

**QUANTITY:** 1000 Certificate/Medallion Holders with Foil Stamping, Die provided. No printing.

**REVISION 1:** QUANTITY AND SCHEDULE CHANGE.

**\*\*IMPORTANT NOTE\*\*:** In the comments section (or to [plongshore@gpo.gov](mailto:plongshore@gpo.gov)), contractor must include pricing for:

A) Two (2) Preproduction samples (i.e. press proof)

Pricing must include overnight shipping/delivery to the agency (zip 20535). Proof will not be returned to the contractor. No time extension will be granted for preproduction proof (proof hold time 4 business days). Pricing on preproduction proof option will not be a factor for award.

**\*\*IMMEDIATELY AFTER AWARD - Contractor must submit swatch samples of the material to be used in the production of the contract requirements for AGENCY APPROVAL prior to the purchase of material utilized for production requirements. Each sample must be of the kind and quality required by the specifications. The Government will rely on the samples only as a reference to the general appearance of the materials that will be provided by the contractor in conformance to the specifications. The Government assumes no contractual obligation to perform any inspection and test for the benefit of the contractor. The Government's failure to inspect and accept or reject the samples shall not relieve the contractor from responsibility, nor impose liability on the Government, for nonconforming paper. Send foil samples via traceable means to: Helen Younker (301) 618-8500, FBI, 2400 Schuster Drive, Cheverly, MD 20781. Samples will be withheld not more than 4 workdays from receipt at the Department to receipt in the contractors plant. Samples will not be returned to the contractor. Contractor must notify the ordering agency/GPO with tracking information on the same day that the paper samples may be returned to the contractor if necessary by contractor providing a prepaid shipping label for return. Email tracking information of sample to [hfyounker@fbi.gov](mailto:hfyounker@fbi.gov). The subject line of this message shall be MATERIAL SAMPLE Notice for Jacket# 428-605, Req# 4-06028". This requirement is waived if contractor has previously produced this exact item.**

**SUBMISSION OF QUOTES:** Vendor to submit quotes via Quick Quote (<https://contractorconnection.gpo.gov/openjobs.>). Fax, email, and phone quotes are not acceptable. Late quotes will not be accepted. All problems submitting quotes via Quick Quote must be reported prior to bid opening time to APS DC, 202-512-0098.

**TRIM SIZE:** Flat: 18-3/8 x 11-1/4" (includes 3/8" hinge) folded to 9 x 11-1/4"

Liner (Holder): approximately 8-1/2 x 11"; Acetate and Tissue: 8-1/2 x 11"

**PAGES:** Face only

**SCHEDULE:**

Furnished Material will be available for pickup by 05/22/2024

Deliver complete (to arrive at destination) by 06/28/2024

F.O.B. destination

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

**DESCRIPTION:**

\*Contractor must wait for sample before ordering any materials for this job to ensure there is no conflict with these specifications and the sample. If there is a conflict, contractor must immediately contact plongshore@gpo.gov to resolve before ordering material and going to production.\*

**PRODUCT:** Certificate/Medallion Holders (padded) with foil stamping. No printing.

Padded portrait style certificate holder, side hinge; consisting of a foil-stamped outside cover, an inside liner (holder) with ribbon corners, plus a clear acetate sheet protected by a tissue sheet suitable for holding a 8-1/2 x 11" certificate, a leather wrapped board securely attached to the inside back cover with a circle die cut to allow for placement of a 3-1/2" diameter medallion and a ribbon pull attached to inside back cover.

**STAMPING:** One departmental seal, approx. 3-1/2" in diameter in imitation gold foil equal to Crown Roll Leaf Satin Gold, Shade 430. Seal must be centered in both dimensions on front outside cover of final folded product. Stamping must have solid impression; no picking, pinholes or filled letters. No other stamping or printing appears on the product. Contractor to pickup stamping die from agency. Position seal with head towards 8-1/2" top dimension.

**DIE CUT:** Die cut a round hole approx. 3-1/2" in diameter, approx. 1/4" in depth to hold a 3-1/2" diameter jagged edge medallion. See furnished sample for placement. Sides of the approx. 3-1/2" diameter, 1/4" in depth die cut to be wrapped with the navy blue bonded leather or tinted to match leather.

**CONSTRUCTION:** Fold to a finished size of approx. 9 x 11-1/4" with hinge on 11-1/4" left side (portrait style); securely glue an approx. 8-1/2 x 11" royal blue moire liner (holder) wrapped around chipboard to the inside front cover (approx. 3/16") with matching gross grain silk ribbon corners. The liners must be centered on the inside front cover of the final folded product, with the four royal blue 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 front covers. One clear acetate sheet, protected by a same size suitable tissue sheet is to be placed on top of liner and secured under ribbon corners. Securely glue a royal blue moire liner and one suitable length royal blue gross grain silk pull ribbon (approx. 5/8" wide) to the inside back cover (approx. 1/4") and securely glue a leather wrapped board (chipboard approx. 1/4" thick) with a circle die cut to allow for placement of a 3-1/2" in diameter medallion. Match furnished sample.

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

One (1) Purchase Order

Contractor to provide prepaid shipping label (from zip 20781) after award for:

One (1) stamping die

One (1) previous sample

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

GPO Form 917 (Certificate of Selection).

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: Bonded Leather, Navy, Similar to Arizona 4551 or equivalent.

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: Royal Blue Moire Silk (must have a moisture resistant finish), Similar to Taffeta, Marine or equivalent.

Ribbons: Royal Blue Gross Grain Silk Ribbon Corners (approximately 5/8" wide), Similar to French Blue 332 or equivalent.

Acetate Sheet: Crystal Clear Acetate, approximately 0.010" thick.

Tissue Sheet: Suitable tissue paper to protect the acetate.

If there is a conflict with the specifications and the sample provided, contractor must immediately contact plongshore@gpo.gov to resolve before going to production.

**COLOR OF INK:**

See description.

**PRINT PAGE:** One Side Only

**MARGINS:**

Adequate gripper.

**PROOFS:**

Preproduction samples required for approval. See above.

**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: EPA Awards Folder - Medallion holder

REQUISITION: 4-06028

JACKET NO.: 428-605

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 hfyounker@fbi.gov and cc: plongshore@gpo.gov. The subject line of this message shall be "Distribution Notice for Jacket 428-605, Requisition 4-06028". 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 1,000 copies (including 50 Departmental Random "Blue Label" Copies) via traceable means to: Helen Younker (301) 618-8500, FBI, (Kaleisa Dale, 4-06028) 2400 Schuster Drive, Cheverly MD 20781. MUST CALL 24 HOURS PRIOR TO DELIVERY.

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 2 sample copies, all GFM, and die to: Helen Younker (Room 1B973), 301-618-8500, 2400 Schuster Drive, Cheverly MD 20781. MUST CALL 24 HOURS PRIOR TO DELIVERY.

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's Priors

**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):** NONE