

# Quotation Request //

## US Government Publishing Office

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

**JACKET:428-621**

**Quotations are Due By:**  
**(Eastern Time)10:00 AM** on 06/03/2024

**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:** Rule the Ridge - Key Chains

**QUANTITY:** 5000 Total 3D Die-Cut Key Chains.

**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](mailto:lhollingsworth@gpo.gov) or on 202-512-0220.

**SUBCONTRACTING:** The contractor may make contracts for the furnishing of all or any part of the supplies or work specified. Accordingly, Contract Clause 6, "Subcontracts," of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 01-18), does not apply to this procurement.

**BUY AMERICAN ACT - NOTE:** In compliance with Contract Terms 310.2 (Rev. 01-18), Contractor must state within quote submitted either that the end product is a Domestic end product or a Foreign end product as defined in Contract Clause 37 for the requested promotional item. Domestic end product or Foreign end product must be indicated in the comments field when submitting Quotes using Contractor Connect. The contractor shall indicate "product of unknown origin" when it is unknown if the product offered is a domestic end product; in that instance, GPO will consider the quote as a Foreign end product, in accordance with Contract Terms, Certifications C-2 (Buy American Certification), that components of unknown origin have been considered to have been mined, produced, or manufactured outside the United States.

**NOTE:** Prior to award, bidders must send a specification sheet, photo, or web link that clearly shows how the product offered complies with the features below (includes, size, material type ...etc.). Government to approve/disapprove within 2 workdays from receipt. Additionally, GPO may require at time of award, a detailed production plan showing how this job will deliver to the end destination and by what method to meet a delivery date; and a letter stating all specifications and dates will be met.

**TRIM SIZE:** 1.5" diameter

**PAGES:** Face and back

**SCHEDULE:**

Furnished Material will be available for pickup by 06/05/2024

Deliver complete (to arrive at destination) by 06/26/2024

F.O.B. DESTINATION

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

**DESCRIPTION:**

Round, two-sided 3D PVC/rubber die-cut, approximately 4mm-6mm thick (see attachment for visual example)

Face and back are both 4-color process type and rule matter, with some type reversing out to appear white. Images shall be permanent and durable to remain legible throughout the life of the product without chipping, flaking, or rubbing off. Die cut a hole and attach a key chain similar to the style seen in the attachment.

**WARRANTY:** Contract Clause 15, "Warranty", of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 01-18)) is amended for the solicitation to the effect that the warranty period is **EXTENDED** from 120 days to one calendar year from the date the check is tendered as final payment. All other provisions remain the same.

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

One (1) Purchase order.

One (1) PDF file for production. Contractor must size artwork as needed.

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](http://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.

**COLOR OF INK:**

See description.

**PRINT PAGE:** Head to Head

**MARGINS:**

See description.

**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 for each item. 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. **NOTE:** Proof must illustrate dimensions.

E-Mailed proofs (marked with Jacket/Req. Number plus return name and E-Mail address) directly to the Agency at [brandon\\_higgins@nps.gov](mailto:brandon_higgins@nps.gov), [debra\\_melton@nps.gov](mailto:debra_melton@nps.gov) and cc: [lhollingsworth@gpo.gov](mailto: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.

**BINDING:**

See description.

**PACKING:**

Pack suitably in cartons and shipping containers to prevent damage in transit.

**MARK ALL CARTONS WITH THE FOLLOWING INFORMATION:**

Job Title: Rule the Ridge - Key Chains

Version: \_\_\_\_\_

Requisition: 4-02737

Jacket No.: 428-621

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 [debra\\_melton@nps.gov](mailto:debra_melton@nps.gov) and cc: [lhollingsworth@gpo.gov](mailto:lhollingsworth@gpo.gov). The subject line of this message shall be "Distribution Notice for Jacket 428-621, Requisition 4-02737. 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 5,000 key chains (includes 80 Departmental Random Blue Label copies) via traceable means to: Debra Flowers, 199 Hemphill Knob Rd. Asheville, NC 28803, (828-348-3427).

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>

All expenses incidental to returning materials, submitting/returning 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	Ok'd proof/Furnished electronic file
P-10. Process Color Match	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=428621>