

Quotation Request //

US Government Publishing Office

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

JACKET:428-624 R-1

Quotations are Due By:
(Eastern Time)10:00 AM on 05/13/2024

**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: Occupant Emergency Plan

QUANTITY: 602 pamphlets.

R-1: Quality level, paper, proofing

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 Carrie Guasto, APS DC, at 202-512-0866 or cguasto@gpo.gov.

TRIM SIZE: Cover: Flat 12-3/4 x 7-1/2"; Folded 4-1/2 x 7-1/2"

Stepped Inserts: See "Description" herein.

PAGES: See "Description" herein.

SCHEDULE:

Furnished Material will be available for pickup by 05/14/2024

Deliver complete (to arrive at destination) by 06/10/2024

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 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 water-resistant ink or toner with a minimum of 175-line screen. Output must be at a minimum resolution of 2400 x 2400 dpi or 1200 x 1200 dpi x 8 bit plus a RIP that provides an option for high quality color matching such as Device Links Technology and/or ICC Profiles. Resolution that is enhanced or simulated by software will not be acceptable. NOTE: Contractor must produce the entire job either conventional offset or digital printing; split production methods are not acceptable without prior approval.

Pamphlets consist of a 3-panel cover with two (2) sets of 1/8" capacity scores, two (2) stepped 12-page saddle-stitched insert booklets adhered to the inside of the cover and then folded to final size.

PRINTING:

COVERS: Covers print face only with type/rule matter, illustrations, logos, and solids in 4-color process plus some type reversing out to appear white. Full bleeds all sides. After printing, apply a clear,

non-yellowing satin varnish over the entire surface to prevent scratching and smearing.

INSERTS: Two (2) 12-page stepped insert booklets print face and back (head to foot) with type/rule matter, illustrations, logos, and solids in 4-color process plus some type reversing out to appear white. After printing, apply a clear, non-yellowing satin varnish over the entire surface (face and back) to prevent scratching and smearing.

CONSTRUCTION:

COVERS: Panel 1 measures 4-1/4". Panels 2 and 3 measure 4-1/8" plus 1/8" capacity scores. Cracks and wrinkles are not acceptable.

INSERTS: Each stepped insert booklet consists of three (3) sheets 4 x 12" with 1/2" steps. Sheet 1 should fold at approximately 4-3/4"; Sheet 2 should fold at approximately 5-1/4"; Sheet 3 should fold at approximately 5-3/4". Insert booklets saddle stitch in two (2) places along the 4" top. Cracks and wrinkles are not acceptable.

Using a permanent adhesive, adhere insert 1 to the inside of the first panel of the cover and adhere insert 2 to the inside of the center panel. Inserts **MUST** be adhered in two places - top and bottom - of the back page.

After adhering insert booklets, fold end panel in to cover center panel, then fold front panel to cover back panel.

***NOTE: Page-to-page alignment is critical. Adjustments may be required to accommodate for creep.

SEE ATTACHED PHOTOS FOR CONSTRUCTION REFERENCE.

MATERIAL FURNISHED: Contractor to receive. via email after award:

One (1) Purchase Order

Two (2) PDF Files for Production - one (1) each for cover and inserts. Contractor is responsible for extending bleeds and adjusting for creep as necessary.

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

GPO Form 915 (Business Reply Label).

GPO Form 917 (Certificate of Selection).

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

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. Minimum 175 line screens required.

PAPER: * Must be in accordance with JCP Paper Specification Standards in effect on date of this order
COVER: JCP Code* L62, No. 2 Silk / Dull-Coated Cover, Basis Size 20 X 26" Basis Weight 120 lbs
INSERTS: JCP Code* L62, No. 2 Silk / Dull-Coated Cover, Basis Size 20 X 26" Basis Weight 80 lbs

COLOR OF INK:

4-color process plus satin varnish

PRINT PAGE: See Above

MARGINS:

Inadequate gripper.

Follow Electronic File.

PROOFS:

E-MAIL PROOFS (indicate margins): One (1) 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 gregory_mcehill@ios.doi.gov, andrea_antunes@ibc.doi.gov, jessica_green@ibc.doi.gov and cc: cguasto@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.

PLUS

Two (2) sets of digital color content proofs for entire pamphlet. Direct to plate must be used to produce the final product with a minimum of 2400 x 2400 dpi. Proofs must be created using the same Raster Image Processor (RIP) that will be used to produce the product. Proofs shall be collated with all elements in proper position (not pasted up), imaged face and back, trimmed and folded to the finished size of the product.

NOTE: If pamphlets are produced digitally, the inkjet proof requirement is waived.

AND

Two (2) sets of inkjet proofs for the entire pamphlet that are G7 profiled and use pigment-based inks. A proofing RIP that provides an option for high quality color matching (such as Device Links Technology and/or ICC Profiles Technology), and meets or exceeds industry tolerance to ISO 12647-7 Standard for Graphic Technology (as of 3/19/09, and future amendments) must be utilized plus GRACoL 2006 Coated #1 specifications (CGATS TR006) must be achieved. Output must be a minimum of 720 x 720 dpi on a GRACoL or SWOP certified proofing media. Proofs must contain the following color control strip to be

evaluated for accuracy: IDEAlliance ISO 12647-7 Control Strip 2009 or 2013(i1).

These proofs must have all elements in press configuration and must indicate margins. Proofs will be used for color match on press and must show dot structure. Inkjet, photographic, and overlay proofs are not acceptable.

The make and model number of the proofing system utilized shall be furnished with the proofs. These proofs must contain all elements, be in press configuration, and indicate margins. Proofs will be used for color match on press. Direct to plate must be used to produce the final product with a minimum of 2400 x 2400 dpi.

Send one (1) set of content proofs and (if offset) one (1) set of inkjet proofs via traceable means directly to: Department of the Interior, 7301 W. Mansfield Ave, Lakewood CO 80226, Attn: Interior Business Center, Jessica Green.

Send one (1) set of content proofs and (if offset) one (1) set of inkjet proofs via traceable means directly to: Department of the Interior, Interior Business Center, 381 Elden Street, Suite 2000A, Herndon VA 20170, Attn: Andrea Antunes, 202-355-4599.

Contractor must call GPO Contract Compliance Section at 202-512-0520, or e-mail information to compliance@gpo.gov immediately upon sending/delivering proofs and immediately upon notification that the proofs are available for pickup at the department. Proofs will be withheld not more than (2) workdays from receipt in the department to when they are made available for pickup at the department. **CONTRACTOR MUST NOT PRINT PRIOR TO RECEIVING AN "OK TO PRINT".**

Contractor must also notify the ordering agency/GPO with tracking information on the same day that the proof ships/delivers via e-mail sent to gregory_mcneill@ios.doi.gov and cc: cguasto@gpo.gov. The subject line of this message shall be "PROOF Notice for Jacket 428-624, Requisition Number 4-34001.

NOTE: Contractor to accept approval of proofs via email. Proofs will not be returned.

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BINDING:

See "Description" herein.

MUST score on all folds. Cracks and wrinkles are not acceptable.

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PACKING:

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Shrink wrap in packs of 25.

Pack suitably in double wall cartons and shipping containers to ensure pamphlets are not damaged during shipment.

Minimum burst strength 275 lbs.

NOTE: MARK ALL CARTONS WITH THE FOLLOWING INFORMATION:

JOB TITLE: Occupant Emergency Plan (OEP)

REQUISITION: 4-34001

JACKET NO.: 428-624

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 delivers via e-mail sent to: gregory_mcneill@ios.doi.gov and cc: cguasto@gpo.gov. The subject line of this message shall be "Distribution Notice for Jacket 428-624, Requisition Number 4-34001". 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.

NOTE: Contractor must provide notification of intended ship date a minimum of 24 hours prior to shipping to andrea_antunes@ibc.doi.gov, gregory_mcneill@ios.doi.gov, and cc: cguasto@gpo.gov. Deliveries are accepted Monday thru Friday, 10am-3pm.

Deliver 600 total copies (including 50 Departmental Random "Blue Label" Copies) via traceable means to: Department of the Interior, Interior Business Center, 7301 W. Mansfield Ave, Lakewood CO 80226, Attn: Jessica Green.

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>

SUPTDOC COPIES (F.O.B Destination).

Deliver 1 copy via traceable means to: BAC (C+I) 1523-01, U.S. Government Publishing Office, Federal Depository Library Program, Mail Stop: FDLP, 44 H St. NW, Loading Dock, Washington DC 20401.

Marked: Depository Copies, Item no. 0603.

Deliver 1 copy 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).

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
P-10. Process Color Match

Approved Proofs / Furnished Electronic File
Approved Proofs / Furnished Electronic File

Prior to award, contractor may be required to provide information related to specific equipment that will be used for production.

QUALITY ASSURANCE RANDOM COPIES: The contractor will be required to execute a statement furnished by GPO certifying that copies were selected as directed. Business Reply Mail labels will be furnished for mailing the quality assurance random copies. The copies are to be mailed at the same time as the first scheduled shipment. A U.S. Postal Service approved Certificate of Mailing, identified by Jacket and Purchase Order numbers, must be furnished with billing as evidence of mailing.

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=428624>