

Quotation Request //

US Government Publishing Office

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

JACKET:428-635

Quotations are Due By:

(Eastern Time)10:00 AM on 05/06/2024

**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: Artemis Patches

QUANTITY: 30972 embroidered cloth patches.

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 (Lisa Hollingsworth) at lhollingsworth@gpo.gov or 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.

Prior to award, bidders must send a specification sheet within 2 hours after "Review and Confirm" call with a 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.

PRODUCTION PLAN: If any part of this procurement is sourced outside the Continental United States, during the Preaward Survey, GPO may require the contractor to provide documentation to demonstrate how this order will be fulfilled and delivered by the delivery date. Information required must include, but is not limited to, breakdown of production steps and required labor, subcontractor information, key dates and milestones, etc. Contractors who are requested to provide the above documentation and unable to do so may be declared non-responsible. Contractors who are requested to provide the above documentation must do so within 4 hours after "Review and Confirm Call". Contractors unable to do so may be declared non-responsible.

TRIM SIZE: Approx. 3.5" High

PAGES: Face only.

SCHEDULE:

Furnished Material will be available for pickup by 05/13/2024

Deliver complete (to arrive at destination) by 06/07/2024

F.O.B. destination

QUALITY LEVEL: 2 Quality Assurance Through Attributes (GPO PUB 310.1, effective May 1979 (Rev. 9-19)) applies.

DESCRIPTION:

Approx. 3.5" high full embroidered patch of the Artemis Logo: A 3.5" round patch with overall vector size of 4-1/4" with full embroidery of the logo, with merrowed edge and heat seal back. Patch can be ironed on or sewn on garment. Patch must match Pantone 6C Cool Gray, Pantone 425 Gray, Pantone 185 Red, and Pantone 298 Blue with white background (see attachment for visual of triangle shape with "clipped corners").

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 E-mail After Award;

One (1) Purchase Order

One (1) PDF file for production, contractor to size artwork proportionally for 3.5" height.

One (1) AI file for production.

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

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 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. Contractor must notify the Government as soon as necessary in order 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
See description.

COLOR OF INK:

See "Description".

PRINT PAGE: See Above

MARGINS:

See "Description"; contractor to adjust size of artwork to fit proportionally in 3.5" height dimension.

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. NOTE: Proof must illustrate how the logo and type line appear on the bag.

E-Mailed proofs (marked with Jacket/Req. Number plus return name and E-Mail address) directly to the Agency at veronica.talbert@nasa.gov and cc: 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.

PLUS (after electronic proof approval).

PRIOR TO PRODUCTION SAMPLES

Prior to the commencement of production of the contract production quantity, the contractor shall submit one (1) sample via traceable means to: NASA Headquarters, 300 E Street, SW, Suite CL78, Washington, DC 20546, Attn: Veronica Talbert, 202-358-0618. Sample will be tested for conformance of materials and for construction. Sample must be constructed as specified using the form, materials, equipment, and methods of production, which will be used in producing the final product. All samples shall be manufactured at the facilities in which the contract production quantities are to be manufactured.

Samples will be inspected and tested and must comply with the specifications in all respects. 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 (3) 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.

Note: Agency must approve electronic proof and prior to production samples before going to full production. PROOFS WILL NOT BE RETURNED TO THE CONTRACTOR.

PACKING:

Shrink wrap in 50's. Pack suitably per carton and shipping container. (Some quantities are not divisible by 50, shrink wrap those in suitable quantities.)

For copies delivering to Houston, TX: copies must be packaged & labeled separately by Req #, but may travel in same shipping container.

For copies delivering to Hampton, VA: copies must be packaged & labeled separately by Req #, but may travel in same shipping container.

For all other destinations, each name must have copies in their own shipping container.

MUST Mark all cartons with the following information:

TITLE: Artemis Patches

REQUISITION No.: 24-XXXXX (use Req # indicated for each address on distribution list)

JACKET #: 428-635

QUANTITY: _____

SIZE: _____

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 veronica.talbert@nasa.gov and lhollingsworth@gpo.gov. The subject line of this message shall be "Distribution Notice for Jacket 428-635, Requisition 24-20012. 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 22,722 patches of varying quantities via traceable means to 19 nationwide addresses as indicated in furnished distribution list (including the two addresses below).

Deliver 8,000 patches via traceable means to: NASA Headquarters, 300 E Street, SW, Suite CL78,

Washington, DC 20546, Attn: Veronica Talbert, 202-358-0618, C/O Lora Bleacher.

Deliver 250 patches (includes 200 Departmental Random Blue Label copies) via traceable means to: NASA Headquarters, 300 E Street, SW, Suite CL78, Washington, DC 20546, Attn: Veronica Talbert, 202-358-0618.

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 1.
- (b) Destructive Tests -- Special Inspection Level S-2.

Specified standards to correspond with each required attribute as follows:

ATTRIBUTE	Specified Standard
P-7. Type Quality and Uniformity	OK Prior to Production Sample/Furnished Electronic File
P-9. Solid or Screen Tints Color Match	OK Prior to Production Sample/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 low contractor 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

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=428635>