

Quotation Request //

US Government Publishing Office

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

JACKET:428-714 R-2

Quotations are Due By:
(Eastern Time)10:00 AM on 07/01/2024

**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: Region-7 Padfolio with Zipper

QUANTITY: 125 Black DuraHyde Zippered Padfolios. Typesetting Required for 12 first & last names.

REVISION 2: QUANTITY AND SCHEDULE CHANGE.

REVISION 1: QUANTITY AND SCHEDULE CHANGE.

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.

To be considered for an award, the vendor is required to provide either a link to a website containing the item description and a visual for the product they are quoting or written specifications along with a visual for the product they are quoting within two (2) hours of the written or verbal request from GPO. Vendors unable to comply may not be considered for award.

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.

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: 13-1/2" (h) x 10" (w) x 1-1/2" (d)

PAGES: Face Only

SCHEDULE:

Furnished Material will be available for pickup by 07/03/2024

Deliver complete (to arrive at destination) by 07/30/2024

F.O.B. destination

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

DESCRIPTION:

Padfolios must be Black Durahyde Zippered Padfolio (Spine left) or equal.

Debossing Requirements:

On the face panel, one departmental seal, two static lines of type, and one variable line of type (see attachment). Departmental seal and first two lines of type should be centered horizontally and vertically within imprint area. The third line of type should be located in the lower right corner and will consist of 12 different first and last names of individuals. Contractor to set type; all words should be in serif font Times New Roman in a size appropriate to fit, but not less than 2 point sizes smaller than the line "Region 7". Size of "FEMA" and "Region 7" maybe be adjusted slightly if necessary with "FEMA" in a larger point size. The remaining 113 padfolios will not have names on them. Debossing must have a solid, legible impression - no picking, pulling or filling in.

Final product **MUST NOT** contain any contractor's logo and/or advertisements.

MATERIAL FURNISHED: via email after award:

Purchase Order

One (1) PDF with agency seal and 2 lines of type (shows approximate location of names).

One (1) Excel spreadsheet with 12 names to be typeset.

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
Black DuraHyde

COLOR OF INK:

Printing with ink not required.

MARGINS:

See "Description" above.

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- includes one each of 12 names and one without a name; 13 in total. Contractor to submit "Press Quality" PDF "soft" proofs (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 thomas.grant@fema.dhs.gov and cc plongshore@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 (3) workdays from receipt at the Department to receipt in the contractor's plant.

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BINDING:

See "Description".

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PACKING:

Pack suitable per shipping container to insure padfolios are not damaged during transit. Pack suitably in cartons and shipping containers, not to exceed 45 lbs.

Mark all cartons with Jacket Number, Requisition Number, job title, and quantities.

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DISTRIBUTION:

Contractor must notify the ordering agency on the same day that the product ships/delivers via e-mail to: thomas.grant@fema.dhs.gov and cc plongshore@gpo.gov. The subject line of this message shall be "Distribution Notice for Jacket 428-714, Req. 4-02742". 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 12 Padfolios w/names and 113 padfolios w/o names via traceable means to: FEMA Region VII, 11224 Holmes Rd., Kansas City, MO 64131 Attn: Linda Davis, 816-585-7315.

All expenses incidental to submitting proofs, furnishing samples and returning materials, must be borne by the contractor.

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QUALITY ASSURANCE LEVELS AND STANDARDS: The following levels and standards shall apply to these specifications:

ATTRIBUTE	SPECIFIED STANDARD
P-7. Type Quality and Uniformity	Approved Proof/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. Instructions 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.

NOTE: Vendors are expected to submit invoices within 30 days of job shipping/delivery.

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=428714>