

Quotation Request //

US Government Publishing Office

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

JACKET:428-760 R-3

Quotations are Due By:
(Eastern Time)12:00 PM on 06/12/2024

**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: Orville Temporary Tattoos

QUANTITY: 10000 Temporary tattoos.

R-3 Changes: Stickers are removed from the requirement. This order is now for temporary tattoos only. The delivery date and delivery location have also changed.

NOTE: Prior to award, bidders must send a specification sheet, photo, or web link within 2 hrs. of the "review and confirm call/email" 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.

SUBCONTRACTING: The contractor may make contracts for the furnishing the temporary tattoos. 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 on the face of the bid submitted for sealed bid procurements. 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.>). 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 on 202-512-0220.

TRIM SIZE: 1.25 x 1.25" actual tattoo image size (backing sheet 1.5 x 1.5")

PAGES: One side only.

SCHEDULE:

Furnished Material will be available for pickup by 06/14/2024

Deliver complete (to arrive at destination) by 07/12/2024

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

DESCRIPTION:

NOTE: TATTOO SPECIFIED BELOW IS FOR TEMPORARY USE ONLY

Use a 2 mil mylar film, with 8 Mil white backing sheet.

Tattoos print reverse reading so that is will be right reading when applied. Tattoos print 4-color process type and line matter with illustrations, agency logo and some type reversing out to appear white. Note: Inks for cosmetic use do not appear exactly like regular printing inks. It is understood that there may be some color change. Tattoo image must be centered on each backing sheet. Each backing sheet is to print tattoo application instructions and a list of ingredients in English, printing in black ink. (Contractor to provide text for instructions and list of ingredients and artwork used to print that information.)

Contractor must use a suitable substrate that will allow for water application. Prior to applying the ink, contractor must use a varnish, such as a varnish matte, as a first down coating. This will help retain a better image and increase durability and water resistance once the temporary tattoo is applied. The adhesive that is applied over the printed decal, which will adhere to the skin must also be cosmetic grade, FDA approved and non-toxic. A clear cover sheet that will be removed by the end user must cover the entire printed tattoo backing sheet to protect adhesive.

Tattoos must be compatible with water application. They should adhere within approximately 30 seconds. Tattoos must be able to be removed by the user with the use of either rubbing alcohol or an oil-based product such as baby oil or cold cream. These products must be suitable for use on children. If these items are produced outside the US, the contractor will be required to provide a certification that inks/pigments or other materials used will meet the FDA non-toxic standards. Failure to furnish this certification within the time frame specified by the Government will result in the quote being declared non-responsible. False statements will be subject to all penalties under law. All US produced products must also meet the FDA requirements and will be subject to all penalties under the law if they are not met.

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

Purchase Order.

One (1) PDF file for production. Contractor to re-size as necessary.

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 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. Minimum 175 line screens required.

PAPER: * Must be in accordance with JCP Paper Specification Standards in effect on date of this order
See Description.

COLOR OF INK:

4-color process.

PRINT PAGE: See Above

MARGINS: Adequate Gripper.

Left and right margins approx. 1/4" from image to edge of backing sheet.

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.

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

PRIOR TO PRODUCTION SAMPLES

Prior to the commencement of production of the contract production quantity, the contractor shall submit five (5) total samples to: Lillian Gipson, 9 Cranes Bluff Court, Fredericksburg, VA 22405. Samples will be tested for conformance of materials and for construction. Each 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.

PACKING:

Shrink wrap in units of 100.

Pack suitable per carton and shipping container.

MUST Mark all cartons with the following information:

TITLE: Orville Tattoos

REQUISITION No.: 24-20038

JACKET #: 428-760

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: veronica.talbert@nasa.gov and cc: lhollingsworth@gpo.gov. The subject line of this message shall be "Distribution Notice for Jacket 428-760, Req. No. 4-20038. 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 9,000 copies (Includes 80 Departmental Random Blue label copies) via traceable means to: NASA HQ, 300 E Street SW, Room 6C44, Washington, DC 20546. Attn. April Lanotte.

Deliver 1,000 copies via traceable means to: April Lanotte, 19805 Hamal Drive, Monument, CO 80132 , Monument CO 80132.

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 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'd prior/Furnished Electronic File
P-10. Process Color Match	OK'd prior/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

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 a timely manner 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=428760>