

Quotation Request //

US Government Publishing Office

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

JACKET:429-103

Quotations are Due By:
(Eastern Time)11:00 AM on 08/08/2024

**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: 10# Envelopes

QUANTITY: 10000000 Window Envelopes w/Security Tint.

SUBCONTRACTING: Contract Clause 6, "Subcontracts," of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 1-18), is modified to permit subcontracting of the presswork for envelope manufacturers and construction of envelopes for printing firms.

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 @n 202-512-0078 or email deeverett@gpo.gov.

TRIM SIZE: 4-1/8 x 9-1/2" (After Construction)

FORM NO: FEMA E-28-B

PAGES: Face and Back

SCHEDULE:

Furnished Material will be available for pickup by 08/13/2024

Deliver partial (to arrive at destination) 500000 copies by 09/12/2024.

Deliver complete (to arrive at destination) by 10/28/2024

F.O.B. destination

*Contractor may deliver more than 500,000 by 9/12/24 (500,000 is the minimum). If delivering more, cartons must be full boxes and in quantities of 10,000.

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

DESCRIPTION:

DIGITAL PRINTING NOT ACCEPTABLE.

Printing: Prints face and back (after construction) with type/rule matter (return address/indicia) and an agency logo on front in Pantone 2955 Blue ink with heads towards top fold on the opposite side of the seams.

Security Feature: Print or tint envelope on the inside (back before construction) in Blue or Black ink, lining not acceptable. Contractor may use his own design but must guarantee that the product will ensure complete opacity and prevent show through of any material contained therein.

Construction: Open side, side seams, 1/4" double scored and fully gummed flap. Flap measures 1-7/8" from fold to tallest point. Throat measures 1" from fold to deepest point. Window: 1-1/2 x 4-1/2" located 3/8" from left edge and 5/8" from bottom edge. Cover with a suitable transparent material securely glued to the inside. NOTE: THE FLAP MUST BE FULL GUM ON ALL OF THE FLAP.

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MATERIAL FURNISHED: Contractor to receive. .

Via email after award.

One (1) Purchase Order

One (1) PDF file for production (Mac based, Adobe InDesign 18.0)

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

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, 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 JCP Code* V20, Writing Envelope; White Basis Size 17 X 22" Basis Weight 28 lbs.

COLOR OF INK:

Pantone 2995 Blue.

PRINT PAGE: See Above

MARGINS:

Adequate gripper.

Follow electronic file.

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 to include flap position, 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. 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. NOTE: Envelope must show dimensions of envelope and window as well as gummed flap (open and closed), seams, and throat. NOTE PDF Proof Copy TO BE PROVIDED with size and dimensions marked on the proof for verification.

AFTER EMAIL PROOF APPROVAL:

PRIOR TO PRODUCTION SAMPLES: Prior to the commencement of production of the contract

production quantity, the contractor shall submit 500 prior to production samples via traceable means to: 2200 Production Drive Indianapolis IN 46241, Attention: Nicole Munden.

All samples will be tested for conformance of materials. 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. The container and accompanying documentation shall be marked PREPRODUCTION SAMPLES and shall include the GPO jacket, purchase order, and program numbers.

The samples must be submitted in sufficient time to allow Government testing of the sample and production and shipment in accordance with the shipping schedule.

The Government will approve, conditionally approve or disapprove the samples with in (5) 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 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 samples submitted is at the contractor's risk. Samples will not be returned to the contractor. The cost 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 manufactured.

PACKING:

Pack in cartons. Skids must be 41-1/2" in height (minimum) to 50" in height (maximum). Bulk pack sufficiently to prevent damage in transit. Pack containers not to exceed 45 pounds when fully packed. Do not double stack.

NOTE: Agency preference is 41-1/2" skid height

NOTE: MARK ALL CARTONS WITH THE FOLLOWING INFORMATION:

JOB TITLE: #10 Window Envelopes

FORM NO.: FEMA E-28-B

REQUISITION: 4-02910

JACKET NO.: 429-103

QUANTITY: _____

NUMBER OF BOXES: EX. Box 1 of 4, Box 2 of 4...

DISTRIBUTION:

Contractor must notify the ordering agency 48 hours prior to shipping so agency can appropriately schedule personnel for receipt of envelopes. Email must be sent to Carnelia.Jackson@fema.dhs.gov, thomas.grant@fema.dhs.gov and cc: deeverett@gpo.gov. The subject line of this message shall be "Upcoming Shipment for Jacket 429-103, Requisition 4-02910"

Contractor must also notify the ordering agency on the same day that the product ships/delivers via e-mail sent to thomas.grant@fema.dhs.gov. The subject line of this message shall be "Distribution Notice for Jacket 429-103, Requisition 4-02910". 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.

Shipping & Receiving hours 8 am - 3 pm Monday- Friday. By Appointment Only. Carriers MUST email requesting appointments at:
rpineda@piperlogistics.com
hillside@piperlogistics.com

Contact Tom Clark (317-396-1023 ext. 290 or 812-614-7399 (if unanswered email will be required to above piper emails)

Deliver 10,000,000 envelopes (includes 200 Departmental Random "Blue Label" Copies) via traceable means directly to: Tom Clark, Doxim, C/O Piper Logistics, 2222 Hillside Avenue Indianapolis, In 46218.

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	Approved Priors/Furnished Electronic File
P-9. Solid or Screen Tints Color Match	Pantone Matching System

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=429103>