

Quotation Request //

US Government Publishing Office

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

JACKET:429-127

Quotations are Due By:
(Eastern Time)10:00 AM on 09/09/2024

**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: Savannah Emergency Preparedness

QUANTITY: 1100 Total Quantity. See description for breakdown.

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 on 202-512-0098.

TRIM SIZE: See description.

PAGES: See description.

SCHEDULE:

Furnished Material will be available for pickup by 09/12/2024

Deliver complete (to arrive at destination) by 09/25/2024

F.O.B. destination

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

DESCRIPTION:

All the requirements of these specifications apply equally to all items unless otherwise indicated.

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 a minimum of 150- line screen and at a minimum resolution of 1200 x 1200 dpi x 1 bit or 600 x 600 dpi x 4-bit depth technology. Digital device must have a RIP that provides an option for high quality color matching such as Device Links Technology and/or ICC Profiles. NOTE: Contractor must produce the entire job either conventional offset or digital printing; split production methods are not acceptable without prior approval.

PRINTING: Prints with type/rule matter, solids, and fine detail agency logo in four-color process with some type reversing out to appear white, with bleeds.

Item 1: Bomb Threat Checklist (English), QTY: 150, 4cp/0, 8 1/2 x 11.

Item 2: Bomb Threat Procedure Check list (Spanish), QTY: 50, 4cp/0, 8 1/2 x 11.

Item 3: Protect Your Facilities from Bomb Threats During Temporary Events Poster (English), QTY: 50, 4cp/0, 11.25 x 17.25.

Item 4: VBIED Identification Flip card (English), QTY: 150, 4cp/4cp, 8 1/2 x 5 1/2.

Item 5: Mail and Suspicious Package Guidance Poster (English), QTY: 150, 4cp/0, 11 x 17.

Item 6: Bomb Threat Stand-Off Card (English), QTY: 150, 4cp/4cp, 6.257 x 4.263.

Item 7: Bomb Threat Guidance Quad Fold (English), QTY: 50, 4cp/4cp, 14 x 8 1/2 flat, Quad-fold with title out to 3 1/2 x 8 1/2".

Item 8: Mass Bomb Threats Postcard (English), QTY: 50, 4cp/4cp, 8 1/2 x 5 1/2.

Item 9: WTD Bomb Threats (English), QTY: 50, 4cp/4cp, 8 1/2 x 11.

Item 10: Unattended vs Suspicious Card (English), QTY: 50, 4cp/4cp, 8.75 x 5.75.

Item 11: Unattended vs Suspicious Poster (English), QTY: 50, 4cp/0, 11.25 x 17.25.

Item 12: BMAP Program Factsheet (English), QTY: 50, 4cp/0, 8 1/2 x 11.

Item 13: BMAP Hotel Card Add Law POC (English), QTY: 50, 4cp/4cp, 8 1/2 x 5 1/2.

Item 14: BMAP 20 Hotel 20 Card (Spanish), QTY: 50, 4cp/4cp, 8 1/2 x 5 1/2.

MATERIAL FURNISHED: Contractor to receive. .

Via email after award.

One (1) Purchase Order.

Fourteen (14) PDF files, one for each item. Contractor must extend bleeds as needed.

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

All Cards print on: JCP Code* L10, Gloss-Coated White, Cover, Basis Size 20 X 26", 100 lbs.

All other items print on: JCP Code* A180, Gloss-Coated White, Text, Basis Size 25 X 38", 80 lbs.

COLOR OF INK:

See description.

MARGINS:

Inadequate 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 (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: jeremy.full@cisa.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 (1) workday from receipt at the Department to receipt in the contractor's plant.

BINDING:

See description.

PACKING:

Jobs may travel in same carton but must be easily distinguishable inside the carton. Pack suitably to ensure copies are not damaged during shipment.

MARK CARTON WITH THE FOLLOWING INFORMATION:

JOB TITLE: _____
REQUISITION: _____
JACKET NO.: _____
QUANTITY: _____

DISTRIBUTION:

Contractor must notify the ordering agency on the same day that the product ships/delivers via e-mail sent to: jeremy.full@cisa.dhs.gov, and plongshore@gpo.gov. The subject line of this message shall be "Distribution Notice for Jacket 429-127 Req. # 4-00401. "Notice must provide all applicable tracking numbers, shipping method and title. The contractor must be able to provide copies of all delivery, mailing and shipping receipts upon request.

Deliver 1,100 total copies (See breakdown below) via traceable means to: Savannah Emergency Preparedness, 1 Water Filtration Plant Road, Savannah GA 31407, ATTENTION: Dave Donnelly, Office: 912-652-3812 Cell: 912-661-3278.

- Item 1: QTY: 150, Bomb Threat Checklist (English).
- Item 2: QTY: 50, Bomb Threat Procedure Check list (Spanish).
- Item 3: QTY: 50, Protect Your Facilities from Bomb Threats During Temporary Events Poster (English).
- Item 4: QTY: 150, VBIED Identification Flip card (English).
- Item 5: QTY: 150, Mail and Suspicious Package Guidance Poster (English).
- Item 6: QTY: 150, Bomb Threat Stand-Off Card (English).
- Item 7: QTY: 50, Bomb Threat Guidance Quad Fold (English).
- Item 8: QTY: 50, Mass Bomb Threats Postcard (English).
- Item 9: QTY: 50, WTD Bomb Threats (English).
- Item 10: QTY: 50, Unattended vs Suspicious Card (English).
- Item 11: QTY: 50, Unattended vs Suspicious Poster (English).
- Item 12: QTY: 50, BMAP Program Factsheet (English).
- Item 13: QTY: 50, BMAP Hotel Card Add Law POC (English).
- Item 14: QTY: 50, BMAP 20 Hotel 20 Card (Spanish).

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 proof/Furnished Electronic Files |
| P-10. Process Color Match | Furnished Electronic files |

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

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 pre-award 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): NONE