

Quotation Request //

US Government Publishing Office

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

JACKET:429-237 R-2

Quotations are Due By:
(Eastern Time)9:00 AM on 12/05/2024

**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: Bubblesheet (Test Form) #DLIFLC Form 101 (Copy)

QUANTITY: 6000 optical mark (Scantron) forms.

R-1: Procurement type changed to Fixed Price, Indefinite Quantity

R-2: Removed Fixed Price, extended delivery date

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 Carrie Guasto, APS DC Team, at 202-512-0866 or cguasto@gpo.gov.

TRIM SIZE: 8.5 x 11" *Margins must be maintained within plus or minus 1/32" or less. A variance in excess of plus or minus 1/32" will be considered a major defect.

PAGES: Face and back.

SCHEDULE:

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

Deliver complete (to arrive at destination) by 12/18/2024

QUALITY LEVEL: 4 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 (head to head) with type/rule matter, screen tints, and solids in Pantone 3539 and Black. Form contains timing tracks and test, non-reflective black borders and response areas. Forms must be run on a minimum 2-color press with one single pass.

SCANNER: THESE FORMS MUST BE ABLE TO BE SCANNED AND PERFORM SUCCESSFULLY ON OpScan6 SCANTRON SCANNER.

COMPLIANCE: Satisfactory compliance with these specifications requires an in-depth technical understanding of the design and manufacture of the Scantron family of forms and their operation on the specified scanner sufficient to assure a successful scan rate of 99.35 percent, or greater. All forms must satisfy the following two (2) independent requirements:

1. Satisfactory performance on the specified scanner
2. Compliance with all additional specifications

PERFORMANCE: The forms shall read continuously on the specified scanner. The reject rate due to

manufacturing deficiencies shall not exceed 0.65 percent of the items when run on the specified equipment. A form is a reject when it cannot be correctly processed on the first pass through the specified reading equipment. Acceptability of the lot for readability shall be based on the number of rejected items in a sample of the size specified in ANSI/ASQC Z 1.4, Sampling Procedures and Tables for Inspection by Attributes, with AQL equal to 0.65 percent.

For evaluation of readability, the sampling unit of product shall be an individual form. Readability tests are independent of tests and evaluations of all other product characteristics. At the Governments option, the sample may consist of sequential items from one or more portions of the lot rather than a random sample. Contractor MUST test the answer sheets on this machine to ensure they scan accurately prior to shipping. Contractor must provide CDC a report of this test.

FORM RELATED CRITICAL DEFECTS: The following defects shall be considered critical:

1. Deviation of position of machine-readable elements by more than +/-0.010 from the specified standard in either horizontal or vertical direction.
2. Variation in the trim of registration edge by more than +/-0.005 from the nominal. This shall be immediately evident from the trim marks.
3. Any single measurement of infrared print contrast of the dropout ink greater than the maximum infrared print contrast signal for the specified ink, if applicable.
4. Average of at least three (3) readings of visual print contrast of the dropout ink less than the minimum visual print contrast signal for the specified ink, if applicable.
5. Greater than +/-0.05 infrared print contrast signal on any form.
6. Ink density less than minimum specified, if applicable.

The number of page-related critical defects shall not exceed 0.65 percent. Acceptability of the lot for critical defects shall be based on the number of rejected items in a sample of the size specified in ANSI/ASQC Z 1.4, Sampling Procedures and Tables for Inspection by Attributes, with AQL equal to 0.65 percent. The sampling unit of product shall be an individual form. Critical defect evaluation is independent of performance. At the Governments option, the sample may consist of sequential items from one or more portions of the lot rather than a random sample.

INK REQUIREMENTS:

Black Ink: All machine-readable printing (non-dropout) shall print in black ink. Black ink density and/or print contrast signal must satisfy all read ink requirements of the specified scanners. Black printing must have sharp edges. Excessive voids, bridging, smearing, ghosting, or scumming of black printing shall render a form defective. The maximum allowable size of a void in machine-readable black printing is 0.000016 square inch.

Colored (Background) Inks: All colored inks and colored printing (dropout) must be fully compatible with the specified scanners.

All colored printing for Scantron forms must satisfy the specified minimum visual print contrast signal (PCS) and maximum infrared print contrast signal (IR PCS). Any form which fails to satisfy the minimum and maximum PCS requirements shall be considered defective.

When ink read head is indicated, only the dropout inks designated as ink read head safe are to be used. It is

the responsibility of the contractor to immediately notify the ordering agency of any ink read head incompatible color or screen-only color that is incorrectly specified.

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

One (1) Purchase order.

One (1) PDF file for production.

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* A60, Uncoated Text, White, Basis Size 25 X 38" Basis Weight 60 lb

COLOR OF INK:

Black and Pantone 3539.

PRINT PAGE: Head to Head

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 hfyounker@fbi.gov and cc: cguasto@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 one (1) workday from receipt at the Department to receipt in the contractor's plant.

BINDING:

Trim 4 sides.

PACKING:

Shrink wrap in units of 100. Pack suitably per shipping carton and container to ensure copies are not damaged during shipment. NTE 45 lbs. per carton.

All shipments which fill less than a shipping container must be packaged with materials of sufficient

strength and durability and in such a manner which will guarantee that the product will not be damaged and the package will not open nor split during the delivery process.

NOTE: MARK ALL CARTONS WITH THE FOLLOWING INFORMATION:

JOB TITLE:

REQUISITION:

JACKET NO.:

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 hfyounker@fbi.gov and cc: cguasto@gpo.gov. The subject line of this message shall be "Distribution Notice for Jacket 429-237, Requisition 4-06063". 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 tbd copies (includes tbd Departmental Random Blue Label Copies) via traceable means to: FBI, 1025 F Street NW, Woodies Bldg 602, Washington DC 20004, Attn: Shawn Green / Johane Francois, 202-436-7995.

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 proofs/Furnished Electronic File
P-9. Solid and Screen Tint 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 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