

Quotation Request //

US Government Publishing Office

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

JACKET:429-326

Quotations are Due By:
(Eastern Time)10:00 AM on 11/08/2024

**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: R8 Promotional Material Stickers

QUANTITY: 2275 total Stickers. 175 each of the 13 stickers.

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: Face Only

SCHEDULE:

Furnished Material will be available for pickup by 11/12/2024

Deliver complete (to arrive at destination) by 12/20/2024

F.O.B. destination

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

DESCRIPTION:

****DIGITAL PRINTING IS ACCEPTABLE.****

At contractors 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.

PRODUCT: High quality, custom vinyl stickers on a glossy, bubble free material. Coat back of labels with a permanent type, pressure sensitive adhesive and suitably mount on a suitable size backing sheet with all waste removed. Die cut must not penetrate backing sheet. Final product must be able to adhere to multiple surfaces. **FINAL PRODUCT MUST NOT BE ON ROLLS AND MUST BE INDIVIDUALLY CUT DOWN LABELS ON A BACKING SHEET.** Final size specified below is of the actual sticker - backing sheet to be larger (suitable) to accommodate final size of stickers. Stickers **MUST** be cut and delivered individually.

PRINTING: Stickers print face only with type/rule matter, solids and an illustration in 4-color process with some type reversing out to appear white. After printing, coat the entire surface of the face with gloss laminate or gloss UV flood coat to protect the entire surface from scratching or smearing.

MATERIAL: 4-5 mil UV protected White Polyester or Vinyl with permanent adhesive backing and a suitable liner sheet.

- Item 1: CISA Color Stickers, 8 1/2 x 11".
- Item 2: CISA Seal Stickers, 6.1 x 6.1".
- Item 3: CISA 90s Logo Stickers, 3 x 3".
- Item 4: CISA City Rubik's Cube Stickers, 3.083 x 3.523".
- Item 5: CISA Game boy Stickers, 2.883 x 4.179"
- Item 6: Keep OSS Secure Stickers, 3.127 x 3".
- Item 7: Enable MFA Stickers, 4.759 x 4.759".
- Item 8: Prove It's you Stickers, 4.759 x 4.759".
- Item 9: OSS Critical Infrastructure Stickers, 3.760 x 3.5".
- Item 10: Protected by CISA Stickers, 4 x 4".
- Item 11: Responsible Consumption/Sustainable Contribution, 3 x 1 1/2".
- Item 12: I took the pledge, Have you? Stickers, 4.003 x 4".
- Item 13: Secure by Design (CISA.gov) Stickers, 4.743 x 2.333".

WARRANTY: Contract Clause 15, "Warranty", of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 01-18)) is amended for the solicitation to the effect that the warranty period is **EXTENDED** from 120 days to one calendar year from the date the check is tendered as final payment. All other provisions remain the same.

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

One (1) Purchase Order.

Thirteen (13) PDF files, one for each item. Contractor to extend bleeds as needed. Contractor must create die line if 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 See 'DESCRIPTION'.

COLOR OF INK:

4-color process plus gloss UV or gloss laminate.

PRINT PAGE: One Side Only

MARGINS:

Inadequate gripper. Follow electronic files.

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 jolie.cobble@cisa.dhs.gov, 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 2 workdays from receipt at the Department to receipt in the contractor's plant.

NOTE: Proofs must show dimensions and die lines.

BINDING:

See "Description".

PACKING:

Shrink wrap each sticker separately in 25's. Pack suitably to ensure stickers are not damaged during shipment.

MARK CARTON 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 jeremy.full@cisa.dhs.gov, and cc:plongshore@gpo.gov. The subject line of this message shall be "Distribution Notice for Jacket 429-326 Req. No. 4-00460. 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 2,275 total Stickers. 175 each of the 13 stickers via traceable means to: DHS/CISA c/o GSA Mail, Room 1, Denver Federal Center Way, Building 41, Entrance E-17A, Room 177, Denver, CO 80225, Attn: Tim Reutiman (202) 923-0687.

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 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. 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>.

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

Attachment(s): NONE