

# Quotation Request //

## US Government Publishing Office

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

**JACKET:429-360**

**Quotations are Due By:**  
**(Eastern Time)1:00 PM on 12/16/2024**

**Submit Quotes Online, unless otherwise instructed, via: <https://contractorconnection.gpo.gov/openjobs.aspx>  
Contractor must provide mandatory W-9 form before GPO makes payment.**

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**TITLE:** Classification Outline for Decisions of the National Labor Relations Board

**QUANTITY:** 102 Perfect Bound Books.

**\*\*Contractors are required to enter a true 'Additional Rate'. This is the running rate (with make-ready/setup removed), not a per item price of total cost.\*\***

**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 email [cguasto@gpo.gov](mailto:cguasto@gpo.gov).

**TRIM SIZE:** 7.875 x 10.125".

**PAGES:** 384 pages + separate wrap around cover.

**SCHEDULE:**

Furnished Material will be available for pickup by 12/18/2024

Deliver complete (to arrive at destination) by 12/30/2024

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 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. NOTE: Contractor must produce the entire job either conventional offset or digital printing; split production methods are not acceptable without prior approval.

Cover 1 prints with type/rule matter in black ink only. No bleeds. Covers 2, 3, 4, and spine are blank.

Folio pages i thru v and 1 thru 376 print face and back (head to head) with type/rule matter in black ink only. No bleeds. Remaining three (3) pages are blank.

**MATERIAL FURNISHED:** Contractor to receive. via email/Contractors FTP site/GPO Filesharing site.

One (1) Purchase Order

One (1) PDF file for production with 385 pages set up as 8-1/2 x 11". Contractor to proportionally reduce

art to accommodate final trim size of 7.875 x 10.125".

NOTE: Contractor must create cover with determining spine thickness as necessary.

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.

**PAPER:** \* Must be in accordance with JCP Paper Specification Standards in effect on date of this order  
**COVER:** JCP Code L20, Vellum-Finish Cover; Yellow, Basis Size 20 X 26", 80 lbs  
\*Yellow color of paper should be equal to Astrobrights Solar Yellow. Flood coating white paper with yellow ink is not acceptable.

**TEXT:** JCP Code A60, Uncoated Text, White, Basis Size 25 X 38", 60 lbs.

**COLOR OF INK:**

Black

**PRINT PAGE:** Head to Head

**MARGINS:**

Adequate gripper.

Follow electronic files.

**PROOFS:**

E-MAIL PROOFS (indicate margins): CONTRACTOR MUST NOT PRINT PRIOR TO RECEIVING AN "OK TO PRINT. One (1) 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 lakeya.watson@nlrb.gov and cc: cguasto@gpo.gov. The subject line of this message shall be "PROOF Notice for Req# 4-00060 / Jacket #429-360".

Contractor must call GPO Contract Compliance Section at 202-512-0520, or e-mail information to compliance@gpo.gov immediately upon sending/delivering proofs and immediately upon notification that the proofs are available for pickup at the department. Proofs will be withheld not more than two (2) workdays from receipt in the department to when they are made available for pickup at the department.

CONTRACTOR MUST NOT PRINT PRIOR TO RECEIVING AN "OK TO PRINT".

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**BINDING:**

\*\*Cracks and wrinkles are not acceptable.\*\*

Covers: Wrap around. Perfect bind on 10.125" side. Glued on covers scored at spine and hinge score at 1/4" from spine on front and back covers to first and last pages respectively. Grain must run parallel to Spine. Fold should be clean with no cracks. Trim 3 sides.

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**PACKING:**

Pack suitably in cartons and shipping containers to prevent shifting and to ensure books are not damaged during shipment.

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...

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**DISTRIBUTION:**

Contractor must notify the ordering agency on the same day that the product ships/delivers via e-mail sent to lakeya.watson@nlrb.gov and cc: cguasto@gpo.gov The subject line of this message shall be "Distribution Notice for Jacket #429-360/Req# 4-00060". 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 100 copies via traceable means to: National Labor Relations Board, 1015 Half Street SE, 3rd Floor, Washington DC 20570, Attn: Lakeya Watson/Elizabeth Tafe, 202-273-3793.

Deliver 1 copy via traceable means to: BAC (C+I) 1523-01, U.S. Government Publishing Office, Federal Depository Library Program, Mail Stop: FDLP, 44 H Street NW, Loading Dock, Washington DC 20401, Item No. 0826E.

Deliver 1 copy via traceable means to: BAC (By-Law) 1525-01, Library of Congress, U.S. Serials and Government Documents Section, U.S. Anglo Division, 101 Independence Avenue SE, Stop 4276, Washington DC 20540-4276. Marked: Depository File Copies. NOTE: All shipments to this destination must be via FedEx, UPS or United States Postal Service (USPS).

All expenses incidental to returning materials, submitting/returning proofs, and furnishing samples must be borne by the contractor.

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**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

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