

Quotation Request //

US Government Publishing Office

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

JACKET:432-008

Quotations are Due By:
(Eastern Time)10:00 AM on 12/27/2024

**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: Pocket Index and Advertisement Cards

QUANTITY: 1130000 total cards consisting of two (2) items. See "Description" herein.

NOTE: Prior to Bindery Production Samples Required. See "Packing" herein.

****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, at 202-512-0866 or cguasto@gpo.gov.

TRIM SIZE: Item 1: 12 x 5" flat; 3 x 5" folded.

Item 2: 3 x 5".

PAGES: Item 1: Face and back.

Item 2: Face and back.

SCHEDULE:

Furnished Material will be available for pickup by 02/10/2025

Deliver complete (to arrive at destination) by 03/07/2025

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 both items unless otherwise indicated herein.

****DIGITAL PRINTING IS NOT ACCEPTABLE.****

Item 1: Pamphlet, qty 80,000

Item 2: Index Card, qty 1,050,000

Item 1: Pamphlets print face and back (head to head) in 4-color process with type/rule matter, solids, photos, agency seals, QR code, plus some type/art elements reversing out to appear white. Bleeds all sides. After printing, coat the entire surface of face and back with a clear, non-yellowing, SATIN aqueous coating to prevent scratching and smearing.

Item 2: Cards print face and back (head to head) in Pantone 7463 with departmental seal and rule matter. No bleed.

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

Purchase Order.

One (1) PDF File for Accordion folded Advertisement Card. Contractor to extend bleeds as necessary.
One (1) PDF Files and Two (2) EPS files for Index Card. Contractor to convert from 4-color process to Pantone 7463.

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
Item 1: JCP Code L60, Silk / Dull-Coated Cover, White, Basis Size 20 X 26", 80 lb.
NOTE: Grain MUST run parallel to fold. Cracks and wrinkles are unacceptable.

Item 2: JCP Code K10, Index; White, Basis Size 25.5 X 30.5", 110 lb.

COLOR OF INK:

Item 1: 4-color process plus SATIN aqueous coating.
Item 2: Pantone 7463.

PRINT PAGE: Head to Head

MARGINS:

Item 1: Inadequate gripper.
Item 2: Adequate 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 for each item. 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 hillikerta@state.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 three (3) workdays from receipt at the Department to receipt in the contractor's plant.

PLUS AFTER PDF PROOF APPROVAL:

One (1) set of digital color content proofs for each item. Direct to plate must be used to produce the final product with a minimum of 2400 x 2400 dpi. Proofs must be created using the same Raster Image Processor (RIP) that will be used to produce the product. Proofs shall be collated with all elements in proper position (not pasted up), imaged face and back, trimmed and folded to the finished size of the product.

AND

One (1) sets of inkjet proofs for each item that are G7 profiled and use pigment-based inks. A proofing RIP that provides an option for high quality color matching (such as Device Links Technology and/or ICC Profiles Technology), and meets or exceeds industry tolerance to ISO 12647-7 Standard for Graphic Technology (as of 3/19/09, and future amendments) must be utilized plus GRACoL 2006 Coated #1 specifications (CGATS TR006) must be achieved. Output must be a minimum of 720 x 720 dpi on a GRACoL or SWOP certified proofing media. Proofs must contain the following color control strip to be evaluated for accuracy: IDEAlliance ISO 12647-7 Control Strip 2009 or 2013(i1).

Proofs must contain color control bars (such as Brunner, GATF, GRETAG, or RIT) for each color of ink on the sheet. Control bars must be placed parallel to the press's ink rollers and must show areas consisting of minimum 1/8 x 1/8" solid color patches; tint patches of 25, 50 and 75%; dot gain scale; and gray balance patches for process color (if applicable). These areas must be repeated consecutively across the sheet.

The make and model number of the proofing system utilized shall be furnished with the proofs. These proofs must contain all elements, be in press configuration, and indicate margins. Proofs will be used for color match on press. Direct to plate must be used to produce the final product with a minimum of 2400 x 2400 dpi.

Send one (1) set of content proofs and one (1) set of inkjet proofs for each item via traceable means directly to: U.S. Department of State - Springfield, Global Publishing Solutions, 7948 Angus Court SA-7B, Springfield VA 22153, Attn Jameel Umar, 703-923-6303.

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 (3) workdays from receipt in the department to when they are made available for pickup at the department.

Contractor must also notify the ordering agency/GPO with tracking information on the same day that the proof ships/delivers via e-mail sent to hillikerta@state.gov and cc: cguasto@gpo.gov. The subject line of this message shall be "PROOF Notice for Jacket 432-008, Requisition Number 5-00085-8611".

NOTE: Contractor to accept approval of proofs via email. Proofs will NOT be returned.

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

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BINDING:

Item 1: MUST score on all folds. Cracks and wrinkles are unacceptable. Trim 4 sides. Accordion fold with title panel face out.

Item 2: Trim 4 sides.

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PACKING:

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Film shrink wrap in two (2) version sets as specified below.

***PRIOR TO BINDERY PRODUCTION SAMPLES: Prior to the commencement of collating and shrink wrapping the full production quantity as specified below, the contractor must send five (5) shrink wrapped packs of each version for approval to proceed.

Send five (5) SETS FOR EACH VERSION via traceable means directly to: U.S. Department of State - Springfield, Global Publishing Solutions, 7948 Angus Court SA-7B, Springfield VA 22153, Attn Jameel Umar, 703-923-6303.***

VERSION 1 - Pocket Index & Advertisement Cards: Total of 80,000 shrink wrapped sets each containing one (1) accordion fold pamphlet (Item 1) and 10 index cards (Item 2) both facing out.

VERSION 2 - Pocket Index Cards Only: Total of 5000 shrink wrapped sets containing a qty of 50 index cards each (Item 2).

Pack each version separately and identify.

Pack suitably per carton and shipping container to ensure no damage occurs during transit.

NOTE: MARK ALL CARTONS WITH THE FOLLOWING INFORMATION:

JOB TITLE: Pocket Index & Advertisement Card

ITEM: (Pocket Index & Advertisement Cards or Pocket Index Cards, as specified above)

REQUISITION: 25-00085-8611

JACKET NO.: 432-008

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 hillikerta@state.gov and cc: cguasto@gpo.gov. The subject line of this message shall be "Distribution Notice for Jacket 432-008 Req. No. 5-00085-8611". 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 80,000 shrink wrapped sets for Version 1 (containing 1 pamphlet and 10 index cards(and 5000 shrink wrapped sets of Version 2 (containing 50 index cards only) (includes 50 shrink wrapped sets of Departmental Random "Blue Label" Copies for each version) via traceable means to: US Department of State - Springfield, Global Publishing Solutions, 7948 Angus Court SA-7B, Springfield VA 22153, Attn: Jameel Umar, 703-923-6303.

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 Files
P-10. Process Color Match	OK'd Proofs / Furnished Electronic Files

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