

# Quotation Request //

## US Government Publishing Office

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

**JACKET:432-139 R-1**

**Quotations are Due By:**  
**(Eastern Time)1:00 PM on 01/29/2025**

**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:** FSD Evidence Envelopes

**QUANTITY:** 40000 Total Tyvek Envelopes with gussets 20,000 Each of Two Different Sizes.

**NOTE:** CONTRACTOR TO PROVIDE AN ADDITIONAL RATE FOR EACH ENVELOPE.

Additional Rate for each envelope:

Item#1: \$2.32

Item#2: \$1.68

**REVISION 1:** SCHEDULE CHANGE.

**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 DEEVERETT@gpo.gov or (202) 512-0078.

**SUBCONTRACTING:** Contract Clause 6, "Subcontracts," of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev.1/18)), is modified to permit subcontracting of the presswork for envelope manufacturers and construction of envelopes for printing firms

**TRIM SIZE:** .

Item 1: 12 x 15"

Item 2: 6" x 10"

**PAGES:** Face Only (before construction)

**SCHEDULE:**

Furnished Material will be available for pickup by 02/03/2025

Deliver complete (to arrive at destination) by 03/13/2025

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 NOT ACCEPTABLE.

**REVISION 1:** SCHEDULE CHANGE.

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

Envelope prints face only (before construction) with type/rule matter and an agency logo in black ink and

type/rule matter and a heavy solid in Process Cyan on the face (side opposite to the center seam after construction) with head towards flap. Process Cyan bleeds at top, left, and right.

**CONSTRUCTION:**

Open end, center seam.

Item 1: Envelope (1)

Top flap is 5"

4" gusset @ sides

4" gusset at bottom

1" adhesive strip on 5" Flap

Item 2: Envelope (2)

Top flap is 2.5"

2" gusset @ sides

2" gusset at bottom

1" adhesive strip on 2.5" Flap

See attachment for images of style.

**MATERIAL FURNISHED:** Contractor to receive. .

Via email after award.

One (1) Purchase Order

One (1) PDF file for production. Mac based, Adobe Illustrator 25.4. Contractor must convert cyan in four-color process to Process Cyan.

GPO Form 952 Desktop Publishing - Disk Information

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 JCP Code\* V90, White TYVEK-Finish Envelope, Basis Size 17 X 22" Basis Weight 18 lbs.

**COLOR OF INK:**

Black and process cyan

**PRINT PAGE:** See Above

**MARGINS:**

Inadequate gripper.

**PROOFS:**

E-MAIL PROOFS FOR PRINTING (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 [brendan.westphal@usss.dhs.gov](mailto:brendan.westphal@usss.dhs.gov). Contractor must call GPO Contract Compliance Section at (202) 512-0520 or email [compliance@gpo.gov](mailto:compliance@gpo.gov) 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 (3) workdays from receipt at the Department to receipt in the contractor's plant.

**PACKING:**

Pack flat, and mark all cartons with job title, requisition #, jacket #, and quantity separately. Pack suitably per carton and shipping container.

**DISTRIBUTION:**

Contractor must notify the ordering agency on the same day that the product ships/delivers via e-mail sent to [brendan.westphal@usss.dhs.gov](mailto:brendan.westphal@usss.dhs.gov). The subject line of this message shall be Distribution Notice for Jacket 432-139, Requisition 5-00006. 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.

Initial address for screening (Best to give 24-48 hour notice to make sure no issues occur): Freight Screening Facility, 1880 2nd St. SW, Washington, D.C. 20536

All delivery vehicles will be subject to explosive detection dogs. Drivers will be met by a uniformed officer at the site, to whom they will provide their bills of lading and/or any other documents pertaining to the cargo.

Driver must coordinate with the POC (Mark Montique - 202-819-3869) when departing from freight screening site.

After screening:

Deliver 40,000 TOTAL Envelopes, 20,000 of each item (includes 125 Departmental Random "Blue Label" Copies of each item) via traceable means to: Communication Center (AOD), Attention: Mark Montique (Ph: 202-819-3869), 3030 V. St., N.E., Washington, D.C. 20018.

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 1.
- (b) Destructive Tests -- Special Inspection Level S-2.

Specified standards to correspond with each required attribute as follows:

ATTRIBUTE	SPECIFIED STANDARD
P-7. Type Quality and Uniformity	Ok'd Proof/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 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>.

**Attachment(s):** Attachment(s) is/are part of the specification, click 'Download Attachment(s)' link below to view and print the attachments that are part of these specifications.

**Download Attachment(s):** <http://contractorconnection.gpo.gov/download.aspx?Jacket=432139>