

Quotation Request //

US Government Publishing Office

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

JACKET:432-217 R-3

Quotations are Due By:
(Eastern Time)11:00 AM on 02/24/2025

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

TITLE: Certification of Insurance Status of Deceased

QUANTITY: 3555 Carbonless Sets.

REVISION 3: SCHEDULE CHANNGE.

REVISION 2: SCHEDULE CHANNGE AND OPTION TO SURFACE TINT.

REVISION 1: SCHEDULE CHANNGE.

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 Dalton E. Everett, at deeverett@gpo.gov or 202-512-0078.

TRIM SIZE: 8-1/2 x 11" (Plus 1/2 to 1" wide perforated stub at the top).

FORM NO: RI76-9 (6/13)

PAGES: 2-part chemical transfer sets.

SCHEDULE:

Furnished Material will be available for pickup by 02/27/2025

Deliver complete (to arrive at destination) by 03/17/2025

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 Not Acceptable

REVISION 3: SCHEDULE CHANNGE.

REVISION 2: SCHEDULE CHANNGE AND OPTION TO SURFACE TINT.

REVISION 1: SCHEDULE CHANNGE.

PRODUCT: Two-part carbonless snap sets.

PRINTING: Two parts print identical face only with type/rule matter and tint screens in black ink. Note: All parts must register.

CHANGES: Marginal; one-line copy designations print in red ink at the bottom center of each part.

STUB: Sets are held together at the 8-1/2" top by a 1/2 to 1" forced gum or internally glued or pasted perforated stub.

DRILLING: Drill two round 1/4" diameter holes, 2-3/4" center to center, centered on the 8-1/2" dimension. Center of holes located 3/8" down from stub perforation.

MATERIAL FURNISHED: Contractor to receive. .
VIA Email after award;

One (1) PDF file with 2 pages created on an IBM with Windows 2000 using Adobe Acrobat, Version 7. Fonts are Furnished. Contractor to remove "highlighted OPM Requisition #5-00013" from the top left of the form.

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* O80, Carbonless Bond; Basis Size 17 X 22" Basis Weight
Part 1: JCP Code* O80, Blue Carbonless Bond, CB, Basis Size 17 X 22" 20-21 lbs.
Part 2: JCP Code* O80, Blue Carbonless Bond, CF, Basis Size 17 X 22" 20-21 lbs.

At contractor's option, product can be surface tinted to match Pantone 2975 U.

Note: All carbon paper must be of sufficient density and graded sensitivity to insure clean, legible copies on all parts. Must produce 1 copy after storage of 12 months. Carbons MUST Be Black, One Time.

COLOR OF INK:

Black and Red (copy designations).

PRINT PAGE: One Side Only

MARGINS: Adequate Gripper.

Follow Electronic Media.

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 Yvonne.Ikpe@opm.gov and cc: deeverett@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 (3) workdays from receipt at the Department to receipt in the contractor's plant.

BINDING:

Trim 4 sides.

Stub perforations must be such as to guarantee easy separation of all parts individually or in one operation but sufficient strength must be retained to prevent disengagement of any part under normal handling and shipping conditions.

PACKING:

Shrink Film Pack in units of 100. Pack suitably per shipping container.

DISTRIBUTION:

Contractor must notify the ordering agency on the same day that the product ships/delivers via e-mail sent to Yvonne.Ikpe@opm.gov. The subject line of this message shall be Distribution Notice for Jacket 432-217 Req. No. 5-00013. 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 3,550 copies (includes 50 Department Random "Blue Label") via traceable means to: U.S. Office of Personnel Management RS Forms Store, Attention: Samuel Brooks/#5-00013, 1900 E Street NW, Room B-427, Washington, DC 20415. Inside Delivery Required. Contact: 202-936-1333 or 0403.

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>

Deliver 5 copies via traceable means to: U.S. Office of Personnel Management, Attention: Yvonne Ikpe/#5-00013, 1900 E Street, NW, Room 3316-AB, Washington, DC 20415. Inside Delivery Required.

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 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): NONE