

# Quotation Request //

## US Government Publishing Office

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

**JACKET:432-251**

**Quotations are Due By:**  
**(Eastern Time)10:00 AM on 02/12/2025**

**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:** Reprint: Before and After Disasters: Guidance for State and Tribal Historic Pres  
**QUANTITY:** 800 Black Wire-o Bound Booklets.

**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 Chris Duncan, APS DC Team, at 202-512-0743 or [cduncan@gpo.gov](mailto:cduncan@gpo.gov).

**TRIM SIZE:** Covers and Text: 8-1/2 x 11"  
Tab Dividers: 9 x 11"

**PAGES:** 44 text pages plus separate 2-piece cover  
4 tab dividers (4 separate leaves)

**SCHEDULE:**

Furnished Material will be available for pickup by 02/18/2025  
Deliver complete (to arrive at destination) by 03/24/2025  
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 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. 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.

**PRINTING:**

**COVER:** Covers 1, 2, and 4 print head to head with type/rule matter, illustrations, and photos in 4-color process, plus some text reversing out to appear white. Cover 1 bleeds top, left, and right. Cover 4 bleeds left and right. No bleed on cover 2. Covers 3 is blank.

**TEXT:** Text pages print head to head with type/rule matter, tables/charts, maps, illustrations, and photos in 4-color process. No bleeds.

**TABS:** 1 bank of four (4) tabs (1/4 cut), 1/2" cut tab dividers, prints face and back with type/rule matter

plus some type reversing out to appear white, illustrations, and photos in 4-color process. Body of tab face bleeds top, left, and right. After die cutting, solid MUST bleed to outside edge of tabs. Contractor is responsible for adjusting bleeds if necessary. Tabs are folio pages 5/6, 37/38, 43/44, and 53/54.

**CONSTRUCTION:** After printing, trim 4 sides, collate in sequence, then punch suitably for Double Loop Wire binding along left 11" side. Contractor to maintain sufficient margin to allow for punching without loss of copy. **BLACK** Double Loop Wire binding must be of suitable capacity to allow booklet to lay flat when open. Contractor to determine correct binding element size. Contractor to ensure that binding does not cover information in booklet.

\*\*\*Note: Black Double Loop Wire bind is preferred, but Black plastic coil or Black GBC bind is acceptable. Contractor must advise type and size of binding to be used BEFORE binding the full order.\*\*\*

**MATERIAL FURNISHED:** Contractor to receive. via email after award.

One (1) Purchase Order

One (1) PDF file for production. Contractor to extend bleed as necessary.

**NOTE:** Contractor to adjust file margins as needed to avoid image lost to allow for coil binding and adjust bleeds as necessary.

GPO Form 917 (Certificate of Selection).

GPO Form 2678 (Departmental random copies-blue label).

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  
Covers and Tab Dividers: JCP Code\* L20, Vellum-Finish Cover; White, Basis Size 20 X 26" Basis Weight 65 lbs.

Text: JCP Code\* A90, Vellum-Finish Text; White, Basis Size 25 X 38" Basis Weight 60 lbs.

**COLOR OF INK:**

4-color process

**PRINT PAGE:** See Above

**MARGINS:**

Follow electronic file.

Covers 1 & 4 and Tab Dividers - Inadequate gripper.

Balance - Adequate gripper.

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**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 elizabeth\_grammel@nps.gov, debra\_melton@nps.gov, and cc: cduncan@gpo.gov. Contractor must email GPO Contract Compliance Section at compliance@gpo.gov immediately upon e-Mailing proofs and immediately upon receiving the returned proofs (or proof approval) 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: CONTRACTOR MUST NOT PRINT PRIOR TO RECEIVING AN "OK TO PRINT"

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**BINDING:**

Punch suitably and insert double loop black wire bind on the left side edge of the 11" dimension.

\*\*Black plastic coil or GBC bind is also acceptable.\*\*

**PACKING:**

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

NOTE: MARK ALL CARTONS WITH THE FOLLOWING INFORMATION:

REQ No.: 5-02705

JACKET No.: 432-251

TITLE: Before & After Disasters: Guidance for State and Tribal Historic Preservation Leaders on Working with FEMA, NPS, and Other Federal Agencies

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 debra\_melton@nps.gov and cc: cduncan@gpo.gov. The subject line of this message shall be "Distribution Notice for Jackets 432-251, Requisitions 5-02705. 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 300 copies via traceable means to: Environmental Response and Recovery Division, Office of Environmental Policy and Compliance, U.S. Department of the Interior, 1849 C St NW, Room 2620, Washington, DC 20240, Attn: Seth Tinkham, 202.208.6031 or 202.657.8518 .

Deliver 500 copies (includes 50 Departmental Random Blue Label Copies) via traceable means to: CRPS NPS Business Office, 1849 C St NW, Mailstop 2013, Washington, DC 20240, Attn: Charmaine Hickerson, 202-354-1934.

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 File
P-10. Process Color Match	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