

# Quotation Request //

**US Government Printing Office**

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

**JACKET:351-443 R-1**

**Quotations are Due By:**  
**(Eastern Time)10:00 AM** on 01/30/2009  
**Submit Fax Quotes to:00000000**

**Contractors must provide mandatory taxpayer information before GPO makes payment.**  
**Please see special notice on <http://contractorconnect.gpo.gov/>.**

**TITLE:** #10 Two Way Window Envelope

**QUANTITY:** 78000 envelopes

**TRIM SIZE:** Before Construction: 10-3/4 (including 5/8" glue tabs) x 13-3/8"

After Construction: 4-1/8 x 9-1/2"

**PAGES:** Before construction: Face and Back

**SCHEDULE:**

Furnished Material will be available for pickup by 01/30/2009

Deliver complete (to arrive at destination) by 02/13/2009

F.O.B. destination

**QUALITY LEVEL:** 3 Quality Assurance Through Attributes (GPO PUB 310.1, effective May 1979 (Rev. 8-02)) applies.

**DESCRIPTION:**

\*\*\*\*\* SOLE SOURCE PROCUREMENT \*\*\*\*\*

**PRINTING:** Envelope prints PMS 286 (blue) type/line matter(including FIM marks and business reply bars) face and back before construction. Approx. 15% ink coverage.

**CONSTRUCTION:** Envelope has a front panel (9-1/8 x 4-1/8"; perforated across the entire 9-1/2" dimension at 3/8" below flap score for removal of first mailing flap & 3/8" portion of front panel prior to second mailing), a rear panel (9-1/2 x 4"), side glue tabs at left and right (5/8 x 3-3/4" (begins 3/8" below flap score ); for side seam construction - securely glue to outside of back panel after second mailing flap is folded within envelope) and a first mailing flap (1-3/8") that seals the envelope during the first mailing like any standard envelope. In addition to these standard features, the envelope includes a second mailing flap at bottom (3-7/8" flap; folds inward at 1-7/8" & 3-7/8" from outside edge of flap) which (for second mailing) folds out and over outside of front panel to cover the first mailing information and display second mailing information. The second mailing flap can seal the envelope for the second mailing. First mailing flap to have multiple spot or strip dry gummed (remoistenable) segments suitable to accomplish first mailing without opening but allow opening after receipt with minimum damage to envelope. Second mailing flap to have an approx. 1/2" wide strip of dry gummed adhesive (remoistenable) across entire outside edge of flap horizontally and vertically approx. 3" on each side. Die cut a 3-3/8 x 1-1/8" round cornered window on envelope face at 7/8" from left edge and 5/8" from bottom edge (based on constructed envelope). Cover window with a panel of durable transparent material securely glued to inside of envelope. Deliver envelope fully constructed to 4-1/8 x 9-1/2" size.

**MATERIAL FURNISHED:** Contractor to pickup at GPO. One CD-ROM generated on a IBM compatible system XP Professional, using Illustrator CS3. Files are furnished in Native and PostScript Format with all fonts included on the disk. One set of color laser composites and one sample from a previous printing to be used as a construction guide.

Prior to image processing, the contractor is responsible for checking files contained on the furnished media to ensure that such features such as bleeds, register marks and correct file output selection have been provided for so as to correctly generate output for publishing. The contractor must supply necessary trapping. The contractor must generate output on a high resolution image processor.

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  
JCP Code\* V20, Writing or Woven Envelopes, White, Basis Size 17 X 22" Basis Weight 24lbs

**COLOR OF INK:**

PMS 286 (blue)

**MARGINS:** Follow Copy Sample. Adequate Gripper.

**PROOFS:**

One set of Digital color content proofs. At contractor's option, a film-based composite blueline may be submitted. 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.

Send proofs together with the furnished media (copy/electronic files) directly to: Department of Labor, 200 Constitution Ave., NW, Room C0049, Attn: Joan Presbury (202) 693-7173, Washington, DC 20210.

Contractor must call GPO Contract Compliance Section at (202) 512-0520 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 1 workday 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".**

**PACKING:**

Box in units of suitable. Pack suitable per shipping container.

DOL Warehouse copies please include Stock #007-EV31 on cartons.

**DISTRIBUTION:**

Deliver 50,000 copies (includes 200 Blue label) to: Department of Labor Warehouse, 6295 Edsall Rd., Suite 180, Attn: Michelle (703) 274-0292, Alexandria, VA 22312.

Deliver 28,000 copies to: Department of Labor, ESA/OWCP/DCMWC, 4459 Forbes St., Attn: Orville Burnett (301) 306-6690, Lanham, MD 20784.

Deliver furnished material to: Department of Labor, 200 Constitution Ave., NW, Room S3013C, Attn: Mike Pellar (301) 693-0296, Washington, DC 20210.

**QUALITY ASSURANCE STANDARDS:** The following 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	Furnished electronic media
P-9. Solid and Screen Tint Color Match	Pantone Matching System/OK'd proofs

DISPUTES: GPO Publication 310.2, GPO Contract Terms, Contract Clause 5. Disputes, is hereby replaced with the June 2008 clause found at <http://www.gpo.gov/printforms/pdf/contractdisputes.pdf>. This June 2008 clause also cancels and supersedes any other disputes language currently included in existing contractual actions.