

Quotation Request //

US Government Printing Office

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

JACKET:351-535

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: 9-1/2 x 6-1/2" Envelopes with 1-1/2" Flap

QUANTITY: 300000 Envelopes, plus one (1) copy of the completed product to the Government Printing Office (See Distribution).

"GPO Publication 310.2, GPO Contract Terms, Contract Clause 5. Disputes, is hereby replaced with the June 2008 clause found at 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".

--- FAX ALL QUOTES TO AST 1, #202-512-1551. NO LATE QUOTES WILL BE ACCEPTED ---

TRIM SIZE: 9-1/2 x 6-1/2" (after construction)

PAGES: Face Only

SCHEDULE:

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

Deliver complete (to arrive at destination) by 02/18/2009

F.O.B. destination

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

DESCRIPTION:

PREDOMINANT PRODUCTION FUNCTION: Presswork for printing firms and construction of envelope for envelope manufacturers.

Envelopes print type matter, a "First Class Mail Postage & Fees Paid" permit indicia and a diamond border (with "First Class" reversing out of diamonds) which prints on all four sides, on the side opposite the flap in Black ink. Contractor to use Permit Number provided on visual.

NOTE: Envelopes must be suitable for use on a Pitney Bowes DM 1000.

CONSTRUCTION: Envelope open side, side seams with a square 1-1/2" gummed flap.

MATERIAL FURNISHED: Contractor to pickup at GPO. One set of visuals to be used as a general guide only.

Contractor to set in same or similar type to match visual - four (4) lines of type, two (2) horizontal and two (2) vertical rules. Contractor to create a First Class Mail Postage & Fees Paid permit indicia to match visual, which must include the permit number shown on the visual.

PAPER: * Must be in accordance with JCP Paper Specification Standards in effect on date of this order White (Kraft) Envelopes, Basis Size 17 X 22" equal to JCP Code*V10 Basis Weight 28 lb

COLOR OF INK:

Black

PRINT PAGE: One Side Only

MARGINS:

Inadequate gripper

PROOFS:

Contractor to fax a proof to Karyn Dubie (802) 951-6220 or email a PDF proof to karyn.dubie@dhs.gov.

Contractor must call Karyn Dubie upon faxing or emailing proof (802) 951-6225.

Contractor must call GPO Contract Compliance Section at (202) 512-0520 immediately upon sending proof and immediately upon notification that the proof is available for pickup at the department.

Proofs will be withheld not more than 1 workday from receipt in the department until they are made available for pickup by the contractor. **CONTRACTOR MUST NOT PRINT PRIOR TO RECEIVING AN OK TO PRINT.**

PRIOR TO PRODUCTION SAMPLES: The sample requirement for this contract is not less than 100 printed construction samples. Each sample shall be printed and constructed as specified and must be of the size, kind, and quality that the contractor will furnish. Samples will be inspected and tested and must comply with the specifications as to construction, kind, and quality of materials.

Prior to the commencement of production of the contract production quantity, the contractor shall submit samples to: Department of Homeland Security/USCIS, 124 Leroy Road, Williston, VT 05495. Attn: Karyn Dubie(802) 951-6225. Inside delivery required with signed receipt.

All samples will be tested for usage on the specified equipment and/or for construction. The container and accompanying documentation shall be marked **URGENT: PRIOR TO PRODUCTION SAMPLES ENCLOSED** and shall include the GPO jacket, and purchase order numbers. The samples must be submitted in sufficient time to allow Government testing of the samples and production and shipment in accordance with the shipping schedule.

The Government will approve, conditionally approve, or disapprove the samples within 2 workdays of the receipt thereof. Approval or conditional approval shall not relieve the contractor from complying with the specifications and all other terms and conditions of the contract. A conditional approval shall state any further action required by the contractor. A notice of disapproval shall state the reasons therefore.

If the samples are disapproved by the Government, the Government, at its option, may require the contractor to submit additional samples for inspection and test, in the time and under the terms and conditions specified in the notice of rejection. Such additional samples shall be furnished, and necessary changes made, at no additional cost to the Government and with no extension in the shipping schedule. The Government will require the time specified above to inspect and test any additional samples required.

In the event the additional samples are disapproved by the Government, the contractor shall be deemed to have failed to make delivery within the meaning of the default clause in which event this contract shall be subject to termination for default, provided however, that the failure of the Government to terminate the

contract for default in such event shall not relieve the contractor of the responsibility to deliver the contract quantities in accordance with the shipping schedule.

In the event the Government fails to approve, conditionally approve, or disapprove the samples within the time specified, the Contracting Officer shall automatically extend the shipping schedule in accordance with Contract Clause 12, "Notice of Compliance With Schedules," of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 6-01)).

Manufacture of the final product prior to approval of the sample submitted is at the contractor's risk. Samples will NOT be returned to the contractor. All costs, including the costs of all samples shall be included in the contract price for the production quantity.

All samples shall be manufactured at the facilities in which the contract production quantities are to be manufactured.

Contractor must call GPO Contract compliance Section at (202) 512-0520 immediately upon sending/delivering prior to production samples and immediately upon notification that the proofs or prior to production samples have been approved by the department.

PACKING:

Pack suitably per shipping container.

DISTRIBUTION:

Deliver 300,000 envelopes (includes 200 Departmental Random Blue Label copies) to: Department of Homeland Security/USCIS, 124 Leroy Road, Williston, VT 05495. Attn: Karyn Dubie (802) 951-6225. Inside delivery required with signed receipt.

Deliver 2 samples plus furnished materials to: DHS/USCIS, Printing and Distribution Branch, 111 Massachusetts Avenue, Room 2100, Washington, DC 20529. Attn: Vera Ballenger (202) 272-8392 or Francisco Arrango (202) 272-8321.

Contractor to provide one (1) copy to: U.S. Government Printing Office, Customer Services Department, Agency Publishing Services, AST 1, Attn: Contracting Officer (202-512-0455), MailStop CSAPS, Room C838, 732 North Capitol Street, NW, Washington, DC 20401, Jacket 351-535.

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 Proof/Prior to Production Samples/Average Type Dimension