

# Quotation Request //

## US Government Printing Office

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

**JACKET:351-569**

### 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:** Envelopes, 9-1/2 x 12" Window

**QUANTITY:** 120000 Envelopes +/- none

-----CONTRACTORS MAY SUBMIT QUOTES ONLINE OR VIA FAX TO: (202) 512-1612-----

**TRIM SIZE:** 9-1/2 x 12"

### **SCHEDULE:**

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

Deliver complete (to arrive at destination) by 02/20/2009

F.O.B. destination

**QUALITY LEVEL:** 4 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.

**PRINTING:** Window envelope prints with type/line matter (return address) (First Class) in black, on side opposite the seams (after construction); no bleeds.

**CONSTRUCTION:** Envelope to be open side, side seams with a gummed flap; glue on flap must be 9-3/4" long and 1-1/4" wide. Die cut a 4-3/4 x 2-1/2" window with rounded corners, located 2-3/8" from the left edge and 1" from the bottom edge. Cover window with suitable transparent material securely glued to the inside of envelope. Follow furnished sample for construction.

Note: Envelopes to be mechanically sealed on a Pittney-Bowles mailing machine Model 6100.

**MATERIAL FURNISHED:** Contractor to pickup at GPO:

One film negative

One sample envelope to use as a construction guide.

GPO Form 905 (Labeling and Marking Specifications).

GPO Forms 2678 (Departmental Random Copies - Blue Label).

GPO Form: 892 (Proof Sheet).

**PAPER:** \* Must be in accordance with JCP Paper Specification Standards in effect on date of this order JCP Code\* V10, Light-Colored Brown (Kraft, Shade) Envelopes, Basis Size 17 X 22" Basis Weight 32 lb.

### **COLOR OF INK:**

Black

**PRINT PAGE:** One Side Only

### **MARGINS:**

Follow copy sample.

### **PROOFS:**

**PRIOR TO PRODUCTION SAMPLES:** The sample requirement for this contract is not less than 50

printed samples. Samples must be constructed as specified using the form, materials, equipment, and methods of production which will be used in producing the final product. All samples shall be manufactured at the facilities in which the contract production quantities are to be manufactured.

. Samples must be submitted prior to commencement of production of the contract quantity, in sufficient time to allow Government testing of the samples and production and shipment in accordance with the shipping schedule. Send samples together with the furnished media (copy, transparencies, electronic files) directly to: DOJ/FBI, Attn: V. Stokes (9-06030), 2400 Schuster Drive, Room 1B945, Cheverly MD 20781. Deliveries accepted on workdays only between 7:00 am and 3:00 pm, local time. Inside delivery required, deliver via traceable means.

. Contractor must call GPO Contract Compliance Section at 1-800-424-9470, or e-mail information to [compliance@gpo.gov](mailto:compliance@gpo.gov) immediately upon sending/delivering samples and immediately upon receiving an "OK to print". The Government will approve, conditionally approve or disapprove the samples within five (5) workdays of the receipt thereof. **CONTRACTOR MUST NOT PRINT PRIOR TO RECEIVING AN "OK TO PRINT"**. Approval or conditional approval shall not relieve the contractor from complying with the specifications and all other terms and conditions of the contract. 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.

**PACKING:**

Box in units of 500. Pack suitably in shipping containers NTE 40 lbs. Pallets required, 40 boxes per skid. Indicate quantity contained on each container and on each pallet.

**DISTRIBUTION:**

Deliver 120,000 envelopes (includes 200 Departmental Random Blue Label copies) via traceable means to: Federal Bureau of Investigation, 1000 Custer Hollow Road, Clarksburg, West Virginia 26306, Attn: Donalyn Strahin (9-06030).

Deliver 1 sample copy and all Government furnished material to: FBI, 2400 Schuster Drive, Room 1B945, Cheverly, MD 20781, Attn: V. Stokes (9-06030).

Deliver 1 sample to: US Government Printing Office, 732 North Capitol St. NW, Room C-817, Washington, DC 20401, Attn: Darlene Workcuff 351-569.

All expenses incidental to returning materials, submitting proofs, and furnishing samples must be borne by the contractor.

**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 Negatives

"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."