

# Quotation Request //

## US Government Printing Office

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

**JACKET:351-594**

### 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/>.**

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**TITLE:** Window Envelopes- ED, Fed. Student Aid, Borrower Services, Chicago, IL (revised)

**QUANTITY:** 35015 Window Envelopes, plus 1 corrected digital deliverable. (NOTE: Do not alter/delete other versions on disk.)

**TRIM SIZE:** 4-1/8 x 9-1/2"

**PAGES:** Face Only

### **SCHEDULE:**

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

Deliver complete (to arrive at destination) by 02/11/2009

F.O.B. destination

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

### **DESCRIPTION:**

Prints type, line matter, and seal/logo in black & PMS 634 blue ink. Head prints toward flap score on side opposite seams.

Construction: Open side, diagonal seam, and a gummed flap plus a window. Window placement is 7/8" from left and 1/2" from bottom. Window dimensions are 4-1/2 x 1-1/8". Cover window with a suitable transparent material securely glued to inside. Approx. 5% blue ink coverage.

NOTE: Contractor to make change to disk to replace "SM" with "R" on Logo. See furnished sample for style, size, and placement.

**MATERIAL FURNISHED:** Contractor to pickup at GPO. One (1) 700mb CD-Rom.

Platform: Macintosh

Software Programs: Catalog Envelope CS2, Illustrator CS2, InDesign CS2

Files supplied in Native format.

All Adobe printer and screen fonts are furnished.

Three similar previously printed samples to be used as guides for construction and copy change.

Note: Prior to image processing, the contractor is responsible for performing a basic check (preflight) of the furnished publishing files to assure accurate output of the required reproduction image. Any errors, media damage or data corruption that might interfere with proper file imaging must be reported to the contract administrator in sufficient time to comply with the shipping schedule. 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 print at min. 175 line screen) to meet assigned quality level.

**DIGITAL DELIVERABLES:** Upon completion, the contractor must furnish one set of final production

native application files (digital deliverables) with the furnished material. The digital deliverables must be an exact representation of the final printed product and shall be returned on the same type of storage media as was originally furnished. The Government will not accept, as digital deliverables, Postscript files, Adobe Acrobat, Portable Document Format (PDF) files, or any proprietary file formats other than those supplied, unless specified by the Government.

**PAPER:** \* Must be in accordance with JCP Paper Specification Standards in effect on date of this order White Writing, OSG, Basis Size 17 X 22" Basis Weight 24 lb.

**COLOR OF INK:**

Pantone 634 Blue and Black.

**PRINT PAGE:** One Side Only

**MARGINS:**

Follow electronic media.

**PROOFS:**

E-Mail PDF proofs (indicate margins) to pat.treichel@ed.gov, Attn: Pat Treichel (202) 377-3223. E-mail must also contain Requisition Number, Jacket Number, plus return E-mail address and to the attention of:.

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 Pat Treichel.

Proofs will be withheld not more than 2 workdays from receipt at the Department to receipt in the contractor's plant.

**CONTRACTOR MUST NOT PRINT PRIOR TO RECEIVING AN "OK TO PRINT".**

**PACKING:**

Pack suitably per shipping container.

**DISTRIBUTION:**

Deliver 35,000 envelopes (including 200 Departmental Random Blue Label copies) to: US Department of Education, FSA, Customer Care Group, Suite 1520, 500 W. Madison Street, Chicago, IL 60661-4544. Attn: Myra Tyler (312) 730-1496. Inside delivery required.

Deliver five (5) envelopes, digital deliverables, and government furnished materials to: US Department of Education, 400 Maryland Avenue, Room 5C108 LBJ Bldg., SW, Washington, DC 20202. Attn: John Woods (202) 401-3606. Inside delivery required.

Deliver ten (10) envelopes to: US Department of Education, 400 Maryland Avenue, Room 31G4 Union Center Plaza, SW, Washington, DC 20202. Attn: Pat Treichel (202) 377-3223. Inside delivery required. (Please use the above address for US Postal Service Only.)

Note: For FedEx, UPS, AirBorne, or truck deliveries, use the following address: US Department of Education, 830 First Street, NE, Washington, DC 20002. Attn: Pat Treichel, Room 31G4 Union Center Plaza (202) 377-3223. Inside delivery required.

Deliver one (1) envelope to: U.S. Government Printing Office, Customer Services Department, Agency Publishing Services, AST 3, Attn: Marty Janney, Mail Stop CSAPS, Room C838, 732 North Capitol Street, NW, Washington, DC 20401.

**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	Approved PDF Proofs
P-9. Solid or Screen Tints Color Match	Approved PDF 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.