

Quotation Request //

US Government Printing Office

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

JACKET:344-597

Quotations are Due By:

(Eastern Time)10:00 AM on 09/11/2008

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: 8 (a) Folders

QUANTITY: 3000 FOUR-LEAF, EXPANSION, FILE FOLDERS (includes 50 Departmental Random "Blue Label" copies)

NOTE: CONTRACTOR may submit quotes via CONTRACTOR CONNECT or

****FAX QUOTES to 202-512-1581 **** or ***FAX QUOTES TO (202) 512-1368.*****

TRIM SIZE: Front Leaf: 9-1/2 x 11-3/4"

Inner Leaves: 9-3/8 (inc.1/2" lip) x 11-1/4" (follow sample)

Back Leaf: 9-1/2 x 11-3/4"

Total Expansion: 3" (1" between all leaves)

SCHEDULE:

Furnished Material will be available for pickup by 09/12/2008

Deliver complete (to arrive at destination) by 09/26/2008

F.O.B. destination

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

DESCRIPTION:

PRINTING: Front leaf prints Black type matter on face and back; two inner leaves print Black type matter face and back of tabs. Back leaf prints Black type matter on face only. Contractor to follow sample furnished for exact type positions and orientations.

CONSTRUCTION: Four-leaf file folder to be bound on the outside with a Brown book cloth strip approx. 4" wide on the 11-3/4" dimension to allow for total expansion of 3" (1" between all leaves). This strip must wrap around the ends - do not cut flush. Inner leaves must have a cloth strip approx. 2" wide on the 11-3/4" dimension between front and back leaves and each inner leaf. These strips must be the same material as outside strip and are to be cut flush. Cloth strips are scored and folded at 1/2" intervals between front and back leaves and each inner leaf to provide expansion feature plus 1/2" overlap onto the leaves of the folder.

Die Cutting: Each inner leaf to have a 1/3rd cut 1/2" lip on the outside 11-3/4" edge in positions as follows: first inner leaf position 1, second inner leaf position 2. In addition, die cut the inner leaves at top as required to accommodate the dual-type fasteners. Round all outside corners (all four leaves) and lips.

Fasteners: Front and back leaves to each have one permanently affixed Remington Rand Kompakt or equal design metal fastener on the inside, 2-3/4" center to center with 2" capacity. Inner leaves to each have one Twinpakt or equal design metal fastener, 2-3/4" center to center with 1" capacity. Other fasteners of similar design with equal quality and durability may be used. Position of fasteners from center of fastener:
Inside front and back leaves: 3/4" from top and 4-3/4" from bind

Inner leaves: 5/8" from top and 4-1/2" from bind

MATERIAL FURNISHED: Contractor to pickup at GPO. One previously printed folder to be used as construction guide and as manuscript copy (match sample for typeface, size and style)- set total of Nine horizontal typelines (5/16" high for title, and 3/16" high for five lines, and approximately 1/8" for the remaining lines). Six vertical typelines for tabs beginning with inside of front leaf, both sides of the two inner leaves, and inside of back leaf.

Follow sample provided.

PAPER: * Must be in accordance with JCP Paper Specification Standards in effect on date of this order
Front & Back Leaves: JCP Code* R10, Natural Shade Pressboard, (Type III), Basis Size 25.2 X 30.2", approximately 25-pt.

Inner Leaves: Natural 20-pt Pressboard, Natural shade for color.

Cloth Strips: Brown pyroxylin impregnated book cloth that conforms to the American National Standard for fabrics for Book Covers, designated ANSI L29.1-1977 Group C or polyolefin book plastic.

COLOR OF INK:

Black.

MARGINS:

Set type and impose as sample; adequate gripper except on tabs (no bleeds).

PACKING:

Label each container with quantity, title, and req. # (example: 1000, 8(a) Folders, Req. 8-00038) and pack suitably in shipping containers.

DISTRIBUTION:

F.O.B. DESTINATION: (MUST BE AT DESTINATION ON OR BEFORE SCHEDULED DELIVERY DATE)

Deliver 2,998 (including 50 Departmental Random "Blue Label" copies) to: SBA, 16071 Industrial Drive, Gaithersburg, MD 20877.

Deliver 2 copies and all Government Furnished Material to: Small Business Administration, Attn: Andrea Levenberry (202) 205-7040, 409 3rd Street, SW, Washington, DC 20416.

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

P-7. Type Quality and Uniformity

SPECIFIED STANDARD

Average Type Dimension in Publication