

Quotation Request //

US Government Printing Office

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

JACKET:346-063

Quotations are Due By:

(Eastern Time)10:00 AM on 08/29/2008

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: OFFICE OF INVESTIGATION PHOTO DISPLAY FOLDER

QUANTITY: 950 PHOTO FOLDERS (includes 50 departmental random (blue label) copies).

****CONTRACTOR TO SUBMIT BID VIA CONTRACTOR CONNECT OR FAX QUOTE TO
202-512-5132/1581****

TRIM SIZE: Flat: 17-3/4 x 11-3/4"; Folded: 8-7/8 x 11-3/4"

PAGES: One side only, before folding.

SCHEDULE:

Furnished Material will be available for pickup by 08/29/2008

Deliver complete (to arrive at destination) by 09/22/2008

F.O.B. destination and F.O.B. contractor's city/origin - See Below

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

DESCRIPTION:

Product is an expansion-type file folder with six clear covered "windows" on the front leaf.

PRINTING: Print (typeset) black line matter on the outside of the front and back leaf.

CONSTRUCTION: Die-cut six (6), 2-1/6 x 2-5/6" rectangular shaped window openings on the front leaf, 3 across and 2 down, located 1-1/2" from the top edge, centered left & right, 1" between each window at the left & right and top & bottom. Securely glue a 7-1/2 x 9-3/4" piece of clear plastic on the inside of the front leaf to create covered windows, with openings at the top and bottom (9-3/4" dimension) to allow for the insertion of photographs. See sample for die-cutting and glue positions. Note: Glue must stay adhered to plastic.

Score the front horizontally along the entire 11-3/4" dimension in 3 places, 3/8" apart, one for folding and two for expansion. Round outside corners of the front leaf only. Fold to a finished size of 8-7/8 x 11-3/4".

After folding/construction, drill (through two thicknesses) two(2) round holes, 1/4" in diameter, 2-3/4" center to center; centered on the 8-7/8" dimension; center of holes are located 3/8" from the top edge of file folder.

MATERIAL FURNISHED: Contractor to pickup at GPO. One sample folder to be used as camerial copy, visual, and as a construction guide.

Three sheets of labels for the delivery addresses.

FedEx Ground Third Party Billing Instructions.

PAPER: * Must be in accordance with JCP Paper Specification Standards in effect on date of this order
JCP Code* P20, Manila High-Finish Folder Stock, Basis Size 24 X 36" Basis Weight
* Approximately .012" thick. Grain must run parallel to the 17-3/4" dimension.

Window material: Clear plastic, approximately .003" thick.

COLOR OF INK:

Black

PRINT PAGE: One Side Only

MARGINS:

Follow Construction Sample. Adequate gripper.

PROOFS:

PRIOR TO PRODUCTION SAMPLES: The sample requirement for this contract is not less than 3 printed samples. Each sample must be constructed as specified showing correct windows, typeset, holepunch, and clear plastic window film in place 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 will be inspected and tested and must comply with the specifications in all respects. If machine processing of the final product is indicated in the specification, the samples will be tested and must function satisfactorily on the equipment indicated.

Samples must be submitted prior to commencement of production of the contract quantity. The contractor must fill in the furnished preaddressed revised label (GPO Form 892). The samples plus the furnished government material must be submitted directly to: SSA, Attn: Paul Campbell, 1361 Annex Building, 6401 Security Blvd., Baltimore, MD 21235. Contractor must fill in the furnished preaddressed label (GPO Form 892) and use on all proof packages. Proofs will be withheld not more than 2 workdays from receipt in GPO until they are made available for pickup by the contractor.

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

BINDING:

SEE DESCRIPTION.

PACKING:

BOTH:

Shrink film wrap in units of 50, and package suitably in shipping containers.

DISTRIBUTION:

F.O.B. DESTINATION: (TO ARRIVE AT DESTINATION ON OR BEFORE SCHEDULED DELIVERY DATE).

*NOTE: E-Mail paul.campbell@ssa.gov when this order SHIPS.

Deliver 50 "Blue Label" Copies to: Social Security Administration, Receiving Clerk, 6401 Security Blvd., Baltimore, MD 21235. Redeliver to: Blue Label Samples, 1361 Annex, Attn: Paul Campbell. Max. Load.

Cl. 13'3".

Deliver 100 (2 packages) to: Social Security Administration, OIG O1, Suite 1700 Dunleavy Building, 1508 Woodlawn Dreive, Suite 1700, Baltimore, MD 21207 Attn.: Len Cabe (410) 965-3363.

Deliver 5 sample copies plus the furnished material to: Social Security Adm., ATTN: Publications, 1300-ANX, 6401 Security Blvd., Baltimore, MD 21235.

F.O.B. CONTRACTOR'S CITY: (MUST MAIL/SHIP COMPLETE ON ON OR BEFORE SCHEDULED DELIVERY DATE).

Deliver approximately 800 copies to 11 nationwide destinations via FedEx Ground (using the appropriate addresses to be output from the furnished camera copy all of which are to utilize the FedEx's Third Party Billing feature and Social Security Administrations FedEx shipper number. This information is outlined on the furnished instruction sheet. Contractor must also prepare a small package carrier manifest. Quantities, with the number of destinations following in parentheses, are 50(8), 100(2), and 200(1).

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	Camera Copy