

Quotation Request //

US Government Publishing Office

Philadelphia Regional Office
928 Jaymore Road, Suite A-190
Southampton PA 18966-3820

JACKET:604-591

Quotations are Due By:

(Eastern Time)11:00 AM on 02/22/2016

**Submit Quotes Online, unless otherwise instructed, via: <https://contractorconnection.gpo.gov/openjobs.aspx>
Contractor must provide mandatory W-9 form before GPO makes payment.**

TITLE: SPT EQUIPMENT TRANSACTION REPORT

QUANTITY: 100000 Four part marginally punched continuous forms with carbon interleaving

SUBMISSION OF QUOTES: Vendor to submit quotes via Quick Quote

(<https://contractorconnection.gpo.gov>). Fax, email, and phone quotes are not acceptable. Late quotes will not be accepted. All problems submitting quotes via Quick Quote must be reported prior to bid opening time to ladgerson@gpo.gov.

TRIM SIZE: Overall Size 8-1/2 x 5-1/2", which includes 1/2" marginal strips on the left and right.

FORM NO: OPNAV 4790/64 (REV. 5-88)

SCHEDULE:

Furnished Material will be available for pickup by 02/24/2016

Deliver complete (to arrive at destination) by 03/17/2016

F.O.B. destination

Contractor must notify the ordering agency on the same day that the product ships/delivers via e-mail sent to ladgerson@gpo.gov. The subject line of this message shall be Distribution Notice for Jacket 604-591.

The notice must provide all applicable tracking numbers, shipping method, and Title. Contractor must be able to provide copies of all delivery, mailing, and shipping receipts upon agency request.

QUALITY LEVEL: 4 Quality Assurance Through Attributes (GPO PUB 310.1, effective May 1979 (Rev. 8-02)) applies.

DESCRIPTION:

Four part marginally punched continuous carbon interleaved form, prints face only, black ink.

All parts prints same image. Part to part registration required. Joining sets are to be joined in the left & right margins by crimp. Interleaving Carbon is standard (full coverage) black. Horizontal perforate every 5-1/2". Fanfold and cartonize 1,000 forms per unit-of-issue box. Warehouse unit of issue labels are required for each box of 1,000. Set and strip in new GPO imprint line in the left marginal strip area.

DISPUTES: GPO Publication 310.2, GPO Contract Terms, Contract Clause 5. Disputes, is hereby replaced with the June 2008 clause found at www.gpo.gov/pdfs/vendors/contractdisputes.pdf.

MANDATORY: To expedite payment from GPO, use the bar code cover sheet. Refer to the following web page for instructions. <http://winapps.access.gpo.gov/fms/vouchers/barcode>.

PAYMENT: Submit all vouchers via FAX utilizing the GPO barcode coversheet program application. Instructions for the GPO barcode coversheet program application can be found at the following web address: <http://winapps.access.gpo.gov/fms/vouchers/barcode/instructions.html>. Vouchers may also be mailed to: Comptroller, Stop FMCE, Office of Financial Management, U.S. Government Publishing Office, Washington, D.C. 20401.

MATERIAL FURNISHED: Contractor to receive. CD Rom w/ pdf file

Prior printed copy

Delivery Instructions Sheet Navy Forms Material

GPO 905 Sheet for Carton Labeling

Warehouse Unit-of-Issue Label

GPO Delivery Confirmation Fax Sheet

PAPER: * Must be in accordance with JCP Paper Specification Standards in effect on date of this order

Part 1 White C.W. Bond 15-16

Part 2 Pink C.W. Bond 15-16

Part 3 Green C.W. Bond 15-16

Part 4 Yellow C.W. Bond 15-16

COLOR OF INK:

black

MARGINS:

Head 1/2"

Foot 1/2"

Left 3/4"

Right 3/4"

PROOFS: NONE

PACKING:

Pack 1000 forms per box.

Warehouse Unit of Issue label must be affixed to the outside of package. It may be placed on the ends of the packages, if possible, or on the face of each package, centered. Reproduce Unit of Issue labels for each package. Camera-ready label art is provided to produce this label. Reproduce at approximately 3-1/4 X 5-1/2 inches, if possible. For smaller packages - this label art may be reduced in size to fit the package, as long as the type remains legible. Print on 50 Lb. White Offset Book or better or 110 Lb. White Index.

Warehouse Unit of Issue labels must include Title, Stock Number, Form Number, Control Number, and Quantity. Labeling and Marking Specifications must be followed.

Pack in shipping containers. Each shipping container must not exceed 50 lbs when fully packed. GPO form 905 (L&M Specs.) are required on each carton and must be reproduced on YELLOW stock (20 # writing or equal). Carton dimensions (do not exceed): Height: 11 to 12-1/2 inches; Length: 11 to 11-1/2 inches; Width: 17-1/2 to 18 inches.

Use only new corrugated solid fiberboard containers with minimum bursting strength of 275 p.s.i. Single or double-wall containers are authorized for use. Triple-walled shipping containers are NOT authorized and must not be used.

NOTE: Uniform cartonization is required. Cartons are to contain equal amounts of Units of Issue in each shipping carton. There may be 1 carton with an odd amount, which will be placed on top of the first skid with its lesser quantity clearly marked. Failure to properly cartonize unit of issue boxes and shipping cartons will result in refusal at the warehouse, and return to the Contractor for proper packing and reshipment at the Contractor expense.

PALLETS: Pallets are required for all destinations receiving 10 or more shipping containers. **NOTE:** Failure to properly palletize may be cause for either repalletizing or refusal to accept, requiring the contractor to pick up, repalletize and re-deliver the job at their expense.

Pallets must meet the following requirements to be used with the Standard Warehouse Operating System in the Army distribution warehouse:

Length: 40"; Width: 48"

Assembled flush with 4 stringers.

Entry: Pallets must be 4-way (partial) with FULL ENTRY on 48" width sides.

Height of full pallet must not exceed 48" including pallet.

Material: Wood.

DISTRIBUTION:

Deliver 100,000 Four part marginally punched continuous forms with carbon interleaving

Department of the Army

XR Publications Distribution Center

Media Distribution Division

1655 Woodson Road

St Louis MO 63114-3128

M/F 6-770696M

Jacket 604-591

Return GFM + (3) Department Samples by traceable means to:

DLA Document Services

700 Robbins Avenue

Bldg. 4-D

Philadelphia PA 19111

Attn: Tyrone Sizer

(215) 697-3376

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Jacket 604-591

Attachment(s): NONE