Quotation Request //

US Government Publishing Office **JACKET:500-548**

Government Publishing and Print Procurement
732 North Capitol Street, NW
Washington DC 20401-

Quotations Due By:
(Eastern Time)11:00 AM on 11/12/2026

Submit quotes online, unless otherwise instructed, via https://publish.gpo.gov/smallPurchase.
Contractor must provide mandatory W-9 form before GPO makes payment.

TITLE: Envelopes D/MD 9.5 x 12.5
QUANTITY: 2,000 Total

SUBMISSION OF QUOTES: Vendor to submit quotes via email at dhaggins@gpo.gov. Late quotes will not be accepted
TRIM SIZE: 9-1/2 x 12-1/2
SCHEDULE:
Furnished Material will be available for pickup by 11/13/2026
Deliver complete (to arrive at destination) by 12/07/2026
F.O.B. destination
Contractor MUST notify the ordering agency on the same day that the product ships/delivers via e-mail sent to compliance@gpo.gov, Karl.Slazer@usdoj.gov and dhaggins@gpo.gov. The subject line of this message shall be Distribution Notice for Jacket 500-548. 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: 3 Quality Assurance Through Attributes (GPO PUB 310.1, effective May 1979 (Rev. 9-19)) applies.
DESCRIPTION:
Product: 9-1/2" x 12-1/2" Kraft envelopes
Prints type lines, 1 rule, and agency logo in black ink. Typesetting required.
Construction: Envelope is open side with side seams and suitable sized, fully gummed flap.
Contractor to match typeface, weight, size and style as furnished visuals.
MATERIAL FURNISHED: Contractor to receive. PDF and Purchase Order will be emailed to the contractor upon award.

Prior to image processing, the contractor shall perform a basic check (preflight) of the furnished media and publishing files to assure correct output of the required reproduction image. Any errors, media damage, or data corruption that might interfere with proper file image processing must be reported to the contract administrator within 24 hours of receipt of the Government furnished material.

The contractor shall create or any necessary trapping, set proper screen angles and screen frequency, and define file output selection for the imaging device being utilized. Furnished files must be imaged as necessary to meet the assigned quality level.
PAPER: * Must be in accordance with JCP Paper Specification Standards in effect on date of this order JCP Code* V10, Light-Brown (Kraft Shade) Envelope, Basis Size 17 X 22" Basis Weight 28 lb.
COLOR OF INK:
See description
PRINT PAGE: See Above

MARGINS: Follow Copy Sample.
PROOFS:
Contractor to submit one 'Press Quality' PDF 'soft' proof (for content only) using the same Raster Image Processor (RIP) that will be used to produce the final printed product. PDF proof will be evaluated for text flow, image position, and color breaks. Proof must indicate margins and flap orientation. Proof will not be used for color match.

Email proofs to Karl.Slazer@usdoj.gov and dhaggins@gpo.gov. The subject line of this message shall be "Proofs for jacket 500-548. Contractor must call Karl R. Slazer 202-360-7359 to confirm receipt.

Proofs will be withheld not more than 2 workdays from receipt. Date of receipt is not considered the first workday. Proofs to be delivered to customer no later than November 17, 2026.

PACKING:
Use GPO form 905 to mark all shipping containers. A fillable GPO Form 905 is available at https://www.gpo.gov/how-to-work-with-us/vendors/forms-and-standards, look under "Print Procurement".

Pack to prevent damage to items.

Inner packaging must be sufficient to prevent damage in transit.

Damaged items will be replaced at the contractor's expense.
Pack suitable per shipping container.
DISTRIBUTION:
Deliver products to:

DISTRICT OF MARYLAND
101 W. LOMBARD STREET, SUITE 6115
BALTIMORE, MD 21201
Attn: Rebecca Patten - 443-986-0500
REQ #: 7-02611/IPAC278009PRT
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	Average Type Dimension in Publication

PREAWARD SURVEY: In order to determine the responsibility of the prime contractor or any subcontractor, the Government reserves the right to conduct an on-site preaward survey at the contractor's/subcontractor's facility or to require other evidence of technical, production, managerial, financial, and similar abilities to perform, prior to the award of a contract. As part of the financial determination, the contractor in line for award may be required to provide one or more of the following

financial documents:

1) Most recent profit and loss statement
2) Most recent balance sheet
3) Statement of cash flows
4) Current official bank statement
5) Current lines of credit (with amounts available)
6) Letter of commitment from paper supplier(s)
7) Letter of commitment from any subcontractor

The documents will be reviewed to validate that adequate financial resources are available to perform the contract requirements. Documents submitted will be kept confidential, and used only for the determination of responsibility by the Government. Failure to provide the requested information in the time specified by the Government may result in the Contracting Officer not having adequate information to reach an affirmative determination of responsibility.

PAYMENT: Submitting invoices for payment via the GPO fax gateway (if no samples are required) utilizing the GPO barcode coversheet program application is the most efficient method of invoicing. Instruction for using this method can be found at the following web address: http://winapps.access.gpo.gov/fms/vouchers/barcode/instructions.html.
Invoices may also be mailed to: U.S. Government Publishing Office, Office of Financial Management, Attn: Comptroller, Stop: FMCE, Washington, DC 20401.
For more information about the billing process refer to the General Information of the Office of Finance web page located at https://www.gpo.gov/how-to-work-with-us/vendors/how-to-get-paid.

MODS: If any additional costs are incurred during the production of this job due to Government action (i.e. AAs), contractor is REQUIRED to contact the Printing Specialist in writing for approval BEFORE proceeding.
Attachments: Attachments are part of the specification and can be accessed via https://publish.gpo.gov/rfqattachments/500548