

Quotation Request //

US Government Publishing Office

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

JACKET:500-013

Quotations Due By:

(Eastern Time)12:00 PM on 10/05/2026

Submit quotes online, unless otherwise instructed, via <https://publish.gpo.gov/smallPurchase>.

Contractor must provide mandatory W-9 form before GPO makes payment.

TITLE: Pause Work Lanyard Cards

QUANTITY: 200 badges.

****QUOTES SUBMITTED AFTER THE DUE DATE AND TIME LISTED ABOVE WILL NOT BE CONSIDERED FOR THIS SMALL PURCHASE****

SUBMISSION OF QUOTES: Vendor must submit quotes via GPO PUBLISH (<https://publish.gpo.gov/home>). Fax, email, and phone quotes are not acceptable. Late quotes will not be accepted. All problems submitting quotes via Publish must be reported prior to bid opening time to Chris Caviezel at 206-764-3727. Also note the "quotes due by" time will be Eastern Time. 12PM Eastern time equals 9AM Pacific time. To register, go to GPO Publish: <https://publish.gpo.gov/register>.

TRIM SIZE: 2-1/2" x 4-1/4 "

PAGES: 2-page (head-to-head)

SCHEDULE:

Furnished Material will be available for pickup by 10/06/2026

Deliver complete (to arrive at destination) by 10/29/2026

F.O.B. destination

TRACKING/SHIPMENT DELIVERY

Contractor must notify the ordering agency on the same day that the product ships/delivers via e-mail sent to tylereg@ornl.gov, and compliance@gpo.gov. The subject line of this message shall be "Distribution Notice for Jacket 500-013". 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.

MODS (Modifications): 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.

BILLING: It is requested that the contractor invoice GPO within 10 workdays from the date of complete distribution for timely payment and customer billing closeout. Contractor must include Proof of Delivery (POD) for the complete quantity, including the GPO Inspection Copies (when required), with their invoice for payment to prevent delays in the GPO payment.

In order for the system to process your faxed invoices, it is imperative that each invoice package be in the following order:

- 1.Bar Code Cover Sheet (This can be found at <http://winapps.access.gpo.gov/fms/vouchers/barcode/>)
 - 2.Invoice
 - 3.Copy of any modifications issued
 - 4.Applicable ordering document (Print Order, Work Order, or Purchase Order)
 - 5.Proof of Delivery
- FAX your invoice package: (202) 512-0992 or 0993 OR 202-512-1851 OR 202-512-2104.

Invoices may also be mailed to U.S. Government Publishing Office, Office of Financial Management, Attn: Comptroller, Stop: FMCE, Washington, DC 20401.

For additional information, Please visit <https://www.gpo.gov/how-to-work-with-us/vendors/how-to-get-paid> for information on how to get paid. Questions on payment status can be directed to invoice-inquiry@gpo.gov.

QUALITY LEVEL: 3 Quality Assurance Through Attributes (GPO PUB 310.1, effective May 1979 (Rev. 9-19)) applies.

DESCRIPTION:

PRINTS head-to-head in 4 color process. ROUND all corners. 9/16 x 1/8" Oval Slot PUNCH centered 3/16" from top, 2-1/2" edge. Ensure no loss of art. Flush cut with a clear, gloss LAMINATE on each side. Must have no distortion, remain clear and legible.

MATERIAL FURNISHED: Contractor to receive. An Adobe Acrobat (.pdf) is available and will be sent with the Purchase Order, upon award.

ELECTRONIC PREPRESS -- Prior to image processing, the contractor shall perform a basic preflight check of the furnished media and publishing files to assure correct output of the required reproduction image. If any errors, media damage, or data corruption that might interfere with proper file image processing are discovered during inspection by the contractor, work must be discontinued and further instructions should immediately be requested from the contract administrator, see below.

This preflight must identify any problem areas with digital file submission and must include but not be limited to missing or damaged fonts, damaged disks, missing bleeds, improper trim size, and improper color definition. The Contractor is also responsible for creating or altering any necessary trapping, setting proper screen angles and frequency (unless indicated otherwise by the Government), and defining proper file output selection for the imaging device being used. All furnished files must be imaged as necessary to meet the assigned Quality Assurance Through Attributes Program (QATAP) level.

PAPER: * Must be in accordance with JCP Paper Specification Standards in effect on date of this order Rigid White Gloss Finish Vinyl, Min. 30 mil. Thickness including laminate

COLOR OF INK:

4 color process.

PRINT PAGE: Head to Head

MARGINS:

Bleeds throughout

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 will not be used for color match. Indicate margins.

Email proofs to tylereg@ornl.gov and ccaviezel@gpo.gov. The subject line of this message shall be "Proofs for Jacket 500-013". Contractor must call Edessa Tyler at 865-574-6759 to confirm receipt.

Proofs will be withheld not more than 2 workdays from receipt by the Government to receipt in contractor's plant. Contractor must not print prior to receipt of an 'OK to print'.

PACKING:

Shrink wrap in units of 100 pack suitable

Package to ensure no damage prior to receipt by agency. Pack in uniform quantities. Boxes must be filled to capacity without air. Each shipping container must not exceed 45 pounds when fully packed.

MARK ALL CARTONS WITH THE FOLLOWING INFORMATION:

Job Title:

Requisition:

Jacket No.:

Quantity: _____

Number of Boxes: ex. Box 1 of 4, Box 2 of 4....

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 suitable per shipping container.

DISTRIBUTION:

*** IF USING SMALL PACKAGE CARRIER ***

ORNTL UT-Battelle

ATTN: Edessa Taylor

One Bethel Valley Road, Bldg 4500S, Room T003-2

Oak Ridge, TN 37830-6284

*** IF USING USPS ***

ORNTL UT-Battelle

ATTN: Edessa Taylor

PO Box 2008 - Bldg 4500S, MS-6284

Oak Ridge, TN 37831

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.

Attachments: NONE