Program I	No 1970-S Term 12/01/21 To 11/30/22 (plus 4 option years)							1	i i
	uick Schedule Litigation Copying	ĺ								
	, , , , , , , , , , , , , , , , , , ,			(Contr #1 - E4)		(Contr #2 - G4)		(Contr #3 - I4		(Contr #4 - K4)
			Aloha Dat	a Services, Inc.		Omni Pro, Inc.		Canaan Media LLC		Current Contractor
		BASIS OF		Honolulu, HI		Montclair, CA		Honolulu, HI		Aloha Data Services
ITEM NO.	DESCRIPTION	AWARD	UNIT RATE		UNIT RA	COST	UNIT RATE		UNIT RATE	COST
ī.	SCANNING, DIGITAL PROCESSING:									
1.	"Heavy litigation" scanning									
	Digital scanning of source documents as large									
	as 8-1/2 x 14"per page	30,000	0.12	3,600.00	0.10	3,000.00	0.12	3,600.00	0.12	3,600.00
(b)	Large format documents: Scanning of source					·		·		
	documents larger than 8-1/2 x 14"									
	per sq. foot	50	1.50	75.00	0.75	37.50	0.60	30.00	0.99	49.50
2.	Electronic "Bates" number endorsement onto									
	raster image header:									
(a)	Digital "Bates" number endorsementper page	30,000	0.039	1,170.00	0.025	750.00	0.04	1,200.00	0.035	1,050.00
	, , ,							·		
3.	OCR processing:									
(a)	Documents as large as 8-1/2 x 14"per page	3,000	0.25	750.00	0.05	150.00	0.15	450.00	0.19	570.00
(b)	OCR clean-upper key stroke	200	0.75	150.00	0.09	18.00	0.25	50.00	0.49	98.00
4.	Conversion to Adobe Acrobat PDF "Text + Image" files:									
(a)	Conversion to TIFF files to PDF contentper page	30,000	0.045	1,350.00	0.025	750.00	0.04	1,200.00	0.035	1,050.00
		İ						·		
II.	COPYING - COMPLETE PRODUCT:									
1.	Legal Case File Copying, to as large as 8-1/2 x 14"									
(a)	Black-only copyingper side	400,000	0.095	38,000.00	0.05	20,000.00	0.08	32,000.00	0.088	35,200.00
(b)	Four-color copyingper side	10,000	0.42	4,200.00	0.15	1,500.00	0.28	2,800.00	0.30	3,000.00
	1, 0					·		·		
2.	"Blowbacks": as large as 8-1/2 x 14" printing									
	black or 4/c process, one side only:									
(a)	Black-only, from digital contentper sheet	9,000	0.069	621.00	0.04	360.00	0.05	450.00	0.05	450.00
(b)	Four-color process, from digital contentper sheet	400	0.45	180.00	0.15	60.00	0.30	120.00	0.30	120.00
	, , , , , , , , , , , , , , , , , , , ,									
3.	Large format copying: Larger than 17 x 11" to as									
	large as 3 x 4'.									
(a)	Black-only copyingper square foot	20	1.25	25.00	0.75	15.00	0.60	12.00	0.99	19.80
(b)	Four-color process copyingper square foot	40	12.00	480.00	2.00	80.00	6.00	240.00	10.00	400.00
III.	ADDITIONAL OPERATIONS:									
1.	"Bates" labeling (printing/affixing a document									
	serial number) per furnished instructionsper page	2,000	0.074	148.00	0.05	100.00	0.06	120.00	0.055	110.00
2.	Provision and labeling of commercially available									
	folders:									
(a)	Manila foldersper folder	10	0.75	7.50	0.35	3.50	0.35	3.50	0.40	4.00
(b)	Pressboard foldersper folder	5	10.00	50.00	3.50	17.50	4.00	20.00	4.00	20.00
3.	Provision of tab dividers:									
(a)	White legal index exhibit dividers with printed									
	exhibit numbers on tabs, as described herein									
	(Avery's legal index exhibit divider, UPC #11370									
	or equal)per divider	4,000	0.24	960.00	0.23	920.00	0.24	960.00	0.24	960.00
(b)	Provision and labeling of custom tab dividers									
	per divider	10	0.75	7.50	0.40	4.00	0.40	4.00	0.45	4.50
	·									
		_	_	_	_	_	_		_	

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4.	Provision of vinyl-clad binders, with three-ring									
4.	metal bas element, opening and closing levers,									
(-)	and clear vinyl pockets on front cover and spine:	-	10.00	F0.00	4.00	20.00	4.00	00.00	4.00	00.00
(a)	Three-ring binder, 1" capacityper binder	5	10.00	50.00	4.00	20.00	4.00	20.00	4.00	20.00
(b)	Three-ring binder, 2" capacityper binder	5	19.00	95.00	10.00	50.00	8.00	40.00	10.00	50.00
(c)	Three-ring binder, 3" capacityper binder	5	32.00	160.00	15.00	75.00	15.00	75.00	20.00	100.00
(d)	Three-ring binder, 4" capacityper binder	5	45.00	225.00	20.00	100.00	25.00	125.00	30.00	150.00
5.	Provision and insertion of slip sheetsper 100 sheets	15,000	2.00	30,000.00	1.50	22,500.00	2.00	30,000.00	2.00	30,000.00
6.	Insertion of tab dividers and/or divider sheets									
	per 100 inserts	3,000	4.00	12,000.00	2.00	6,000.00	3.00	9,000.00	3.00	9,000.00
7.	Insertion of materials into three-ring bindersper binder	20	5.00	100.00	3.00	60.00	3.00	60.00	4.00	80.00
8.	Binding:									
(a)	One or two side wire stitchesper piece	5	1.50	7.50	0.50	2.50	0.45	2.25	0.50	2.50
(b)	Velo binding (includes binders and punching									
	holes)per piece	5	1.75	8.75	1.50	7.50	2.45	12.25	1.50	7.50
(c)	Plastic comb binding (includes binder, punching									
,,,,	holes)per piece	5	1.75	8.75	1.50	7.50	2.45	12.25	1.50	7.50
(d)	Binding with Acco fastener (includes fastener,	3	1.75	5.75	1.55	7.50	2.40	12.23	1.55	7.30
(u)	pressure bar and drilling or two holes)									
	per piece	25	1.25	31.25	1.00	25.00	2.45	61.25	1.00	25.00
(0)		5	1.25	9.75	1.15	5.75	2.45	12.25	1.20	6.00
(e)	Thermo-plastic tape bindingper piece	5	1.95	9.75	1.15	5.75	2.45	12.25	1.20	6.00
9.	Provision of sheet protectors (includes insertion									
	of contents)per unit	5	0.99	4.95	0.30	1.50	0.40	2.00	0.33	1.65
10.	Laminating with 1-1/2 mil clear matte or gloss									
	finish film laminateper square foot	10	5.00	50.00	3.50	35.00	4.00	40.00	4.00	40.00
11.	Mounting on:									
(a)	5/16" foam boardper square foot	15	3.50	52.50	3.25	48.75	4.00	60.00	3.50	52.50
(b)	1/2" foam boardper square foot	5	5.00	25.00	4.25	21.25	5.00	25.00	4.50	22.50
12.	Replication/reproduction and labeling of:									
(a)	X-ray filmeach	20	20.00	400.00	15.00	300.00	15.00	300.00	15.00	300.00
(b)	CD-ROM disceach	10	10.00	100.00	5.00	50.00	3.99	39.90	4.99	49.90
IV.	ACCELERATED DELIVERY:									
	SUBTOTAL of Items I, II, III			95,102.45		57,075.25		83,146.65		86,620.85
	Value of estimated % of accelerated orders	5%		4,755.12		2,853.76		4,157.33		4,331.04
	Contractor upcharge for accelerated delivery	370	20%	951.02	15%	428.06	20%	831.47	20%	866.21
	Contractor uponarge for accelerated delivery		2070	331.02	1370	420.00	20 /0	031.47	2070	000.21
	CONTRACTOR TOTALS			\$96,053.47		\$57,503.31		\$83,978.12		\$87,487.06
	DISCOUNT			\$50,055.47		\$57,503.31		\$03,370.12		\$07,407.00
	DISCOUNTED TOTALS			000 050 47		AF7 F00 04		600.070.40		007.407.00
	DISCOUNTED TOTALS			\$96,053.47		\$57,503.31		\$83,978.12		\$87,487.06
<u> </u>				*****						
				AWARD						
l										

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Specifications by: AZ Reviewed by: MB

U.S. GOVERNMENT PRINTING OFFICE San Francisco, California

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS For the Procurement of

Quick Schedule Litigation Copying

as requisitioned from the U.S. Government Printing Office (GPO) by Dept. of Justice: U.S. Attorney's Office,
District of Hawaii

Single Award

December 1, 2021 to November 30, 2022 plus four option years.

The term of this contract is for one year, beginning **December 1, 2021 to November 30, 2022**, plus as many as four optional 12-month extension period(s) that may be added in accordance with the "Option to Extend the Contract Term" clause in this contract.

PRODUCTION AREA: It is assumed that all production facilities used in the manufacture of the product(s) ordered under this contract will be located within (10 miles) of downtown Honolulu, HI.

Any bidder intending to use production facilities outside this area should furnish information, with the bid, which will on its face demonstrate ability to meet the schedule requirements. The determination by the Government of the acceptability of this information in no way relieves the successful bidder of the responsibility for compliance with these schedule requirements.

SPECIAL ATTENTION IS DIRECTED TO THE FOLLOWING ITEMS:

For information of a technical nature call Alan Zada at (707) 748-1970 ext. 6. (No collect calls.)

An abstract of the previous contract prices is included herein.

To submit a quote, contractors must execute and submit the 'Schedule of Prices' pages 18 through 22.

SUBMISSION OF QUOTES: Due to the COVID-19 pandemic, the GPO physical office will NOT be open. Based on this, vendors MUST FAX quotes to **1-800-859-2835** for this solicitation. No other method of quote submission will be accepted at this time.

Program 1970-S and the quote opening date must be specified in the subject line of the FAX submission. Quotes received after the opening date specified above will not be considered for award.

To submit a quote, contractors must execute and submit the 'Schedule of Prices' pages 24 through 30, herein.

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BIDDER'S NAME AND SIGNATURE: Unless specific written exception is taken, the bidder, by signing and submitting a bid, agrees with and accepts responsibility for all certifications and representations as required by the solicitation and GPO Contract Terms —Publication 310.2. When responding by email, fill out and return one copy of all pages in "SECTION 4.—SCHEDULE OF PRICES," including initialing/signing where indicated. Valid electronic signatures will be accepted in accordance with the Uniform Electronic Transactions Act, § 2. Electronic signatures must be verifiable of the person authorized by the company to sign bids.

QUOTE DUE DATE: 11:00 AM Pacific Time on TUESDAY, NOVEMBER 2, 2021 at the U.S. Government Publishing Office, San Francisco Regional Office. Due to the COVID-19 pandemic, this will NOT be a public bid opening.

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SECTION 1. - GENERAL TERMS AND CONDITIONS

GPO CONTRACT TERMS: Any contract which results from this Invitation for Bid will be subject to the applicable provisions, clauses, and supplemental specifications of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 01-18)) and GPO Contract Terms, Quality Assurance Through Attributes Program for Printing and Binding (GPO Publication 310.1, effective May 1979 (revised 9-19)).

GPO Contract Terms (*GPO Pub 310.2*, *Effective December 1987*, (*Rev. 1-18*) – the light blue cover) https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/contractterms2018.pdf

GPO QATAP (*GPO Pub. 310.1, Effective May 1979 (Rev. 09-19*) – the dark blue cover) – https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/qatap-rev-09-19.pdf.

DISPUTES: GPO Publication 310.2, GPO Contract Terms, Contract Clause 5. Disputes, has been revised. The new clause can be found at ww.gpo.gov/pdfs/vendors/contractdisputes.pdf. This revised clause also cancels and supersedes any other disputes language currently included in existing contractual actions.

DOING BUSINESS WITH THE GPO: Contractors wishing to do business with the GPO are referred to the GPO web site http://www.gpo.gov/business/index.html, where one can register as a GPO contractor using the 'GPO Contractor Connection' link in accordance with the furnished instructions on that page.

NOTE: Prospective as well as existing GPO contractors are to note that, as of 1/1/08, all contractor's seeking to do business with the GPO must first complete and thereafter maintain the accuracy of its GPO Contractor Connection registration with the following mandatory taxpayer information boxes: "EIN/TIN #" (Employer Identification Number or Taxpayer Identification Number); "Subject to Backup Withholding" (See Form W-9, Request for Taxpayer Identification Number and Certification); and, "Current W-9 Request" (See Form W-9). The GPO will withhold payment of any invoices for work completed by any contractor who fails to provide these tax data in GPO Contractor Connection. Such invoices will be declared ineligible for payment until all requirements for payment, including providing these tax data in GPO Contractor Connection, have been satisfied.

SUBCONTRACTING: With the exception of the replication/production of X-Ray films, subcontracting will not be permitted.

<u>Note</u>: The contractor may not subcontract any contract work to a freelance (non-employee) paralegal. Additionally, due to possible conflict of interest, the contractor may not employ an individual who does freelance (out-of-house) paralegal work for any party other than the contractor.

CONTRACTING METHOD: This contract is being advertised as, and shall be awarded as, a Small Purchase contract, in accordance with the U. S. Government Publishing Office Printing Procurement Regulation (PPR: GPO Publication 305.3), Chapter VII, Section 4.

FACSIMILE BIDS: Facsimile bids are permitted.

(a) Definition. "Facsimile bid," as used in this solicitation, means a bid, modification of a bid, or withdrawal of a bid that is transmitted to and received by the Government via electronic equipment that communicates and reproduces both printed and handwritten material.

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(b) Bidders may submit facsimile bids as responses to this solicitation. These responses must arrive at the place and by the time specified in the solicitation.

- (c) Facsimile bids that fail to furnish required representations or information or that rejects any of the terms, conditions, and provisions of the solicitation will be excluded from consideration.
- (d) Facsimile bids must contain the required signatures.
- (e) The Government reserves the right to make award solely on the facsimile bid. However, bidders agree to promptly submit the complete original signed bid.
- (f) Submit facsimile bid to 1-800-859-2835 ONLY, one bid per facsimile.
- (g) If the bidder chooses to transmit a facsimile bid, the Government will not be responsible for any failure attributable to the transmission or receipt of the facsimile bid including, but not limited to, the following:
 - (1) Receipt of garbled or incomplete bid.
 - (2) Availability or condition of the receiving facsimile equipment.
 - (3) Incompatibility between the sending and receiving equipment.
 - (4) Delay in transmission or receipt of bid.
 - (5) Failure of the bidder to properly identify the bid.
 - (6) Illegibility of bid.
 - (7) Security of bid data.

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 pre-award 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 sheets
- 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.

<u>Bidders to Note</u>: The security and confidentiality of Government legal documents handled and stored by the contractor during the execution of this contract are of critical importance to the U.S. Attorney's

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Office. Accordingly, GPO and U.S. Attorney's Office representatives will be especially attentive to how Government documents will be handled and stored when conducting the preaward survey. Should the preaward survey reveal a security deficiency that jeopardizes or otherwise compromises the secure and the confidential operation of this contract as specified herein, the Government reserves the right to declare the contractor non-responsible if such a deficit cannot or will not be remedied by the contractor in a timely fashion at no additional expense to the Government.

SECURITY WARNING: It is the contractor' responsibility to properly safeguard personally identifiable information (PII) from loss, theft, or inadvertent disclosure and to immediately notify the Government of any loss of personally identifiable information. PII is "information which can be used to distinguish or trace an individual's identity, such as their name, social security number, biometric records, etc., alone, or when combined with other personal or identifying information which is linked or linkable to a specific individual, such as date and place of birth, mother's maiden name, etc. (Ref.: OMS Memorandum 07-16.) Other specific examples of PII include, but are not limited to:

- a. Personal identification number, such as passport number, driver's license number, taxpayer identification number, or financial account or credit card number.
- b. Address information, such as street address or personal email address.
- c. Personal characteristics, including photographic image (especially of face or other distinguishing characteristic) fingerprints, handwriting, or other biometric image or template data (e.g., retina scans, voices signature, facial geometry.)

PRIVACY ACT NOTIFICATION: This procurement action requires the contractor to do one or more of the following: design, develop, or operate a system of records on individuals to accomplish an agency function in accordance with the Privacy Act of 1974, Public Law 93-579, December 31, 1974 (5 U.S.C. 552a) and applicable agency regulations. Violation of the Act may involve the imposition of criminal penalties.

PRIVACY ACT

(a) The contractor agrees:

- (1) to comply with the Privacy Act of 1974 and the rules and regulations issued pursuant to the Act in the design, development, or operation of any system of records on individuals in order to accomplish an agency function when the contract specifically identifies (i) the system or systems of records and (ii) the work to be performed by the contractor in terms of any one or combination of the following: (A) Design, (B) development, or (C) operation;
- (2) to include the solicitation notification contained in this contract in every solicitation and resulting subcontract and in every subcontract awarded without a solicitation when the statement of work in the proposed subcontract requires the design, development, or operation of a system of records on individuals to accomplish an agency function; and
- (3) to include this clause, including this paragraph (3), in all subcontracts awarded pursuant to this contract which require the design, development, or operation of such a system of records.
- (b) In the event of violations of the Act, a civil action may be brought against the agency involved where the violation concerns the design, development, or operation of a system of records on individuals to accomplish an agency function, and criminal penalties may be imposed upon the officers or

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employees of the agency where the violation concerns the operation of a system of records on individuals to accomplish an agency function. For purposes of the Act when the contract is for the operation of a system of records on individuals to accomplish an agency function, the contractor and any employee of the contractor is considered to be an employee of the agency.

- (c) The terms used in this clause have the following meanings:
 - (1) "Operation of a system of records" means performance of any of the activities associated with maintaining the system of records including the collection, use, and dissemination of records.
 - (2) "Record" means any item, collection or grouping of information about an individual that is maintained by an agency, including, but not limited to, his education, financial transactions, medical history, and criminal or employment history and that contains his name, or the identifying number, symbol, or other identifying particular assigned to the individual, such as a finger or voice print or a photograph.
 - (3) "System of records" on individuals means a group of any records under the control of any agency from which information is retrieved by the name of the individual or by some identifying number, symbol, or other identifying particular assigned to the individual.

CRIMINAL SANCTIONS: It is incumbent upon the Contractor to inform its officers and employees of the penalties for improper disclosure imposed by the Privacy Act of 1974, 5 U.S.C. 552a. Specifically, 5 U.S.C. 552a (i)(1) which is made applicable to Contractors by 5 U.S.C. 552a (m)(1), provides that any officer or employee of an agency, who by virtue of his/her employment of official position, has possession of or access to agency records which contain individually identifiable information, the disclosure of which is prohibited by the Privacy Act or regulations established thereunder, and who knowing that disclosure of the specific material is prohibited, willfully discloses the material in any manner to any person or agency not entitled to receive it, shall be guilty of a misdemeanor and fined not more than \$10,000.00.

SECURITY CONTROL PLAN: The contractor shall maintain in operation, an effective security system where items by these specifications are manufactured and/or stored (awaiting distribution or disposal) to assure against theft and/or the product ordered falling into unauthorized hands. Contractor is cautioned that no Government provided information shall be used for nongovernment business. Specifically, no Government information shall be used for the benefit of a third party. The Government retains the right to conduct on-site security reviews at any time during the term of the contract.

The plan shall contain at a minimum:

- (1) How Government files (data) will be secured to prevent disclosure to a third party prior to and after termination of contract;
- (2) Explain how all accountable materials will be handled throughout all phases of production.
- (3) How the disposal of waste materials will be handled;
- (4) How all applicable Government-mandated security/privacy/rules and regulations as cited in this contract shall be adhered to by the contractor and/or subcontractor(s).

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PRINTING QUALITY ASSURANCE LEVELS AND STANDARDS: The following levels and standards shall apply to these specifications:

Product Quality Levels:

- (a) Printing Attributes Level IV.
- (b) Finishing Attributes Level IV.

DIGITAL SCANNING QUALITY ASSURANCE STANDARDS: The contractor will be required to maintain the following document conversion standards:

- Delivered source input shall be scanned and archived as CCITT Group IV TIFF files;
- Delivered source input shall equal scanned image output;
- Master CD-R discs created for USOA must run on the Microsoft Windows platform.

DIGITAL SCANNING QUALITY CONTROL: The contractor shall be required to use the disciplined conventions of a proven quality control system to ensure that source input is consistently and accurately converted to the electronic format described herein. To this end, the contractor shall:

- Utilize automated production workflow software to provide detailed control and reports;
- Provide file tracking methodology and software ensuring source input equals image output;
- Inspect each image generated, comparing it to the original source document to make sure that the source document is equal to the electronic image;
- The contractor shall exercise systematic quality control means and methods whereby all delivered duplicated (burned) CD-R discs comply with International Standards IEC 908, ISO 10149 specifications and the Phillips Orange Book, Part II: CD-R, Vols. 1 and 2 (Version 3.1, 1998).

OPTION TO EXTEND THE TERM OF THE CONTRACT: The Government has the option to extend the term of this contract for a period of 12 months by written notice to the contractor not later than 30 days before expiration of the current contract term. If the Government exercises this option, the extended contract shall be considered to include this clause, except, the total duration of the contract may not exceed five years as a result of, and including, any extension(s) added under this clause. Further extension may be negotiated under the "Extension of Contract Term" clause. See also "Economic Price Adjustment" for periodic pricing revision.

EXTENSION OF CONTRACT TERM: At the request of the Government, the term of any contract resulting from this solicitation may be extended for such period of time as may be mutually agreeable to the GPO and the contractor.

ASSIGNMENT OF JACKETS, PURCHASE AND PRINT ORDERS: A GPO jacket number will be assigned and a purchase order issued to the contractor to cover work performed. The purchase order will be supplemented by an individual "Print Order" for each job placed with the contractor. The print order, when issued, will indicate the quantity to be produced and any other information pertinent to the particular order.

ORDERING: Items to be furnished under this contract may be ordered by the issuance of print orders (GPO Form 2511); or by individual order forms, to be designed and/or approved by the ordering agency and furnished by the contractor.

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If individual order forms are used, then, at time intervals mutually convenient to the contractor and the Government, print orders (GPO Form 2511) will be subsequently issued by the Government to summarize the work authorized by issuance of the order forms. The print order (GPO Form 2511) will authorize payment for the summary of the confirmed work performance.

Orders may be issued under the contract from **December 1, 2021 to November 30, 2022** plus for such additional period(s) as the contract is extended. All print orders issued hereunder are subject to the terms and conditions of the contract. The contract shall control in the event of conflict with any print order. A print order shall be "issued" for purposes of the contract, when it is either deposited in the U.S. Postal Service mail or otherwise furnished to the contractor in conformance with the schedule.

PAYMENT: Contractors are required to submit all vouchers through the FAX Gateway. Each invoice submitted to GPO for payment must be for only one job and it must contain a copy of the print order and proof of delivery. If a delivery receipt contains proof of delivery for more than one job, the receipt must be duplicated and a copy submitted with each invoice. To get instructions, go to: http://www.gpo.gov/vendors/payment.htm

Note: The contractor shall itemize each billing voucher in accordance with the contract 'Schedule of Prices.'

EXAMINATION, CERTIFICATION OF CONTRACTOR'S VOUCHER: Vouchers/invoices for the work performed will be sent to the ordering agency for customer's confirmation and certification of the submitted charges. This billing certification by the ordering agency will suffice in lieu of submitting a completed sample with the contractor's voucher/invoice.

After certification by the ordering agency, a copy of the approved voucher/invoice and the U.S. DOJ's "Production Request Form" are to be submitted to the San Francisco RPPO immediately via e-mail to: **ATTN: Michelle Morgan, M/F Program 1970-S**, E-mail: mmorgan@gpo.gov. Failure by the contractor to email a certified voucher/invoice to the San Francisco RPPO may result in the contractor not being paid in a timely fashion.

REQUIREMENTS: This is a requirement contract for the items and for the period specified herein. Delivery of items or performance of work shall be made only as authorized by orders issued in accordance with the clause entitled "Ordering". The quantities of items specified herein are estimates only, and are not purchased hereby. Except as may be otherwise provided in this contract, if the Government's requirements for the items set forth herein do not result in orders in the amounts or quantities described as "estimated", it shall not constitute the basis for an equitable price adjustment under this contract.

Except as otherwise provided in this contract, the Government shall order from the contractor all the items set forth which are required to be purchased by the Government activity identified on page 1.

The Government shall not be required to purchase from the contractor, requirements in excess of the limit on total orders under this contract, if any.

Orders issued during the effective period of this contract and not completed within that time shall be completed by the contractor within the time specified in the order, and the rights and obligations of the contractor and the Government respecting those orders shall be governed by the terms of this contract to the same extent as if completed during the effective period of this contract.

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If delivery of any quantity of an item covered by the contract is required by reason of urgency prior to the earliest date that delivery may be specified under this contract, and if the contractor will not accept an order providing for the accelerated delivery, the Government may procure this requirement from another source.

The Government may issue orders which provide for shipment/delivery to or performance at multiple destinations.

Subject to any limitations elsewhere in this contract, the contractor shall furnish to the Government all items set forth herein which are called for by Print Orders issued in accordance with the "Ordering" clause of this contract

ECONOMIC PRICE ADJUSTMENT: The prices set forth in this contract shall be adjusted in accordance with the provisions of this clause, provided that in no event will any pricing adjustment be made that would exceed the maximum permissible under any law in effect at the time of the adjustment. There will be no adjustment for orders placed during the first period below. Pricing will thereafter be eligible for adjustment during the second and any succeeding period(s). For each performance period after the first, a percentage figure will be calculated as described below and that figure will be the economic price adjustment for that entire next period. Pricing adjustments under this clause are not applicable to reimbursable postage or transportation costs, or to paper, if paper prices are subject to adjustment by separate clause herein.

For the purpose of this clause, the contract shall be divided into successive periods. The first period shall extend from **December 1, 2021 to November 30, 2022**. The second and any succeeding period(s) will extend for 12 months from the end of the last preceding period, except that the length of the final period may vary. The first day of the second and any succeeding period(s) will be the effective date of the economic price adjustment for that period.

Price adjustments in accordance with this clause will be based on the changes in the seasonally adjusted "Consumer Price Index For All Urban Consumers - Commodities Less Food" published monthly in the CPI Detailed Report by the U.S. Department of Labor, Bureau of Labor Statistics.

The Economic price adjustment will be the percentage difference between the Index averages as specified in this paragraph. An index called the variable index will be calculated by averaging the monthly Indexes from the 12-month interval ending three months prior to the beginning of the period being considered for adjustment. This average is then compared to the average of the monthly Indexes for the 12-month interval ending **August 31, 2021**, called the base index. The percentage change (plus or minus) of the variable index from the base index will be the economic price adjustment for the period being considered for adjustment.

The Government will notify the contractor by contract modification specifying the percentage increase or decrease to be applied to invoices for orders placed during the period indicated. The contractor shall apply the percentage increase or decrease against the total price of the invoice less reimbursable postage or transportation costs and separately adjusted paper prices. Payment discounts shall be applied after the invoice price is adjusted.

NOTIFICATION: The contractor will be notified a minimum of 30 days before the end of the current contract annual period of availability or non-availability of funds for subsequent periods. Cancellation is

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affected if (i) the Contracting Officer notifies the contractor that funds are not available for the next year, or (ii) the Contracting Officer fails to notify the contractor that funds are available for the next year.

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SECTION 2. - SPECIFICATIONS

SCOPE: These specifications cover the quick-turnaround copying of numerous litigation documents (including hardcopy originals, tab dividers, transparencies, X-ray films, audio/video tape cassettes and CD-ROM discs) on a continuing basis requiring such operations as copy pickup by contractor's employee in a contractor-owned vehicle, serial ("Bates") numbering of furnished originals, disassembly and hand-feeding of original documents, electrostatic, thermal or other black-only and four-color process simplex and duplex copying, xerographic "blowbacks" from digital media, digital scanning, OCR conversion, occasional storage/retention of Government documents for third-party reproduction, drilling, provision of legal index exhibit dividers, folders, three-ring binders, reassembly, binding and re-binding, insertion of originals into document protectors, binders or folders, and delivery by contractor's employee in a contractor-owned vehicle.

NOTE: Orders will be placed within a legal environment requiring the secure transportation, handling and reproduction of sensitive evidentiary materials. In order to satisfactorily accommodate the demands of the legal system, the contractor must have sufficient on-site equipment and regularly staffed employees to be able to make as many as five copies of each of as many as 20,000 legal documents of varied size, condition and assembly within a 24-hour period. All contract orders must picked-up and delivered by an employee of the contractor in a contractor-owned vehicle.

TITLE: Quick Schedule litigation copying.

FREQUENCY OF ORDERS: Approx. one to five (avg. one) total order per month.

QUANTITY: Based upon past performance, each order will typically consist of approx. 200 to 20,000 (avg. 4,000) legal documents per order. The contractor will be required to make from 1 to 8 (avg. two) copies per furnished original.

Note: The contractor may not reproduce more than eight printed copies per furnished original without the expressed written consent of the GPO. The contractor shall not be reimbursed for unauthorized production of more than eight printed copies per furnished original document.

PAGE SIZE OF COPIES: Typically, 8-1/2 x 11", to as large as 3' x 4'.

Based upon past experience, it is estimated that no more than 10% of the total original documents will consist of $8-1/2 \times 14$ " legal sized documents.

GOVERNMENT TO FURNISH: Reproducible copy (case files, typically furnished in boxes) consisting of various sizes and types of source documents, such as: reports, letters and receipts, tab dividers, X-ray films, and CD-ROM discs. Most furnished documents will be 8-1/2 x 11". Furnished materials will include 8-1/2 x 14" and 17 x 11" documents which will require reducing to 8-1/2 x 11", as well as other unconventionally sized documents smaller than 8-1/2 x 11".

Occasionally evidentiary materials as large as 3 x 4' will be furnished for reproduction.

Occasionally a CD-ROM or DVD disc containing TIF files will be provided for generation of xerographic copies ("blowbacks") from the furnished digital copy.

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Based upon past performance, it is estimated that:

Approx. 20% of the total furnished source materials have consisted of stapled or clipped documents, requiring slight deconstruction and reconstruction of attachments.

Approx. 30% of the total furnished source materials have consisted of stapled or clipped letter and legalsize documents, requiring folder tabs and/or tab dividers to be copied or inserted, moderate deconstruction and reconstruction of attachments.

Approx. 50% of the total furnished source materials have consisted of variable-contrast stapled or clipped letter and legal-size documents plus odd-sized receipts, envelopes, etc, requiring folder tabs and/or tab dividers to be copied or inserted, frequent machine adjustments, extensive deconstruction and reconstruction of attachments, including "copy only tagged" documents.

The Government may furnish plastic document protectors and three-ring binders.

CONTRACTOR TO FURNISH: All materials and operations, other than those listed under "Government to Furnish," necessary to produce the product(s) in accordance with these specifications.

STOCK: GPO has issued a new *Government Paper Specification Standards*, *No. 13*, dated September 2019. Prospective firms should carefully read this publication as the applicable standards within become an integral part of this contract. The document is posted at https://www.gpo.gov/how-to-work-with-us/vendors/forms-and-standards along with a list of major revisions.

JCP Code* O63, Plain Copier, Xerographic, Laser Printer; Colors, Basis Size 17 X 22", 20 lb.

JCP Code* D10, Writing; White (With Tablet Stock Option), Basis Size 17 X 22", 20 lb.

Four-color copying, "blowbacks": JCP Code* O61, High Quality Xerographic Copier, Laser Printer, Basis Size 17 X 22", 24 lb.

JCP Code* K10, Index; White, Basis Size 25.5 X 30.5", 90 or 110 lbs. (Based past experience, approx. 2% of the total contract copies will print on Index stock.)

Black-only copying: Xerographic transparency film (for X-ray's only), approx. 0.004" thick.

While postconsumer fiber is encouraged, the minimum postconsumer fiber requirement is waived. All other attributes remain unchanged.

DIGITAL SCANNING: Digital scanning shall be done at the physical level. Document boundaries and unitization shall be determined according to existing binding elements. No logical document determination is required.

The contractor will be required to digitally scan each furnished source document at 200-300 dpi, choosing the best resolution therein to produce the most successful OCR processing

Electronic images shall be delivered as CCITT Group IV TIFF files. Contractor to name each TIFF file according to document numbering scheme provided by the Dept of Justice.

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OCR PROCESSING: Occasionally an order will require Optical Character Recognition (OCR) processing. To this end, the contractor shall scan the furnished hardcopy originals using optical character recognition (OCR) and image scanning means and methods to digitize the furnished hardcopy in satisfaction of the following contract requirements:

- The contractor shall scan the furnished documents at a resolution that produces: (1) Clean and crisp on-screen viewing; (2) 100% text searchability, as well as; (3) clean, crisp, readable printed copy when output using digital desktop publishing quality office printing equipment.
- The contractor has permission to disassemble the furnished volumes for looseleaf scanning, based upon the provision that each furnished volume shall be accurately re-assembled and re-bound in the same fashion as furnished.

CONVERSION TO PDF CONTENT: Once the furnished printed originals have been scanned the contractor shall create Adobe Acrobat Portable Document Format (PDF) files in satisfaction of the requirements cited hereafter. If the contractor chooses to use Adobe Capture to scan the furnished original documents, the contractor shall use Adobe Capture 3.0 (or newer updated version). Use of Adobe Capture versions previous to Capture 3.0 are *not* acceptable.

It is assumed that the contractor shall best meet the stated contract requirements by distilling the copy elements using the Adobe Distiller "PrintOptimized" settings. The contractor shall contact the GPO before undertaking any alternatives to this production assumption.

The final Adobe Acrobat PDF documents that shall include the following qualities and features:

- All PDF pages, tables, charts, maps and photos shall be aligned (i.e. straight, not skewed). Pages
 will be centered so that the display does not jump off-center when progressing from left-hand to
 right-hand pages.
- RGB color elements are to match the printed originals.
- After scanning the originals, the copy shall be captured and the content verified to produce 100% searchable copy.
- The contractor shall generate, and each PDF file shall contain, thumbnails for each publication page.
- The cover page of each volume shall automatically open the cover page at the "Fit Width" view with the Bookmarks showing. The contractor shall create each PDF file so that, by default, it navigates with the "continuous pages" setting enabled.
- No security passwords are to be activated in the PDF documents.
- When pages must be rotated, they are to open at 100%.
- Contractor shall save all PDF files as an "Original Image with Hidden Text" file.

TAB DIVIDERS: The contractor will be required to provide white legal index exhibit dividers. Tab dividers shall be approx. 1/25th-cut, with an exhibit number printing on both sides of each tab in black. Dividers shall be reinforced on the tabs and long the bind edge with clear Mylar film laminate. Printed exhibit numbers will range from 1 to 400, for collating and insertion into case files. (Avery's legal index exhibit divider, UPC #11370, satisfies this contract requirement.)

NUMBERING: Orders will frequently require the contractor to "Bates" stamp (i.e. serial number) all submitted original documents. The contractor shall print (or permanently affix) an identifying serial

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number on each furnished original, serially stamping (or permanently affixing) a number printing in black ink on each document in the same sequence as furnished.

Electronic endorsement: Scanned documents may require the contractor to number contractor-generated TIF files by digitally endorsing each TIF file with a serial number. If required, and unless otherwise instructed, the serial numbers shall be assigned in the same sequence that the furnished originals are furnished.

COPYING: Contractor shall print on one side or head-to-head on both sides, as indicated on the Print Order or on the Dept. of Justice order form. Based upon past performance, it is anticipated that most of the total leaves produced will require black-only copying on both sides.

Four-color copying will be required on one or both sides.

All contractor-generated copies shall be legible. When the contractor is unable to produce a quality document due to poor-quality furnished material, the contractor shall identify such illegible results with "BEST COPY AVAILABLE" displayed prominently in the margins of the applicable document(s), without overprinting the furnished copy elements.

Having made one copy from the furnished documents (after numbering the originals), the contractor may make second generation copies (copies of the first copy) provided Quality Level IV printing attributes are satisfied.

Large format copying: Furnished legal case materials will require large format copying, defined herein to be up to 3 x 4'.

"BLOWBACKS": The contractor will be required make xerographic copies (a.k.a. "blowbacks") from various reproduction and digital media (typically provided in form of CD-ROM and/or DVD discs).

Furnished digital documents will typically be provided in the form of TIF files. The furnished TIF files will typically be reproduced at a trim size of $8-1/2 \times 11$ ", typically printing in black only.

Occasionally a submitted RGB TIF file will require four-color process xerographic reproduction.

PROVISION OF CD-ROM DISCS: Several firms claim patent rights, which may be applicable to CD-ROM replication. For example, see http://www.licensing.philips.com. U.S. Philips Corporation and Sony Corporation claim to hold patents for certain technologies essential to the manufacture and replication of CD-ROMs and assert it is impossible to manufacture or replicate a CD-ROM without infringing these patents. The patent claims cover, among other things, both the physical structure of and the manner in which data is encoded on a CD-ROM. Other firms, including Discovision Associates, Irvine, CA, also claim similar patent rights.

By submission of a bid, bidders certify that they hold a license under all patents applicable to their duplication/replication of CD-ROM discs.

Duplicate/replicate discs manufactured under the terms of this contract will be 650 MB (74-minute) or 700-MB (80-minute) capacity discs, to be used on consumer quality target CD-ROM drives. Unless

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otherwise instructed, CD-R master discs provided by the contractor for use by the USAO shall be created to run on the Microsoft Windows platform.

All duplicate (burned) CD-R discs shall be manufactured in accordance with the Phillips Orange Book, Part II: CD-R, Vols. 1 and 2 (Version 3.1, 1998). All replicate (stamped) discs shall be manufactured in compliance with International Standards IEC 908 and ISO 10149 specifications. Duplicated/replicated discs to have a minimum shelf life of 10 years.

Contractor shall label each CD-ROM disc with relevant evidentiary information regarding the contents thereon.

Unless otherwise instructed the contractor shall insert each CD into a paper CD window envelope with the CD label visible through envelope's round clear poly window.

MARGINS: Follow copy furnished. Original documents smaller than 8-1/2 x 11" should be centered.

DIGITAL TIME WORK: Occasionally the furnished materials will require digital time work, which could include basic desktop publishing operations (typesetting, copy fitting, scanning, production of custom tabs, etc.) or copying of furnished digital media (typically CD-Rs).

DRILLING: Based upon past performance, no more than 5% of the total printed sheets will require drilling of three holes. As indicated on the print order, originals and/or copies will require drilling three 1/4" holes, 4-1/4" center-to-center, with centers locating 3/8" from left edge.

BINDING: The contractor will typically be required to collate all copies in numerical sequence and staple and/or clip copies per furnished originals. "Loose-leaf" binding styles will include slip-sheeting with colored stock, insertion of copies into three-ring binders, according to furnished instructions.

Wire-stitching (once at ULC, or twice at side), Velo binding, plastic comb binding, Acco fastening and thermo-plastic tape binding may also be required.

Rebinding of submitted Velo-bound and comb-bound case file documents may be required.

MOUNTING, LAMINATING: Occasionally evidentiary materials may require mounting on foam board and clear (matte or gloss) film laminating, as instructed by the U.S. DoJ.

REASSEMBLY OF ORIGINALS: Unless otherwise instructed on the print order, the contractor will typically be required to reassemble, refasten and return the original documents in the same order, same manner and in the same condition as furnished.

Occasionally an order may require the contractor to insert furnished source documents into furnished plastic document protectors. If plastic document protectors are furnished, the contractor will be required to insert the original documents into the protectors (typically two sheets, back-to-back, per protector) and assemble/insert the protectors into three-ring binders per furnished instructions before returning to the U.S. Attorney's Office.

PACKING: Pack each legal case file copy set in a cardboard box or carton suitable for subsequent handling and shipping. Label each carton according to instructions furnished by the ordering agency.

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In addition to regular markings, contractor shall use identification marking and methodology similar to those used on the cartons containing the original furnished materials. Contractor to indicate the document (i.e. "Bates") numbers on the copies contained therein.

DISTRIBUTION: Orders will deliver f.o.b. destination to: Dept. of Justice, U.S. Attorney's Office, District of Hawaii, 300 Ala Moana Blvd, RM 6-100, PJKK Federal Bldg, Honolulu, HI 96850, as indicated either on the Print Order or on the Dept. of Justice order form. [Inside delivery required.]

Contractor to Note: The customer states that there is no conveniently available public parking around the Federal Bldg. at 300 Ala Moana Blvd. The loading dock cannot be used unless a permit is granted and an appointment is for dock use. The customer states that it is unlikely that the contractor being will issued a dock use permit. Given this situation, the contractor is to anticipate having to hand carry contract retrieved materials and shipments between the contractor's vehicle and the Federal Bldg. by foot or via a handcart.

<u>Return of Government-furnished material</u>: All furnished material must picked-up and returned by an employee of the contractor in a contractor-owned vehicle. The contractor must return all materials furnished by the Government for each order concurrent with delivery of that order.

All expenses incidental to pickup and return of Government materials must be borne by the contractor.

SCHEDULE: Adherence to this schedule must be maintained. Contractor must not start production of any job prior to receipt of the individual work order form or print order (GPO Form 2511B).

Contract orders will require pickup of furnished material at: United States Attorney's Office, 300 Ala Moana Blvd, RM 6-100, Honolulu, HI 96850.

No definite schedule for pickup of material can be specified.

The following schedule begins at the time of notification of the availability of print order and furnished material.

Within one hour of receiving the material, the contractor is to contact Ms. Caren Kusaka at (808) 440-9223 regarding any scheduling matters that may occur.

Based upon performance, it is estimated that:

Approximately 20% of the orders must deliver within 24 hours after notification or availability. Approximately 75% of the orders must deliver within 48 hours after notification of availability.

<u>Accelerated delivery</u>: Based upon past performance, it is estimated that approx. 5% of the total orders will require complete production and accelerated delivery within four to 24 hours (less than one day) of notification of availability of Government furnished materials for pickup by the contractor. The "ship/deliver" date indicated on the print order is the date (and time, if specified) products must be delivered to the destination specified.

The ship/deliver date indicated on the print order is the date products ordered for delivery f.o.b. destination must be delivered to the destination(s) specified.

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SECTION 3. - DETERMINATION OF AWARD

The Government will determine the lowest bid by applying the prices quoted in the "Schedule of Prices" to the following units of production which are the estimated requirements to produce one year's orders under this contract. These units do not constitute, nor are they to be construed as, a guarantee of the volume of work which may be ordered under this contract.

Accelerated delivery: The percentage uprate submitted by the bidder under Item III shall first be applied to 5% of the subtotal of costs obtained from Items I, II and III. The product of this application shall then be added to the subtotal of Items I, II and III to determine each bidder's total contract price.

The following item designations correspond to those listed in the "Schedule of Prices".

I.		III.	
1. (a)	30,000	1.	2,000
(b)	50	2. (a)	10
2. (a)	30,000	(b)	5
3. (a)	3,000	3. (a)	4,000
(b)	200	(b)	10
4. (a)	30,000	4. (a)	5
		(b)	5
II.		(c)	5
1. (a)	400,000	(d)	5
(b)	10,000	5.	15,000
2. (a)	9,000	6.	3,000
(b)	400	7.	20
3. (a)	20	8. (a)	5
(b)	40	(b)	5
		(c)	5
		(d)	25
		(e)	5
		9.	5
		10.	10
		11. (a)	15
		(b)	5

IV. See explanation above regarding accelerated delivery.

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12. (a)

(b)

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SECTION 4. - SCHEDULE OF PRICES

GPO Fax Numbers: 1-800-859-2835

Quotes due: 11:00 AM / Date: NOVEMBER 2, 2021

Quotes offered are f.o.b. destination.

Prices must include the cost of all required materials and operations for each item listed in accordance with these specifications.

Contractor must make an entry in each of the spaces provided. Bids submitted with any obliteration, revision, or alteration of the order and manner of submitting bids may be declared nonresponsive.

An entry of NC (No Charge) shall be entered if contractor intends to furnish individual items at no charge to the Government.

Quotes submitted with NB (No Bid) or blank spaces for an item may be declared nonresponsive.

The Contracting Officer reserves the right to reject any offer that contains prices for individual items of production (whether or not such items are included in the Determination of Award) that are inconsistent or unrealistic in regard to other prices in the same offer or to GPO prices for the same operation if such action would be in the best interest of the Government.

Unless cited, prices submitted are to be based on a page size of $8-1/2 \times 11$ ". Unless otherwise cited, products larger than $8-1/2 \times 14$ " to as large as 17 x 11" are to be charged at twice the quoted $8-1/2 \times 11$ " rate(s).

Fractional parts of 100 shall be prorated at the "per 100" rate.

- **I. SCANNING, DIGITAL PROCESSING**: Submitted prices shall apply to both on-site and off-site assignments. If performed on-site, contractor may additionally charge Items II.2. (a), (b) and (c), as applicable.
 - 1. "Heavy litigation" scanning (based upon document unitization determined at the physical level). Prices shall include de-speckling and de-skewing; labeling of TIFF files; and archiving onto appropriately labeled CD-R disc(s):

(a) Digital scanning of source doc	cuments as large as	
8-1/2 x 14"	per page	\$
(b) Large format documents: Sca		
documents larger than 8-1/2 x	14"per sq. foot	\$
		Initials

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2. Electronic "Bates" number endorsement onto raster image header:
(a) Digital "Bates" number endorsementper page\$
3. OCR processing:
(a) Documents as large as 8-1/2 x 14"per page\$
4. Conversion to Adobe Acrobat PDF "Text + Image" files.
(a) Conversion of TIFF files to PDF contentper page\$
II. COPYING - COMPLETE PRODUCT: Prices quoted shall include the cost of all required materials and operations (excepting those listed under Items I, III and IV) necessary for the complete production and distribution of the product listed in accordance with these specifications.
1. Legal Case File Copying, to as large as 8-1/2 x 14":
(a) Black-only copyingper side\$
2. "Blowbacks" generated from digital copy: as large as 8-1/2 x 14", printing black or 4/c process, one side only:
(a) Black-only, from digital contentper sheet\$
3. Large format copying: Larger than 17 x 11", to as large as 3 x 4'.
(a) Black-only copyingper square foot\$
The contractor shall be reimbursed for those contract items priced "per square foot" based upon dividing the product area (expressed in square inches) by 144 and rounding any fractional remainde to the next higher whole number.

Initials

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III.ADDITIONAL OPERATIONS:

"Bates" labeling (printing/affixing a document serial number) per furnished instructionsper page	\$
Provision and labeling of commercially available folders: (a) Manila folders	
 3. Provision of tab dividers: (a) White legal index exhibit dividers with printed exhibit numbers on tabs, as described herein (Avery's legal index exhibit divider, UPC #11370, or equal)per divider (b) Provision and labeling of custom tab dividersper divider 	
4. Provision of vinyl-clad binders, with three-ring metal bas element, opening and closing levers, and clear vinyl pockets on front cover and	spine:
(a) Three-ring binder, 1" capacity	·\$ ·\$
5. Provision and insertion of slip sheetsper 100 sheet	s\$
6. Insertion of tab dividers and/or divider sheetsper 100 insert	ts\$
7. Insertion of materials into three-ring bindersper binder	r\$
8. Binding: (a) One or two side wire stitches	\$\$ \$\$ \$\$
9. Provision of sheet protectors (includes insertion of contents)per unit	 \$
10. Laminating with 1-1/2 mil clear matte or gloss finish film laminateper square foo	t\$

Initials

(24 hrs) or more days to produce and deliver the order.).....%______

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Initials

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My production facilities are located wi	ithin the assumed	area of production:	yesno
NOTICE: Bidders OUTSIDE the ass specifications should complete the following the specific transfer of tr			ge one of these
1. Proposed carrier(s) for pickup of G	overnment Furni	shed Material	
a. Number of hours from acceptance	of print order to	pickup of Governmer	nt Furnished Material:
b. Number of hours from pickup of C	Government Furn	ished Mat'l to deliver	ry at contractor's plant:
2. Proposed carrier(s) for delivery of o	completed produ	ct:	
a. Number of hours from notification	to carrier to picl	cup of completed prod	duct:
b. Number of hours from pickup of c	ompleted produc	t to delivery at destin	ation:
CONTRACTOR'S NAME AND SIGNATURE CONTRACTOR'S NAME AND SIGNATURE CONTRACTOR OF		-	ages in "Section 4
Bidder		GPO Contrac	tor Code No
	(City - S	tate)	
Ву			
(Signature and	l title of person a	uthorized to sign this	bid)
(Person to be contac	ted)	(Telephone	Number)
***********	FOR GPO US		********
Contracting Officer Review	Date	Certifier	Date
			 Initials

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	No 1970-S Term 11/01/2016 To 10/31/17 (plus 4 option	n years)								
TITLE: Q	uick Schedule Litigation Copying									
				(Contr#1 - E4		(Contr #2 - G4)		(Contr #3 - I4		(Contr #4 - K4)
			Nev	wTech Imaging		ARC Document	Sol. Al	oha Data Services		Current Contractor
		BASIS OF		Honolulu, HI		Honolulu, HI		Honolulu, HI		ARC
TEM NO.	DESCRIPTION	AWARD	UNIT RA	COST	UNIT RA	COST	UNIT RA	COST	UNIT RA	COST
	SCANNING, DIGITAL PROCESSING:									
1.	"Heavy litigation" scanning									
(a)	Digital scanning of source documents as large									
	as 8-1/2 x 14"per page	39,000	0.18	7,020.00	0.18	7,020.00	0.12	4,680.00	0.13	5,070.0
(b)	Large format documents: Scanning of source									
	documents larger than 8-1/2 x 14"									
	per sq. foot	50	0.60	30.00	0.75	37.50	0.99	49.50	1.00	50.0
2.	Electronic "Bates" number endorsement onto									
	raster image header:									
(a)	Digital "Bates" number endorsementper page	39.000	0.05	1.950.00	0.04	1.560.00	0.035	1.365.00	0.04	1.560.0
(a)	Digital Dates Humber endorsementper page	38,000	0.00	1,850.00	0.04	1,500.00	0.035	1,300.00	0.04	1,000.0
3.	OCR processing:									I
		3.000	0.03	90.00	0.30	900.00	0.19	570.00	0.20	600.0
(a)	Documents as large as 8-1/2 x 14"per page	3,000							0.20	
(b)	OCR clean-upper key stroke	200	0.10	20.00	0.60	120.00	0.49	98.00	0.50	100.0
4.	Conversion to Adobe Acrobat PDF "Text + Image" files:									
(a)	Conversion to TIFF files to PDF contentper page	39,000	0.05	1,950.00	0.15	5,850.00	0.035	1,365.00	0.05	1,950.0
II.	COPYING - COMPLETE PRODUCT:									
1.	Legal Case File Copying, to as large as 8-1/2 x 14"									
(a)	Black-only copyingper side	505,000	0.17	85.850.00	0.11	55,550,00	0.088	44,440.00	0.10	50.500.0
(b)	Four-color copyingper side	11,000	0.39	4.290.00	0.45	4,950.00	0.30	3,300.00	0.32	3,520.0
\-/										
2.	"Blowbacks": as large as 8-1/2 x 14" printing	1								
	black or 4/c process, one side only:	1								
(a)	Black-only, from digital contentper sheet	9.500	0.08	760.00	0.08	760.00	0.05	475.00	0.05	475.0
(b)	Four-color process, from digital contentper sheet	500								
(D)	Four-color process, from digital contentper sneet	500	0.39	195.00	0.39	195.00	0.30	150.00	0.32	100.0
3.	Large format copying: Larger than 17 x 11" to as									
	large as 3 x 4'.			40.00		45.00	2.00	40.00	4.55	
(a)	Black-only copyingper square foot	20						10.00	1.00	
(b)	Four-color process copyingper square foot	40	7.00	280.00	7.00	280.00	10.00	400.00	5.00	200.0
III.	ADDITIONAL OPERATIONS:									
1.	"Bates" labeling (printing/affixing a document									
	serial number) per furnished instructionsper page	2,000	0.10	200.00	0.08	160.00	0.055	110.00	0.08	120.0
2.	Provision and labeling of commercially available	İ		İ						
	folders:									
(a)	Manila foldersper folder	10	0.35	3.50	0.40	4.00	0.40	4.00	0.35	3.5
(b)	Pressboard foldersper folder	5							2.50	
(0)	ressection ratersper forces		4.00	22.50	4.00	22.00	7.00	20.00	2.00	12.0
3.	Provision of tab dividers:									
(a)	White legal index exhibit dividers with printed									
(d)	exhibit numbers on tabs, as described herein	-								<u> </u>
	(Avery's legal index exhibit divider, UPC #11370		0.55	4 000		4 485				
4.5	or equal)per divider	4,000	0.30	1,200.00	0.35	1,400.00	0.24	960.00	0.25	1,000.0
(b)	Provision and labeling of custom tab dividers									
	per divider	10	0.40	4.00	0.50	5.00	0.45	4.50	0.45	4.5
		1								
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	Description of visual stand binders with these sizes									
4.	Provision of vinyl-clad binders, with three-ring									
	metal bas element, opening and closing levers,									
	and clear vinyl pockets on front cover and spine:		5.00	05.00	4.00	22.22	4.00	22.22	4.55	
(a)	Three-ring binder, 1" capacityper binder	5	5.00	25.00	4.00	20.00	4.00		4.00	20.00
(b)	Three-ring binder, 2" capacityper binder	5	8.00	40.00	6.00	30.00	10.00	50.00	6.00	30.00
(c)	Three-ring binder, 3" capacityper binder	5	10.00	50.00	9.00	45.00	20.00	100.00	8.00	40.00
(d)	Three-ring binder, 4" capacityper binder	5	25.00	125.00	30.00	150.00	30.00	150.00	10.00	50.00
5.	Provision and insertion of slip sheetsper 100 sheets	20,000	9.00	180,000.00	5.00	100,000.00	2.00	40,000.00	2.00	40,000.00
6.	Insertion of tab dividers and/or divider sheets									
	per 100 inserts	4,000	8.00	32,000.00	5.00	20,000.00	3.00	12,000.00	2.00	8,000.00
7.	Insertion of materials into three-ring bindersper binder	20	1.50	30.00	2.00	40.00	4.00	80.00	2.00	40.00
8.	Binding:									
(a)	One or two side wire stitchesper piece	5	0.35	1.75	0.35	1.75	0.50	2.50	0.25	1.25
(b)	Velo binding (includes binders and punching									
(-)	holes)per piece	5	2.00	10.00	2.45	12.25	1.50	7.50	1.5	7.50
(c)	Plastic comb binding (includes binder, punching holes)per piece	5	2.00	10.00	2.20	11.00	1.50	7.50	1.5	7.50
(d)	Binding with Acco fastener (includes fastener,	3	2.00	10.00	2.20	11.00	1.00	7.50	1.0	1.50
	pressure bar and drilling or two holes)									
	per piece	30	2.00	60.00	1.25	37.50	1.00	30.00	1.00	30.00
(e)	Thermo-plastic tape bindingper piece	5	2.00	10.00	2.20	11.00	1.20	6.00	1.25	6.25
9.	Provision of sheet protectors (includes insertion									
	of contents)per unit	5	0.50	2.50	0.50	2.50	0.33	1.65	0.35	1.75
40	1									
10.	Laminating with 1-1/2 mil clear matte or gloss	- 40	4.00	40.00	4.00	40.00	4.00	40.00	4.00	40.00
	finish film laminateper square foot	10	4.00	40.00	4.00	40.00	4.00	40.00	4.00	40.00
11.	Mounting on:	15	4.00	20.00	5.00	75.00	3.50	52.50	3.00	45.00
(a)	5/16" foam boardper square foot			60.00						
(b)	1/2" foam boardper square foot	5	6.00	30.00	7.00	35.00	4.50	22.50	4.00	20.00
12.	Replication/reproduction and labeling of:									
(a)	X-ray filmeach	25	N/A		20.00	500.00	15.00	375.00	15.00	375.00
(b)	CD-ROM disceach	12	10.00	120.00	4.00	48.00	4.99	59.88	5.00	60.00
IV.	ACCELERATED DELIVERY:									
	SUBTOTAL of Items I. II. III			316.491.25		199.888.00		111,015.83		114,119.75
	Value of estimated % of accelerated orders	5%		15.824.56		9,994,40		5,550,79		5,705,99
	Contractor upcharge for accelerated delivery		20%	3,164.91	10%	999.44	20%	1,110.16	25%	1,426.50
				****						*****
	CONTRACTOR TOTALS DISCOUNT			\$319,656.16		\$200,887.44		\$112,125.99		\$114,227.75
	DISCOUNTED TOTALS			\$319,656.16		\$200,887.44		\$112,125.99		\$114,227.75
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								AWARDED		