

TITLE: "Litigation and Non-Litigation Scanning and Copying" / PROGRAM: 2810-S
TERM: May 1, 2021 to April 30, 2022 (w/Options)

Item No.	DESCRIPTION	Basis of Award	F & S Service Company		Melken Solutions, LLC		Omni Pro, Inc.			
			STATE 160	CODE 31641	STATE 090	CODE 57333	STATE 040	CODE 65723		
			UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST		
I.	SCANNING, PACKING, AND DISTRIBUTION: All inclusive for scanning documents, creating searchable PDF files, as ordered.									
(a)	Scanning up to and including 11 x 17" (black, grayscale, and color) documents.									
1.	No intervention, per scan	178,880	x	0.09	16,099.20	0.052	9,301.76	0.04	7,155.20	
2.	Light intervention, per scan	357,760	x	0.10	35,776.00	0.052	18,603.52	0.05	17,888.00	
3.	Medium intervention, per scan	107,328	x	0.11	11,806.08	0.052	5,581.06	0.06	6,439.68	
4.	Heavy intervention, per scan	2,683,198	x	0.10	268,319.80	0.052	139,526.30	0.07	187,823.86	
5.	Glass work intervention, per scan	250,432	x	0.16	40,069.12	0.052	13,022.46	0.08	20,034.56	
(b)	Scanning over 11 x 17" up to and including 44 x 60" documents (Black only), per scan	1,748	x	2.50	4,370.00	0.69	1,206.12	2.50	4,370.00	
(c)	Scanning over 11 x 17" up to and including 44 x 60" documents (Color), per scan	4,754	x	2.50	11,885.00	0.69	3,280.26	4.00	19,016.00	
(d)	Scanning high resolution color photos/images at 400 ppi, 16 bit, per scanned page	1,000	x	0.16	160.00	1.17	1,170.00	0.20	200.00	
II.	COPYING OR BLOWBACKS COMPLETE PRODUCT (except Items I, III, and IV):									
(a)	Copy or Blowbacks, 8-1/2 x 11", in black ink, per side	16,354	x	0.07	1,144.78	0.04	654.16	0.045	735.93	
(b)	Copy or Blowbacks, 8-1/2 x 11", in 4-color process, per side	841	x	0.40	336.40	0.13	109.33	0.20	168.20	
III.	ADDITIONAL OPERATIONS:									
(a)	Drilling (each run), per 100 leaves	14,922	x	35.00	522,270.00	NC		0.90	13,429.80	
(b)	Electronic Bates Numbering, per 100 numbers	41,152	x	35.00	1,440,320.00	1.10	45,267.20	1.00	41,152.00	
(c)	*Timework, per hour - Agency approval needed, additional authorization required for over 3 hrs	114	x	35.00	3,990.00	32.80	3,739.20	25.00	2,850.00	
IV.	EXTERNAL STORAGE DEVICES: All inclusive for materials, operations and labeling.									
(a)	USB Drive, 16 Gigabytes, per each	21	x	6.00	126.00	32.80	688.80	10.00	210.00	
(b)	USB Drive, 32 Gigabytes, per each	41	x	7.00	287.00	32.80	1,344.80	20.00	820.00	
(c)	USB Drive, 64 Gigabytes, per each	2	x	14.00	28.00	32.80	65.60	35.00	70.00	
(d)	USB Drive, 128 Gigabytes, per each	2	x	22.00	44.00	32.80	65.60	45.00	90.00	
(e)	Secure External Storage Device, per each	2	x	110.00	220.00	132.50	265.00	75.00	150.00	
CONTRACTOR TOTALS					\$2,357,251.38		\$243,891.17		\$322,603.23	
DISCOUNT if any					3%		1%		0.01%	
DISCOUNTED TOTALS					20 Days	\$2,286,533.84	10 Days	\$243,891.17	5 Days	\$322,603.23

Prepared by: Darla Wear
Reviewed by: Beverly Boecher

TITLE: "Litigation and Non-Litigation Scanning and Copying" / PROGRAM: 2810-S
TERM: May 1, 2021 to April 30, 2022 (w/Options)

Item No.	DESCRIPTION	Basis of Award	Perin Investigations, LLC		Rise Business Services, LLC			
			STATE 050	CODE 68163	STATE 050	CODE 75545		
			UNIT RATE	COST	UNIT RATE	COST		
I.	SCANNING, PACKING, AND DISTRIBUTION:							
(a)	Scanning up to and including 11 x 17" (black, grayscale, and color) documents.							
(1)	No intervention, per scan	178,880	x	0.01	1,788.80	0.08	14,310.40	
(2)	Light intervention, per scan	357,760	x	0.02	7,155.20	0.14	50,086.40	
(3)	Medium intervention, per scan	107,328	x	0.10	10,732.80	0.16	17,172.48	
(4)	Heavy intervention, per scan	2,683,198	x	0.12	321,983.76	0.18	482,975.64	
(5)	Glass work intervention, per scan	250,432	x	0.18	45,077.76	0.25	62,608.00	
(b)	Scanning over 11 x 17" up to and including 44 x 60" documents (Black only), per scan	1,748	x	1.00	1,748.00	1.75	3,059.00	
(c)	Scanning over 11 x 17" up to and including 44 x 60" documents (Color), per scan	4,754	x	1.25	5,942.50	2.50	11,885.00	
(d)	Scanning high resolution color photos/images at 400 ppi, 16 bit, per scanned page	1,000	x	0.55	550.00	0.25	250.00	
II.	COPYING OR BLOWBACKS COMPLETE PRODUCT (except Items I, III, and IV):							
(a)	Copy or Blowbacks, 8-1/2 x 11", in black ink, per side	16,354	x	0.06	981.24	0.09	1,471.86	
(b)	Copy or Blowbacks, 8-1/2 x 11", in 4-color process, per side	841	x	0.12	100.92	0.25	210.25	
III.	ADDITIONAL OPERATIONS:							
(a)	Drilling (each run), per 100 leaves	14,922	x	0.01	149.22	1.50	22,383.00	
(b)	Electronic Bates Numbering, per 100 numbers	41,152	x	0.01	411.52	3.50	144,032.00	
(c)	*Timework, per hour - *Agency approval needed, additional authorization required for over 3 hrs.	114	x	40.00	4,560.00	35.00	3,990.00	
IV.	EXTERNAL STORAGE DEVICES:							
(a)	USB Drive, 16 Gigabytes, per each	21	x	10.00	210.00	30.00	630.00	
(b)	USB Drive, 32 Gigabytes, per each	41	x	12.00	492.00	40.00	1,640.00	
(c)	USB Drive, 64 Gigabytes, per each	2	x	15.00	30.00	50.00	100.00	
(d)	USB Drive, 128 Gigabytes, per each	2	x	50.00	100.00	60.00	120.00	
(e)	Secure External Storage Device, per each	2	x	150.00	300.00	200.00	400.00	
CONTRACTOR TOTALS				Awarded	\$402,313.72		\$817,324.03	
DISCOUNT				2%	8,046.27	NET		
DISCOUNTED TOTALS				15 Days	\$394,267.45		\$817,324.03	

Prepared by: Darla Wear
Reviewed by: Beverly Boecher



April 23, 2021

This is Amendment No. 1. The specifications in our invitation for bids on Program 2810S, scheduled for opening at April 27, 2021 at 2:00 pm MST, is amended as follows:

The requirement on page 18 for **STAGING PREPARATION AREA**: The second paragraph should read:

Staging area for hard copy must be adequate to store a minimum of 1,000 banker boxes (1.2 ft.³ each) in an orderly fashion that would allow access to specific files or in the event the ordering agency requires access to these files in an emergency situation, as it is anticipated that a portion of these files may be active.

All other specifications remain the same.

If amendment is not acknowledged on bid, direct acknowledgement to:

bidsdenver@gpo.gov

Amended bid or acknowledgement must be submitted using the method(s) specified in the solicitation for bid submission. Telephone or Fax submission is not acceptable.

BIDDER MUST ACKNOWLEDGE RECEIPT OF THIS AMENDMENT PRIOR TO BID OPENING.

Failure to acknowledge receipt of amendment, by amendment number, prior to bid-opening time, may be reason for bid being declared nonresponsive.

Sincerely,

DIANE L. ABEYTA
Contracting Officer

2810S

de

U.S. GOVERNMENT PUBLISHING OFFICE

Denver, CO

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

Litigation and Non-Litigation Scanning and Copying

as requisitioned from the U.S. Government Publishing Office (GPO) by

Various Agencies

Single Award

TERM OF CONTRACT: The term of this contract is for the period beginning May 1, 2021 and ending April 30, 2022, plus up to four (4) optional 12-month extension period(s) that may be added in accordance with the “OPTION TO EXTEND THE TERM OF THE CONTRACT” clause in SECTION 1 of this contract.

BID OPENING: Offers shall be opened at 2:00 p.m., prevailing Denver, CO, time, on April 27, 2021.

BID SUBMISSION Due to the COVID-19 pandemic, the physical office will NOT be open, therefore this will NOT be a public bid opening. Based on this, bidders MUST submit email bids to bidsdenver@gpo.gov for this solicitation. No other method of bid submission will be accepted at this time.

The 2810-S bid opening date must be specified in the subject line of the emailed bid submission. Bids received after 2:00 p.m., prevailing Denver, CO time, on April 27, 2021, on the bid opening date specified above will not be considered for award.

All bidders are cautioned to familiarize themselves with all provisions of these specifications before bidding. With particular attention to the following: Abstracts of contract prices are available at <https://www.gpo.gov/how-to-work-with-us/vendors/contract-pricing>.

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.

NOTE: These specifications have been revised EXTENSIVELY. Please read through the whole contract prior to bidding.

For information of a technical nature, contact Deb Eichfeld at (303) 225-6976; or email deichfeld@gpo.gov.

EMAILED BID SUBMISSION PROVISIONS: The Government will not be responsible for any failure attributable to the transmission or receipt of the emailed bid including, but not limited to, the following:

1. Illegibility of bid.
2. Emails over 75 MB may not be received by GPO due to size limitations for receiving emails.
3. The bidder's email provider may have different size limitations for sending email; however, bidders are advised not to exceed GPO's stated limit.
4. When the email bid is received by GPO, it will remain unopened until the specified bid opening time. Government personnel will not validate receipt of the emailed bid prior to bid opening. GPO will use the prevailing time (specified as the local time zone) and the exact time that the email is received by GPO's email server as the official time stamp for bid receipt at the specified location.

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 09-19)).

GPO Contract Terms (GPO Publication 310.2) – <https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/contractterms2018.pdf>

GPO QATAP (GPO Publication 310.1) – <https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/qatap-rev-09-19.pdf>.

GPO IMPRINT REQUIREMENT: The GPO imprint requirement, GPO Contract Terms, Supplemental Specifications, No. 9, is waived.

SUBCONTRACTING: Subcontracting will not be permitted.

COPYING (including “Blowbacks”) QUALITY ASSURANCE LEVELS AND STANDARDS: The following levels and standards shall apply to these specifications:

Product Quality Levels:

- (a) Printing (page related) Attributes – Level IV.
- (b) Finishing (item related) Attributes – Level IV.

Inspection Levels (from ANSI/ASQC Z1.4):

- (a) Non-destructive Tests - General Inspection Level I.
- (b) Destructive Tests - Special Inspection Level S-2.
- (c) Exception -- Color copying must be of good quality, must not contain background tone, and must be equal to or better than the average product produced on a 600 dpi, or finer color copier.

Specified Standards: The specified standards for the attributes requiring them shall be:

<u>Attribute</u>	<u>Specified Standard</u>
P-7. Type Quality and Uniformity	Furnished Copy/Electronic Media
P-10 Process Color Match	Furnished Copy/Electronic Media

DOCUMENT SCANNING

Three Star (300 ppi, 8 or 16 bit).

Four Star (400 ppi, 16 bit) for high resolution photos and images.

Optical Character Recognition (OCR) scanning a minimum of 98% accuracy rate

All scanning must be in accordance with the Federal Agencies Digitization Guidelines Initiative (FADGI): FADGI September 2016 Technical Guidelines for Digitizing Cultural Heritage Materials, Creation of Raster Image Files. Bound Volumes: General Collection Standard.

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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 the contract expires. 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 (5) 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 authorized pricing adjustment(s).

The contractor will be notified not later than 30 days before the contract expires if the Government makes the decision to **not** exercise the option for a subsequent period.

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.

WARRANTY: Contract Clause 15, "Warranty", of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 6-01)) is amended for the solicitation to the effect that the warranty period is EXTENDED from 120 days to one calendar year from the date the contractor receives final payment for the work performed. All other provisions remain the same.

ECONOMIC PRICE ADJUSTMENT: The pricing under this contract shall be adjusted in accordance with 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 specified below. Pricing will thereafter be eligible for adjustment during the second and any succeeding performance 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 elsewhere in this contract.

For the purpose of this clause, performance under this contract will be divided into successive periods. The first period will extend from May 1, 2021 to April 30, 2022, and 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.

Pricing adjustments in accordance with this clause will be based on changes in the seasonally adjusted “Consumer Price Index For All Urban Consumers – Commodities less Food” (Index) 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 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 (3) 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 January 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.

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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.

SECURITY REQUIREMENTS: During the performance of this contract, legal documents, including personally identifiable information (PII) will be reproduced. Due to the sensitive nature of the documents furnished, all materials must be kept confidential. This material is not for public consumption and should be handled with extreme care.

The contractor shall not release or sell to any person any information or materials received from the Government under the contract; nor shall the contractor use the information or materials for any purpose other than that for which it was provided to the contractor under the terms of the contract.

The contractor shall not retain or distribute, in any form, any part of the materials furnished by the Government which are not consumed in the preparation of the work or which are generated as a result of this contract. Proper precautions shall be taken to ensure that all Government supplied materials are protected from damage. The Government furnished materials shall be returned in the same condition as originally furnished, unless otherwise specified.

NOTE: It is the contractor's 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.: OMB Memorandum 07-16.) Other specific examples of PII include, but are not limited to:

1. Personal identification number, such as passport number, driver's license number, taxpayer identification number, or financial account or credit card number;
2. Address information, such as street address or personal email address.
3. 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, voice signature, facial geometry).

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Prior to beginning work on this contract, each contractor employee who will be performing on this contract (including the contractor's drivers and any subcontractor employees) must sign an agency Non-Disclosure Statement. Any new employee added after award must also sign the Non-Disclosure Statement prior to performing on the contract.

The signed Statements must be forwarded to: U.S. Government Publishing Office, Denver Regional Office; Attn: Contracting Officer; 12345 W. Alameda Parkway, Lakewood, CO 80228.

WARNING: Proper control and handling must be maintained at all times to prevent any information or materials required to produce the product ordered under these specifications from falling into unauthorized hands. Unless otherwise indicated herein, all erroneous/extra copies produced by the contractor are to be destroyed beyond recognition by means of abrasive destruction, burning, shredding, or other method that guarantees complete protection against access.

DISPOSAL OF WASTE MATERIALS: The contractor is required to demonstrate how all waste materials used in the production of sensitive information will be completely destroyed, i.e., burning, pulping, shredding, macerating, or other suitable similar means. Electronic records must be destroyed in a manner that prevents reconstruction. Materials cannot be reassembled and used in an inappropriate manner in violation of law and regulations.

If the contractor selects shredding as a means of disposal, it is preferred that a cross-cut shredder be used. If a strip shredder is used, the strips must not exceed one-quarter inch.

The contractor must provide the method planned to dispose of the materials. At Government's option, contractor may be required to return all waste materials to the ordering agency.

SECURITY CONTROL PLAN: The contractor shall maintain in operation, an effective security system where items by these specifications are reproduced and/or stored (awaiting distribution or disposal) to assure against theft and/or the product falling into unauthorized hands.

Contractor is cautioned that no Government provided information/materials shall be used for non-government 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 contractor shall present, in writing, to the Contract administrator via email within *two (2)* workdays of being notified to do so by the Contract administrator or his/her representative, detailed plans for the following activities. The workday after notification to submit will be the first day of the schedule.

THESE PROPOSED PLANS ARE SUBJECT TO REVIEW AND APPROVAL BY THE GOVERNMENT AND AWARD WILL NOT BE MADE PRIOR TO APPROVAL OF SAME. THE GOVERNMENT RESERVES THE RIGHT TO WAIVE ANY OR ALL OF THESE PLANS.

The Security Control Plans shall provide in detail, at a minimum:

- How Government materials will be secured to prevent disclosure to a third party prior to and after termination of contract.
- How accountable materials will be handled throughout all phases of production.

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- How the disposal of waste materials will be handled.
- How applicable Government-mandated security/privacy/rules and regulations, as cited in this contract, shall be adhered to by the contractor.
- A list of secured carriers that will be used to pick up and/or deliver the final product.

NOTE: If contractor does not use their own vehicle, then contractor must use a secure, traceable courier or trucking company for pickup and delivery of furnished materials and final product (as applicable).

A Chain of Command Custody Procedure must be provided by the contractor from the designated courier for Government approval within two (2) workdays of being notified to do so by the Contract administrator or representative.

The contractor and employees, and the courier and employees will be required to read and sign a “Confidentiality Agreement” supplied by the ordering agency with each print order as applicable.

Contractor will be required to acknowledge receipt of the ordering agency’s Attachment “Security of Department Information and Systems” via email.

LIABILITY OF GOVERNMENT OWNED PROPERTY: The contractor will be responsible for Government property whether in the performance of the contract or in transit during pickup and/or return of such furnished property to the Government in accordance with GPO Contract Terms, Contract Clause, No. 9.

Option Years: For each option year that may be exercised, the contractor will be required to re-submit, in writing, the above plans detailing any changes and/or revisions that may have occurred. The contractor should be prepared to submit these plans to GPO within *two (2)* workdays of the option year being exercised.

If there are no changes/revisions, the contractor will be required to submit to the Contract administrator a statement confirming that the current plans are still in effect.

POST AWARD CONFERENCE: Unless waived by the Contract administrator, the total requirements of the job as indicated in these specifications will be reviewed by the Government representatives with the contractor’s representatives via TEAMS, immediately after award. At the option of the Government, the post award conference may be waived.

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 the contract shall be ordered by the issuance of print orders by the Government. Orders may be issued under the contract from May 1, 2021 through April 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”, upon notification by the Government for purposes of the contract when it is electronically transmitted or otherwise physically furnished to contractor in conformance with the schedule.

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REQUIREMENTS: This is a requirements contract for the items and for the period specified herein. Shipment/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.

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

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 as stated in 5 U.S.C. 552a (i)(1) CRIMINAL PENALTIES. 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) CRIMINAL PENALTIES and m(1) GOVERNMENT CONTRACTORS.

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

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- (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 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.

SUBCONTRACTING: The predominant production function is scanning of sensitive documents. Bidders who must subcontract this operation will be declared not responsible. Production facilities may NOT be located outside of the U.S.

PAYMENT: The GPO Denver office will utilize the following procedure. Billing certification sheets for the work performed will be sent by the contractor to the ordering agency for examination and certification as to correctness of the billing as applicable to the work performed.

The ordering agency is required to return the signed billing certification to the contractor within five (5) workdays of receipt. In addition, after certification a copy of the approved billing certification sheet and the accompanying 2511 print order with all additional pages are to be submitted by the agency and the contractor to the GPO Denver office, via email to: InfoDenver@gpo.gov.

After examination and certification by the ordering agency, contractor must submit their invoice to GPO. 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 receiving payment. 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>.

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NOTE: Exception to the Billing Certification Requirement: On all GPO Denver placed orders with print order series 15000, 25000, 45000, 65000, 85000, 95000 the billing certification requirement is WAIVED.

SECTION 2. - SPECIFICATIONS

SCOPE: These specifications cover reproducing/scanning black and full color litigation and non-litigation documents; requiring such operations as disassembly, scanning/conversion, or copying/reproduction, indexing/bates numbering (electronic), metadata, reassembly, OCR conversion, binding, saving to suitable electronic storage devices, packing, and distribution.

TITLE: Litigation and Non-Litigation Scanning and Copying

NOTICE TO CONTRACTORS: *There are documents reproduced on this contract that will be litigation documents of a sensitive nature and will require special safeguards.* Release of the material to anyone not authorized by the ordering agency is prohibited. All copies must be accounted for and waste sheets destroyed beyond recognition or reconstruction as discussed in this contract.

Unless otherwise specified, all specifications apply to both litigation and non-litigation documents.

FREQUENCY OF ORDERS: Approximately 90 orders per year.

NUMBER OF PAGES: Two hundred to 500,000 or more pages per order. Approximately ½ of all orders will be for less than 15,000 pages.

TRIM SIZES:

Scanned document sizes up to 11 x 17". It is anticipated that 98% of total orders will be up to 11 x 17".

Scanned Oversized documents: over 11 x 17" and up to 44 x 60". It is anticipated that 2% of all orders will be oversized.

QUANTITY FOR COPYING (BLOWBACKS): From 50 to 3,000 hard copies. It is anticipated that orders for copies will be for less than 1,000 copies.

GOVERNMENT TO FURNISH:

Hard copy documents will be furnished including, but not limited to GBC bound; blueprints; bound books; envelopes; faxes; fold-ins; forms; half pages; maps; newspapers; oversized documents; photos; pin-fed and non-pin-fed computer forms; receipts; post-it notes and flags affixed; bound in folders; folded products; paper clipped; stapled.

Content may include: single-sided, double-sided, black only, grayscale, or color, carbon copies, embossed image, hand-written, laser print, line-work, photocopies, text, and/or typewritten. Documents may be fragile; have frayed edges; yellowed, or of poor quality.

Old and out of print books will require individual special handling to insure the integrity of the binding and text pages for scanning purposes. Rebound of books may require rebinding but in most cases it will only be necessary that the contents be kept in order and rubber band together for return to agency.

A wide variety of documents could include, but is not limited to, old and/or brittle originals that must be handled with care; carbon copy; carbonless copy; colored paper; tracing paper; onion skin; and thermal paper.

Banker-type boxes containing loose files to be scanned. Each box will consist of approximately 2,500 files. Each file is made up of approximately 1 or 2 leaves.

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Agency email, agency secure FTP (SFTP) site, USB drives, and/or disc drives may be furnished for outputting or reproduction. Electronic files, saved as TIFF, JPG and/or PDF may be provided.

Identification markings such as register marks, ring folios, rubber stamped jacket numbers, commercial identification marks of any kind, etc., carried on hard copy or electronic copy, must not print on finished product.

Due to the nature of scanning there may be services and products that this contract does not cover. In the event that the agency places an order that requires services or products not covered under this contract, it will be the responsibility of the contractor to contact the Contract administrator, with the cost on those items not covered to establish approval and cost prior to proceeding. Invoicing for products or services not covered under the terms of the contract prior to establishing cost may result in denial of payment on those items. Under no circumstance will the contractor stop work due to payment issues.

CONTRACTOR TO FURNISH: All materials and operations, other than those listed under “GOVERNMENT TO FURNISH,” necessary to produce the products in accordance with these specifications.

The contractor will host a website with SFTP service using either Secure Sockets Layer (SSL) or Transfer Layer Security (TLS) encryption. The servers must be redundant and located in a secure locked, climate controlled, fire-resistant facility. This website must allow the agency to post and retrieve Government Furnished Materials and print from the site when required. Appropriate log-on instructions and protocol must be provided at time of award. The contractor must provide necessary security for the SFTP, which at a minimum, must have a unique user ID and password.

Contractor shall save final files to thumb drives, external hard drives, or upload via contractor or agency’s SFTP site.

The ordering agency may require that the contractor return the furnished documents (or a small subset of the furnished documents) that have already been picked up by the contractor, but are still being scanned/converted. This is a “pull request”. File folders may be identified by identification number, project name, associated shipment and box number, or file title.

WARNING: All electronic media furnished by the Government, or and duplicates made by the contractor or his representatives, must be kept accountable and under reasonable security to prevent their unauthorized release. Storage devices are not to be duplicated in whole or part for any other purpose than to create material to be used in the performance of the contract. All duplicate material must be degaussed or securely overwritten and any printouts and non-erasable media shall be destroyed by the contractor.

LIABILITY OF GOVERNMENT OWNED PROPERTY: The contractor will be responsible for Government property whether in the performance of the contract or in transit during pickup and/or return of such furnished property to the Government in accordance with GPO Contract Terms, Contract Clause, No. 9.

SCANNING AND CONVERSION: Contractor shall scan all documents as furnished (i.e., black only documents in black only (bitmap); grayscale only documents in grayscale; color documents in color), unless print order indicates otherwise. Furnished documents to be scanned may include anything from text and line matter to images/photos.

All documents must be scanned at 100-percent scale. Scanned documents shall be scanned to a resolution high enough to achieve good readable and printable files.

Contractor to return scanned/converted documents as indicated on print order including single or multipage PDFs, single page TIFFs, Microsoft Word, Microsoft Excel spreadsheets, PowerPoint presentations, or single page JPGs.

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All documents will be scanned at Three Star (300 ppi, 8 or 16 bit), unless high resolution is requested, which will be scanned at Four Star (400 ppi, 16 bit).

All blank scanned pages will be removed prior to saving file(s), unless indicated on the print order.

Material smaller than 8-1/2 x 11" may be furnished. Anything smaller than 8-1/2 x 11" will at least require medium intervention.

Furnished originals may include documents with Post-It notes or Flags affixed. The contractor is to make *two* copies of such documents: One copy of the original document with the Post-It notes or Flags affixed; and one copy of the original without the Post-It notes affixed. Any removed Post-It notes or Flags on documents prior to scanning must be replaced in their original positions when scanning is complete.

SCANNING IMAGING PERFORMANCE AND MONITORING: Scanner performance and consistency during production shall be evaluated daily prior to scanning by the contractor with the DICE Device Level Target (available as the Golden Thread target from Image Science Associates). Contractor is responsible for obtaining targets and evaluation software.

If scanner performance drops below the required minimum FADGI level specified, the contractor shall stop all scanning and address the deficiency. Failure by the contractor to address the deficiency may require the contractor to re-scan documents at no expense to the Government. No extra time can be allowed for this re-scanning; such operations must be accomplished within the original production schedule indicated on the print order.

Contractor shall capture a digital image of the DICE Device Level Target for each scanner being used at the start of each day's production and provide the file(s) to *ordering agency*. Additionally, if any changes are made to the scanner(s) (e.g., maintenance, calibration, and/or repair), the contractor shall capture digital images of the targets prior to scanning and provide them to *ordering agency*. In the event of an issue identified by the ordering agency, the ordering agency will provide the files to the GPO for evaluation.

DOCUMENT PREPARATION: The contractor shall provide document preparation services to include, but not limited to, pre- and post-document handling services and document reconstruction services.

Litigation and Non-Litigation copying documents will consist of a variety of binding styles including stapled sets, paper/binder clipped sets, binders, manila folders, folders, plastic sleeves, spiral bound, affixed notes, etc. There may be items that do not require duplication, but these items do have to be maintained with the applicable documents, or as otherwise indicated on the print order.

Hard copy documents may be furnished loose, bound, stapled, clipped, rubber-banded, spiral bound books, binders or folders, affixed notes, etc. Contractor must disassemble the furnished documents before scanning.

NOTE: On a rare occasion, contractor may be required to reproduce a bound book or publication that **MUST NOT** be disassembled or have the binding destroyed in any way.

The contractor will be required to inspect all documents to determine their suitability for scanning. If contractor determines that any document is unsuitable, contractor to contact the point of contact per print order for further guidance.

Contractor must exercise reasonable care to ensure that the integrity of the material is preserved. Where materials are stapled, or otherwise fastened or bound, care must be used in taking the materials apart to ensure that part of the document is not obliterated or that the authenticity of the document becomes questionable.

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The contractor is required to re-stitch or rubber band furnished material in the same order or manner as received, unless otherwise specified by the ordering agency.

All material furnished to the contractor must be kept in its original condition. These materials must be returned as they were furnished to the contractor in regard to condition, order, fastening, affixed notes, folders, etc., unless otherwise specified.

INTERVENTION: The level of handwork intervention required for scanning the furnished document(s) is specified below:

No Intervention: Approximately 5% of the total furnished source materials that shall be ready to be inserted into the automated document scanner requiring no deconstruction. (For example, loose-leaf documents that are all one size.)

Light Intervention: Approximately 10% of the total furnished source materials that shall require slight deconstruction before being inserted into the automatic document scanner. (For example, all one standard size documents that are rolled, stapled, or paper clipped.)

Medium Intervention: Approximately 3% of the total furnished source materials that shall require moderate deconstruction before being inserted into the automatic document scanner and consist of light intervention. (For example, documents of various standard sizes; may include folder tabs and/or tab dividers; sticky notes to be removed and replaced.)

Heavy Intervention: Approximately 75% of the total furnished source materials that shall require difficult deconstruction before being inserted into the automatic document scanner and consist of light and/or medium intervention. (For example, documents of various standard sizes; may include those that are folded, torn, or stuck together, or documents/books that require deconstruction prior to scanning.)

Glass Work: Approximately 7% of the total furnished source materials that consist of originals that can only be scanned manually on the scanner clean and may include, but are not limited to, receipts, half-pages, envelopes, onion skin or thermal facsimile paper, odd-sized originals, checks, permanently bound books, two-sided spiral bound publications, computer forms that cannot automatically feed, and extremely poor quality originals that require extensive handling and analysis on a page-by-page basis.

SCANNING AND CONVERSION: Contractor shall scan all documents as furnished (i.e., black only documents in black only (bitmap), grayscale only documents in grayscale; color documents in color). For color documents the color mode maybe RGB or CMYK.

Furnished documents to be scanned may include text, line matter and photos.

Most documents will be scanned at Three Star (300 ppi, 8 or 16 bit), except for high resolution photos and images which may be scanned at Four Star (400 ppi, 16 bit). High resolution scanning will be at the discretion of the agency.

DOCUMENT CLEAN-UP: Contractor will be responsible for the following image clean-up requirements: Contractor to: straighten image(s) that are furnished skewed; crop image(s) to remove blank margins; despeckle image(s); remove any ghost images; redact data as specified at no additional charge to the agency:

Saved files are to be optimized for Web viewing, read-only, high-resolution printing, low-resolution printing.

If requested by the ordering agency, contractor to compress files.

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OPTICAL CHARACTER RECOGNITION (OCR) CONVERSION: The scanned items must be OCR / searchable compliant. The OCR target format is PDF Image Only, PDF Image + text, PDF Normal, MS Word, etc.

Once an OCR file is created, the contractor will be required to use a software application that identifies unrecognized character strings; and/or a standard spelling checker; and/or visual comparison against the original(s). Contractor must also embed all fonts. The resulting OCR output must have an accuracy rate of 98% and will be burned to a thumb drive or external hard drive.

Scanned/converted documents and images are to be text-searchable.

It is understood that handwritten items or older, faded text will not be able to reach these standards. OCR is not expected where there is handwriting. Extra care is required where there is handwriting for legibility.

Oversized documents such as architectural/engineering, technical, BIM, utility drawings, etc. may require raster to vector conversion software. Final conversions to be read by AutoCAD, such as Scan2CAD or similar. These architectural drawings will be imaged in PDF vector format with all text converted using OCR for incorporation into AutoCAD. Not all oversized drawings will require AutoCAD conversion. Drawings requiring conversion will be indicated by the agency.

PROVISION OF ADOBE ACROBAT PDF FILES: When ordered, the contractor will be required to create Adobe Acrobat files. The delivered PDF content shall be generated using the most recent version of Adobe Acrobat software. The delivered files shall be of such a size and resolution to produce optimum printing results for output on consumer quality desktop printing equipment.

The final Adobe Acrobat documents 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.
- For books, files shall automatically open the cover page at the "Fit Width" view with the Bookmarks showing.
- Documents are not to be password protected.
- Rotate all images to their original positioning.

("BATES") SERIAL NUMBERING: When ordered, the contractor will be required to number documents prior to scanning using an electronic Bates numbering system, number stickers, or through electronic means. No missing number or number skips are allowed, unless otherwise specified.

Numbers shall be assigned in accordance with the numbering convention provided by the ordering agency. Contractor's numbering system shall be able to accommodate alphanumeric characters, including embedded blank spaces in any order and length specified by the ordering agency.

Placement of numbers will be provided by the ordering agency and will be consistent for a given document population.

FILE NAMING/CODING: Contractor to use the file naming convention for single-page PDF or multiple-page PDFs as indicated per print order. In most cases, simple file naming will require up to 30 characters.

The contractor will be required to name scanned documents using a naming convention furnished by the ordering agency that will include, but may not be limited to, date and title name if applicable.

If not provided, the electronic collection file structure should closely mirror the physical collection.

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METADATA: Contractor to identify metadata as specified by the ordering agency. Metadata is to be stored with the fields required as identified by the ordering agency.

INDEXING: When ordered, contractor to provide a searchable Microsoft Excel spreadsheet containing active hyperlinks to all files. These links will be based on the metadata or file naming or per the print order.

DOCUMENT VERIFICATION: In lieu of proofs the following will be required on all orders. Copying and scanning will require second-pass verification, and is defined as a visual comparison to verify that 100% of the pages/documents were captured in copying/scanning. Any external devices will require the contractor check the device to ensure proper file naming, file structure, and placement.

COPYING (including Blowbacks): Reproduce face only or face and back in black-only or 4-color process ink on white stock as indicated on the print order. Copying will be exclusive to 8-1/2 x 11" size only.

If requested by the agency the contractor to furnish blowback copies of the saved files. Copies are to be output as indicated on the print order in black only or color.

The contractor shall print reproduced and digitized content with a minimum of 600 DPI. Clear sharp reproduction is required in satisfaction of Quality Level 4 printing attributes. Both color and black copying equipment must be capable of duplex copying while maintaining no visible distortion of the government furnished original(s) when compared to the printed product. The color pages will normally be scattered throughout.

CONSULTATION: It is anticipated that prior to placing a print order or during the course of production of an order, any of the agencies may consult with the contractor over the telephone or face-to-face at the agency's location regarding technical matters under the specifications involving electronic media. A majority of consultations will be limited to short telephone, video, and/or person-to-person inquiries of a technical nature which will NOT require access to the contractor's electronic prepress system (EPS). This level of consultation, which may occur frequently, shall be at no cost to the Government.

SYSTEM TIMEWORK: Contractor is cautioned that this is a labor-intensive contract requiring close work with agencies. This applies to any additional script writing or programing as shown below:

- Processing raw electronic data converted to a useable format for review and analysis.
- Removing duplicate or irrelevant documents
- Filtering and sorting documents
- SQL database script writing

Timework will be rounded up to closest one-hour increments. Prior to work, the contractor will be required to inform the agency and the contract administrator of the approximate time required.

NOTE: For system timework as listed above, a system timework charge will be permitted. "System timework" must be supported by a statement outlining in detail the operation for which payment is claimed. System timework for up to three (3) hours for author's alterations (AA's) may be signed off by the agency on the billing certification. System timework which exceeds three (3) hours or for other than AA's will only be allowed under exceptional circumstances and must be specifically authorized by the Contracting Officer prior to doing the additional work, using a subsequent contract modification(s). In case of dispute, the Contracting Officer reserves the right to the final determination as to the operation and/or number of hours chargeable under III(c).

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STOCK/PAPER: The specifications of all paper furnished must be in accordance with those listed herein or listed for the corresponding JCP Code numbers in the "Government Paper Specification Standards No. 13" dated September 2019.

All text paper used in each copy must be of a uniform shade.

Stock provided by the contractor will be from the following list:

- White Uncoated Text, Basis Size 25 X 38", 60 lbs. and 70 lbs., JCP Code A60, or at contractor's option -
- White Plain Copier, Xerographic , Archival Quality, basis weight: 20 lbs. per 500 sheets, 17 x 22", equal to JCP Code O-60.

MARGINS: For Copying/Blowbacks only. Margins as indicated on the print order or scanned media.

BINDING: The binding requirements will be primarily utilized for the rebinding or restoration of furnished documents after scanning is complete. Furnished originals and reproductions must be reassembled and bound in the same sequence and manner as they were originally received, unless otherwise specified.

- When ordered, drill two or three 1/4" or 3/8" diameter holes as requested on the print order.

MEDIA STORAGE: As ordered, the contractor shall save final files to one of the following:

- External Hard Drive: When ordered, store data on a secure portable hard drive capable of keeping sensitive data secure and encrypted. Must have USB port powered with on-board keypad or biometric authentication. The capacity of hard drives must be sufficient to hold one or more orders as decided by the agency. External hard drives must be able to hold 500GB of data. The hard drives shall be in conformance with standards set by the ISO.
- USB Thumb Drive media at a size of 16GB, 32GB, 64GB, or 128GB.

PACKAGING: Pack in shipping containers that are protected from tampering. Each shipping container must not exceed 45 pounds when fully packed.

After scanning, the contractor is required to reassemble furnished documents in the same order or manner as received unless noted otherwise by the ordering agency on the print order.

All packages containing electronic media need to be clearly labeled as electronic media to protect from scanning devices that can result in media being erased/damaged.

When saving to an external hard drive, the title prints on top of drive in black ink. A label can be affixed on the external hard drive in black ink. All external hard drives will have at least the following information typeset on the labels: Program and Print order numbers, Date materials received; or as specified on the print order.

LABELING AND MARKING:

Each package must be clearly labeled with the GPO jacket, purchase order and print order numbers, and the number or title of the product.

Contractor to download the GPO Form 905, R. 7-15 "Labeling and Marking Specifications" form, located at <https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/gpo905.pdf>, fill in appropriate blanks, and attach to shipping containers.

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STAGING PREPARATION AREA: This section primarily applies to archival/record scanning. It is not anticipated that litigation scanning will have these requirements.

Staging area for hard copy must be adequate to store a minimum of 8,000 banker boxes (1.2 ft.³ each) in an orderly fashion that would allow access to specific files or in the event the ordering agency requires access to these files in an emergency situation, as it is anticipated that a portion of these files may be active.

The staging area must be onsite (the contractor's production facility), climate controlled, have adequate security (camera coverage and restricted entry utilizing keypad or biometric scanning), a fire suppression system and adequate protection from flooding.

STORAGE: It is anticipated due to the nature of archival/record scanning that the contractor may be required to continue to store these documents for a period of no more than three months after completion of the scanning project until the time they can be delivered or destroyed in whole or in part.

DESTRUCTION/SHREDDING OF GOVERNMENT FURNISHED MATERIAL (GFM): On occasion, the contractor may be required to shred or otherwise destroy original material. When required the contractor may subcontract this operation utilizing a firm specializing in secure document disposal that is mutually agreeable to the Government and the contractor. The contractor must provide the ordering agency, and the GPO contract administrator with a memo stating the process and give the quantity of the disposal documents both in page count and pre-disposal cubic feet.

DISTRIBUTION: Mail/Ship f.o.b. contractor's city will be requested to all locations within the United States including Alaska and Hawaii. All shipping charges must be included per order with billing certification for agency approval along with proof of delivery.

Based on past performance, 40% of the contract is for the Denver, Colorado metropolitan area, 35% for Yuma, Arizona, 15% for Santa Fe, New Mexico, and the remaining 10% includes areas such as Fort Collins, Colorado, Cheyenne, WY, Phoenix, AZ, Amarillo, TX, Fort Harrison, MT, Boise, ID, Norman, OK, and Salt Lake City, UT.

The contractors shall mail/ship by whichever method is most economical and reasonable to the Government to insure prompt delivery. Shipments must be made direct to the destination stated in the print order and must be delivered to that point on or before the delivery date on the order.

The contractor must furnish their own receipts for delivery. These receipts must include the GPO jacket, program, and print order numbers; total quantity delivered, number of cartons, and so on; date delivery made; and signature of the Government agent accepting delivery.

Upon completion of each order, contractor must notify the ordering agency (on the same day the order delivers) via email to the address indicated on the print order. The subject line of the email shall be "Distribution Notice for Program 2810-S, Print Order XXXXX, Jacket Number XXX-XXX." The notice must provide all applicable tracking numbers, delivery methods, and title of product. Contractor must be able to provide copies of all delivery receipts upon agency request.

All expenses incidental to picking up and retuning materials (as applicable), and the furnishing of any sample materials must be borne by the contractor.

SHIPPING: All orders will be "inside delivery with signature required."

The contractor must arrange with agency prior to pick up or delivery. The furnished material must be picked up from and delivered to the address on the print order.

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For litigation orders, contractor must use a secure, traceable courier or trucking company for pickup and delivery of furnished materials and final product.

“Chain of Custody” is of particular importance regarding the services ordered on this contract. Contractor will be required to pick up and deliver GFM utilizing a secure method observing normal procedures insuring "chain of custody" by utilizing their own cleared personnel and vehicles for pickup and delivery or a bonded courier. Other means or carrier which are mutually agreeable with the Government and the contractor may be utilized. No intermediate storage or transfers of the GFM will be allowed without the express permission of the Government. This applies regardless of whether the pickup and return of furnished materials.

The Government, upon scheduling with the contractor, may deliver and pick up the materials to and from the contractor's facility, at the Government's expense, utilizing whatever means the government deems appropriate. When this occurs, no charges will be allowed for pickup and/or return of government furnished materials.

The ordering agency may provide their shipping account number, shipment type, with preferred carrier per print order.

SCHEDULE: Adherence to this schedule must be maintained. The contractor must not start production of any job prior to receipt of the individual print order document.

The following schedule begins the workday after notification of the availability of print order and furnished material; the workday after notification will be the first workday of the schedule.

Litigation Scanning/Copying: Approximately 5% of the orders placed will require complete production and distribution within 48 hours.

Non-Litigation Scanning/Copying: No definite schedule for pickup of material/placement of orders can be predetermined.

Due to the variables surrounding these orders it is not possible to establish fixed schedules. Schedules will be established by mutual agreement between the contractor and the Government. In the event an agreement cannot be reached between the contractor and the agency the contract administrator and contracting officer will intervene and establish a schedule.

For compliance reporting purposes, the contractor must notify the U.S. Government Publishing Office of the date of delivery. Upon completion of each order, contractor must contact the GPO Denver Regional Office at infodenver@gpo.gov.

SECTION 3 - DETERMINATION OF AWARD

The Government will determine the lowest bid by applying the prices bid in the "**SCHEDULE OF PRICES**" to the following units of production which are the estimated requirements to produce **one year's work** 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.

	(1)	(2)	(3)	(4)	(5)
I. (a)	178,880	357,760	107,328	2,683,198	250,432
(b)	1,748				
(c)	4,754				
(d)	1,000				
II. (a)	16,354				
(b)	841				
III. (a)	14,922				
(b)	41,152				
(c)	114				
IV. (a)	21				
(b)	41				
(c)	2				
(d)	2				
(e)	2				

SECTION 4. - SCHEDULE OF PRICES

Offers are f.o.b. contractor's city.

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

Offers for each item listed in its respective format group, as defined in "Section 2 – Specifications," must include the cost of all required materials and operations 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 offers may be declared non-responsive.

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

Bids submitted with "NB" (No Bid), "NA" (Not Applicable), or blank spaces for an item may be declared non-responsive.

The Contracting Officer reserves the right to reject any bids 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 bid or to GPO prices for the same operation if such action would be in the best interest of the Government.

All vouchers submitted to the GPO shall be based on the most economical method of production.

Contractor's billing invoice must be itemized in accordance with the line items in the "SCHEDULE OF PRICES."

- I. SCANNING, PACKING, AND DISTRIBUTION:** Prices bid shall include the cost of all required materials and operations necessary, to include pick up of government furnished material, the complete scanning, the complete application of optical character recognition (OCR) applied to the files, indexing, file naming and metadata, packing, and distribution of the furnished material listed in accordance with these specifications.

The prices offered shall be all-inclusive for scanning documents, creating searchable PDF files, as ordered.

- (a) Scanning up to and including 11 x 17" (black, grayscale, and color) documents.

- | | |
|---------------------------------------|----------|
| (1) No intervention, per scan | \$ _____ |
| (2) Light intervention, per scan | \$ _____ |
| (3) Medium intervention, per scan | \$ _____ |
| (4) Heavy intervention, per scan | \$ _____ |
| (5) Glass work intervention, per scan | \$ _____ |

Initials

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- (b) Scanning over 11 x 17" up to and including 44 x 60" documents (Black only),
per scan \$ _____
- (c) Scanning over 11 x 17" up to and including 44 x 60" documents (Color), per scan \$ _____
- (d) Scanning high resolution color photos/images at 400 ppi, 16 bit, per scanned page \$ _____

II. COPYING OR BLOWBACKS COMPLETE PRODUCT (except Items I, III, and IV): Prices bid shall include the cost of all required materials and operations except those covered in Items III, and IV necessary for the complete production and distribution of the product listed in accordance with these specifications.

- (a) Copy or Blowbacks, 8-1/2 x 11", in black ink, per side \$ _____
- (b) Copy or Blowbacks, 8-1/2 x 11", in 4-color process, per side \$ _____

III. ADDITIONAL OPERATIONS:

- (a) Drilling (each run), per 100 leaves \$ _____
- (b) Electronic Bates Numbering, per 100 numbers \$ _____
- (c) *Timework, per hour \$ _____

*NOTE: For system timework, a timework charge will be permitted. "Timework" must be supported by a statement outlining in detail the operation for which payment is claimed. Timework for up to 3 hours for author's alterations (aa's) may be signed off by the ordering agency on the billing certification. Timework which exceeds three hours or for other than aa's will only be allowed under exceptional circumstances. It must be specifically authorized by the Contracting Officer using a subsequent contract modification. In case of dispute, the Contracting Officer reserves the right to final determination as to the operation and/or number of hours chargeable.

IV. EXTERNAL STORAGE DEVICES: Prices offered shall include the cost of all required materials, operations, and labeling necessary for the production external storage.

- (a) USB Drive, 16 Gigabytes, per each \$ _____
- (b) USB Drive, 32 Gigabytes, per each \$ _____
- (c) USB Drive, 64 Gigabytes, per each \$ _____
- (d) USB Drive, 128 Gigabytes, per each \$ _____
- (e) Secure External Storage Device, per each \$ _____

Initials

Litigation and Non-Litigation Scanning and Copying
Program 2810-S (4/22)

SHIPMENT(S): Shipments will be made from: City _____, State _____

The city(ies) indicated above will be used for evaluation of transportation charges when shipment f.o.b. contractor’s city is specified. If no shipping point is indicated above, it will be deemed that the offeror has selected the city and state shown below in the address block, and the bid or offer will be evaluated and the contract awarded on that basis. If shipment is not made from evaluation point, the contractor will be responsible for any additional shipping costs incurred.

DISCOUNTS: Discounts are offered for payment as follows: _____ Percent, _____ calendar days. See Article 12 “Discounts” of Solicitation Provisions in GPO Contract Terms (Publication 310.2).

AMENDMENT(S): Offeror hereby acknowledges amendment(s) number(ed) _____

BID ACCEPTANCE PERIOD: In compliance with the above, the undersigned agree, if this bid is accepted within _____ calendar days (60 calendar days unless a different period is inserted by the offeror) from the date for receipt of bids, to furnish the specified items at the price set opposite each item, delivered at the designated points(s), in exact accordance with specifications.

NOTE: Failure to provide a 60-day bid acceptance period may result in expiration of the bid prior to award.

BIDDER’S NAME AND SIGNATURE: Unless specific written exception is taken, the offeror, 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 fax or mail, fill out and return one copy of all pages in “SECTION 4. – SCHEDULE OF PRICES,” including initialing/signing where indicated.

Failure to sign the signature block below may result in the bid being declared non-responsive.

Offeror _____
(Contractor Name) (GPO Contractor’s Code)

(Street Address)

(City – State – Zip Code)

By _____
(Printed Name, Signature, and Title of Person Authorized to Sign this Bid) (Date)

(Person to be Contacted) (Telephone Number) (Email)

COMPLETE AND SUBMIT THIS PAGE WITH YOUR BID



THIS SECTION FOR GPO USE ONLY

Certified by: _____ Date: _____ Contracting Officer: _____ Date: _____
(Initials) (Initials)