

U.S. GOVERNMENT PUBLISHING OFFICE
Northwest Region

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of
Scanning Project

as requisitioned from the U.S. Government Publishing Office (GPO) by the
Department of Agriculture
Forest Service/Intermountain Region

Single Award

BID OPENING: Bids shall be opened virtually at 1:00 P.M., Eastern Time (ET), on July 9, 2024 at the U.S. Government Publishing Office. All parties interested in attending the bid opening shall email bids@gpo.gov one (1) hour prior to the bid opening date and time to request a Microsoft Teams live stream link. This must be a separate email from the bid submission. The link will be emailed prior to the bid opening.

BID SUBMISSION: Bidders must email bids to bids@gpo.gov for this solicitation. No other method of bid submission will be accepted at this time. The Jacket 577-421 R-6 and bid opening date must be specified in the subject line of the emailed bid submission. ***Bids received after the bid opening date and time specified above will not be considered for award.***

ADDITIONAL 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.

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 a 100-mile radius of US Forest Regional Office, 324 25th St, Ogden Utah 84401.

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.

For information of a technical nature, contact infonorthwest@gpo.gov and fbuchko@gpo.gov .

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 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>.

SUBCONTRACTING: Subcontracting will not be permitted.

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

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.

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

SCANNER 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 allotted in the specifications.

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 the 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 the agency. In the event of an issue identified by the ordering agency, the ordering agency will provide the files to the GPO for evaluation.

SECURITY REQUIREMENT: The documents cannot be moved from the contractor's secure offsite scanning area without agency approval. There will be CUI (Controlled Unclassified Information, proprietary data, etc.) in some sections of the work. Documents may contain CUI (Controlled Unclassified Information) /PII (Personally Identifiable Information) /SBU (Sensitive But Unclassified). Proper handling of material is required.

SECURITY WARNING: 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:

- (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; and,
- (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, voice signature, facial geometry).

SECURITY CONTROL PLAN: The contractor shall operate and maintain an effective security system whereby materials used to perform the contract are manufactured and/or stored (e.g. while awaiting distribution or disposal) so as to ensure against theft and/or the unauthorized possession of the materials. Contractor is cautioned that Government provided information shall not be used for non-government business. Specifically, Government information shall not be used for the benefit of a third party.

The Government retains the right to conduct on-site security reviews at any time during this contract.

1. The plan shall contain at a minimum 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; and,
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).

PREAWARD SURVEY: In order to determine the responsibility of the prime contractor, the Government reserves the right to conduct an on-site preaward survey at the contractor'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)

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

PAYMENT: Submitting invoices for payment via the GPO fax gateway (if no samples are required) utilizing the GPO barcode coversheet program application is the most efficient method of invoicing. Instruction for using this method can be found at the following web address: <http://winapps.access.gpo.gov/fms/vouchers/barcode/instructions.html>.

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

For more information about the billing process refer to the General Information of the Office of Finance web page located at <https://www.gpo.gov/how-to-work-with-us/vendors/how-to-get-paid>.

BILLING: Contractor is expected to submit their invoice package through the GPO gateway within 30 DAYS after the product has delivered.

PARTIAL BILLING once a batch is completed is allowed. Contractor must provide proof of delivery with quantities.

SECTION 2.- SPECIFICATIONS

SCOPE: These specifications cover scanning requiring such operations as OCR, file naming, re-assemble furnished documents in the same order or manner as received and save final files to an agency provided storage device.

Contractor has option to scan on-site at agency location (US Forest Regional Office, 324 25th St, Ogden Utah 84401) or transport, scan, and deliver records back to the agency.

TITLE: Scanning Project

QUANTITY: Contractor to scan approximately 250,000 pages (there may be as many as 400,000 pages). The exact quantity of pages is unknown. Contractor to provide a price for each additional thousand scans over 250,000 pages.

The quantity is an estimated total number of pages. Contractor to confirm the quantity. Contractor must notify GPO (infonorthwest@gpo.gov and fbuchko@gpo.gov) and the agency (aaron.graves@usda.gov) of the actual total number of pages.

TRIM SIZE:

Approximately 75% of documents will be 8.5" x 11" up to and including 8.5" x 14"

Approximately 20% of documents will be over 8.5" x 14" up to and including 11" x 17"

Approximately 5% of documents will be over 11" x 17" up to and including 2' x 3'

NOTE: The approximate percentages referenced above may vary by approximately +/- 3%.

GOVERNMENT TO FURNISH:

Documents may contain CUI (Controlled Unclassified Information) /PII (Personally Identifiable Information) /SBU (Sensitive But Unclassified). Proper handling of material is required.

Contractor has option to either scan on-site at agency location or the contractor must physically pick up the documents (documents are located within the US Forest Regional Office, 324 25th St, Ogden Utah 84401). Contractor must pick up the agency provided storage device (see "Description"). The scanning must be performed at agency location or must be performed at the location of the awarded contractor.

If contractor chooses to pickup the documents rather than scan on-site at agency location: The contractor must pick up (small to large) filing cabinets and return them in the same order and condition as they left the agency building. An occasional portion of the work may need to be boxed up by the agency and picked up by the contractor. The pick up of the documents may require several different pick up dates. The estimated number of pick up dates will be 8-12 different pick up dates.

NOTE: The size and weight of the file cabinets is unknown. See attached pictures of some of the file cabinets (Attachment A).

It is anticipated that all will be from filing cabinets. However, if there are any instances of files provided outside of the file cabinets, the agency will box them up prior to pick-up.

Hours of access to the documents located in Ogden UT: 7:00am - 5pm

The documents are stored in unlocked storage containers, but secured by a locked office door.

NOTE: Documents are stored in rolling stacks, file cabinets, and boxes.

Contractor must contact agency (Aaron Graves; aaron.graves@usda.gov; 540-842-2150) to arrange access and/or pickup of Government furnished material.

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.

Contractor must provide all scanning equipment.

If the contractor will not be scanning on-site at the agency location the contractor must use their own vehicles to pickup and return the furnished material. Outside couriers are NOT acceptable. The contractor may use a rental vehicle for transportation.

Contractor will be responsible for the following image clean-up requirements:

Contractor to straighten image(s) that are furnished skewed.

Contractor to crop image(s) as specified.

Contractor to contact agency after award with questions on image clean-up requirements.

NOTE: Post capture clean-up despeckle processes are NOT required.

PROOFS: After first drawer is scanned provide the files to the agency and wait for agency approval to proceed. Contact Aaron Graves 540-842-2150; Aaron.Graves@usda.gov; to arrange transmission.

Files will be withheld not more than 10 workdays from receipt by the Government to receipt in contractor's plant. Contractor must not proceed prior to receipt of an "OK to proceed".

DESCRIPTION: Contractor has option to scan on-site at agency location (US Forest Regional Office, 324 25th St, Ogden Utah 84401) or transport, scan, and deliver records back to the agency.

The quality of the scan must be consistent at 300 ppi, single-sided, which will allow for web viewing, some digital printing, and Optical Character Recognition (OCR) capable, which will allow for content search.

Must be OCR capable. Must be text-searchable. It is understood by the agency that there will be instances where the OCR process is unable to read/interpret the material being scanned. Therefore "uncorrected" OCR will be acceptable.

Hard copy documents may be single-sided, double-sided, carbon copies, handwritten, photocopies, typewritten, forms (8.5 x 11"), Maps, Non-standard sizes, Oversized documents, bound in folders, folded products, paper clipped, stapled, colored paper, plain white paper. Contractor will be required to separate each page for scanning/conversion.

Documents may have edges frayed, may be fragile, may be good quality originals, may be poor quality originals.

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 agency (Aaron Graves; aaron.graves@usda.gov; 540-842-2150) and GPO Northwest (infnorthwest@gpo.gov and fbuchko@gpo.gov).

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.

Contractor may disassemble the furnished document before scanning.

After scanning, the contractor is required to re-assemble furnished documents in the same order or manner as received. This includes items that are stapled or held together with clips or other fasteners as well as folders, binders, and document cases. All documents must be re-assembled in the same order and manner as they were received.

Contractor shall scan all documents as furnished (i.e., grayscale only documents in grayscale; color documents in color). The majority of documents will be in grayscale (approximately 95%-98%) with an occasional document in color.

NOTE: Grayscale and color images only. No bitonal images.

The file naming convention contractor must use: As labeled. Average number of characters for naming convention is up to 80 characters. The naming convention will be using the name that is typed/printed on each file. While many of the file names will be under 40 characters, there will be others that will require the full character limit.

Contractor to return the majority of scanned/converted documents as multiple page PDF. An occasional document may be a single page PDF.

At request of the agency the agency to have continual access to scanned materials once completed on contractor's end.

Contractor to save final files to an agency provided storage device. At the option of the agency this may be a hard-drive, a thumb-drive, etc.

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

Light Intervention: Approximately 75% 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 20% 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 5% 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 pages that are folded, torn, or stuck together.)

ON-SITE SCANNING: If contractor will be scanning on-site at the agency location (US Forest Regional Office, 324 25th St, Ogden Utah 84401):

Security requirements for the building housing the documents: This is a federal building and as such, there are security guards and a checkpoint at the entrance. A Forest Service employee will need to meet the vendor at the entrance and escort them up to the office space each day.

Hours of access to the documents on-site: 7:00am-5pm

Contractor **may not** have access to Wi-Fi on-site.

Contractor **will not** have wired network access on-site. If a data connection is required, the contractor must provide their own; example: a Cellular Wi-Fi Hotspot device.

There is office space available, to include work tables. See attached photos of the available work space (Attachment B), which measures (approximately) 22'x20'.

MARGINS: Follow Government furnished material.

DISTRIBUTION: If the contractor is not scanning on-site at the agency location (US Forest Regional Office, 324 25th St, Ogden Utah 84401) the contractor must use their own vehicles to pickup and return the furnished material. Outside couriers are NOT acceptable. The contractor may use a rental vehicle for transportation.

Contractor must contact agency (Aaron Graves; aaron.graves@usda.gov; 540-842-2150) to arrange delivery. Contractor to save final files to an agency provided storage device. At the option of the agency this may be a hard-drive, a thumb-drive, etc.

Documents and storage device are to be delivered/returned to the following address:
US Forest Regional Office, 324 25th St, Ogden Utah 84401

SCHEDULE: Government Furnished Material and Purchase Order will be available for pickup on or before July 16, 2024.

Deliver Complete by November 15, 2024 ***

***The 11/15/24 is an estimated delivery date. A reasonable extension to the delivery date would be acceptable. After award the Contractor must contact GPO Northwest (infonorthwest@gpo.gov; fbuchko@gpo.gov) and the agency (aaron.graves@usda.gov) if requesting a reasonable extension to the delivery date.

Contractor must notify the ordering agency on the same day that the product ships/delivers via e-mail sent to aaron.graves@usda.gov and to compliance@gpo.gov and to fbuchko@gpo.gov. Call Aaron Graves 540-842-2150 to confirm receipt of documentation. The subject line of this message shall be "Distribution Notice for Jacket 577-421". The notice must provide all applicable tracking numbers, shipping method, and Title. Contractor must be able to provide copies of all delivery, mailing, and shipping receipts upon agency request.

SECTION 3.- DETERMINATION OF AWARD

The Government will determine the lowest bid by applying the prices offered in the "Schedule of Prices" to the following units of production which are estimated requirements. These units do not constitute, nor are they to be construed as, a guarantee of the volume of work which may be ordered.

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

1. 187,500
2. 50,000
3. 12,500

SECTION 4.- SCHEDULE OF PRICES

Bids offered are f.o.b. destination.

Prices must include the cost of all required materials and operations necessary for the complete production and delivery of the products listed in accordance with these specifications.

The Contracting Officer reserves the right to reject any offer that contains prices for individual items of production 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.

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

Bidder 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 bidder intends to furnish individual items at no charge to the Government.

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

Contractor to scan approximately 250,000 pages (there may be as many as 400,000 pages). The exact quantity of pages is unknown. Contractor to provide a price for each additional thousand scans over 250,000 pages.

- 1. Scanning up to and including 8.5" x 14" documents, per page..... \$ _____
ADDITIONAL RATE PER 1,000 PAGES OVER 250,000 PAGES..... \$ _____
- 2. Scanning over 8.5" x 14" up to and including 11" x 17", per page..... \$ _____
ADDITIONAL RATE PER 1,000 PAGES OVER 250,000 PAGES..... \$ _____
- 3. Scanning over 11" x 17" up to and including 2' x 3', per page..... \$ _____
ADDITIONAL RATE PER 1,000 PAGES OVER 250,000 PAGES..... \$ _____

(Initials)

PRODUCTION LOCATION:

Production will be on-site at agency location (US Forest Regional Office, 324 25th St, Ogden Utah 84401) yes _____ no _____

If production will not be on-site at agency location all production will be at
Street Address: _____,
City: _____, State: _____, Zip Code: _____.

PRODUCTION FACILITIES WITHIN ASSUMED AREA:

My production facilities are located within the assumed area of production ... yes _____ no _____

NOTICE: Bidders OUTSIDE the assumed production area specified on page one of these specifications should complete the following information.

1. Proposed carrier(s) for pickup of Government Furnished Material _____

a. Number of hours from acceptance of print order to pickup of Government Furnished Material..... _____

b. Number of hours from pickup of Government Furnished Material to delivery at contractor's plant..... _____

2. Proposed carrier(s) for delivery of completed product _____

a. Number of hours from notification to carrier to pickup of completed product..... _____

b. Number of hours from pickup of completed product to delivery at destination..... _____

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): Bidder 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 bidder) 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. *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 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. *Failure to sign the signature block below may result in the bid being declared non-responsive.*

Bidder _____
(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)

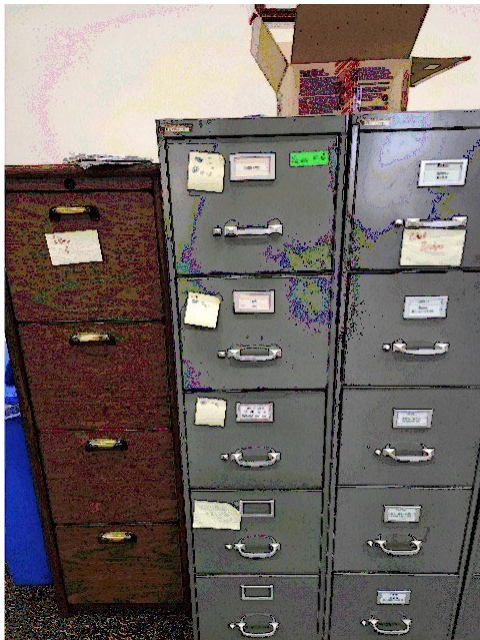
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(Email) (Fax Number)

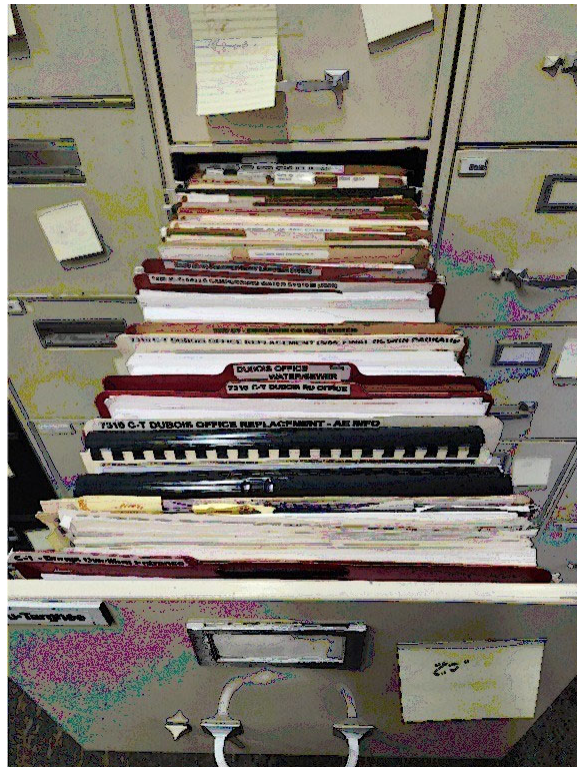
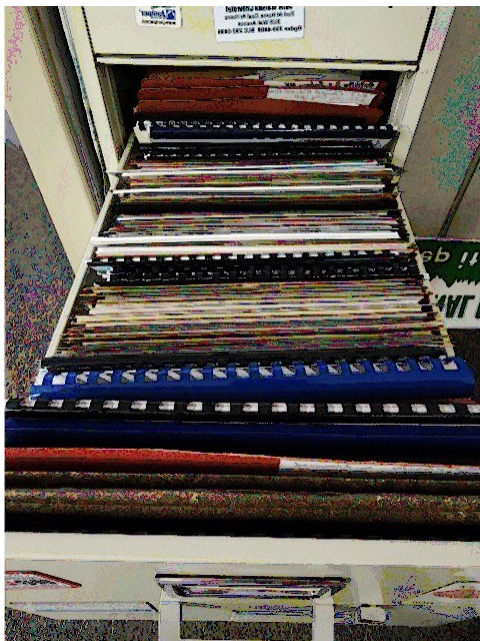
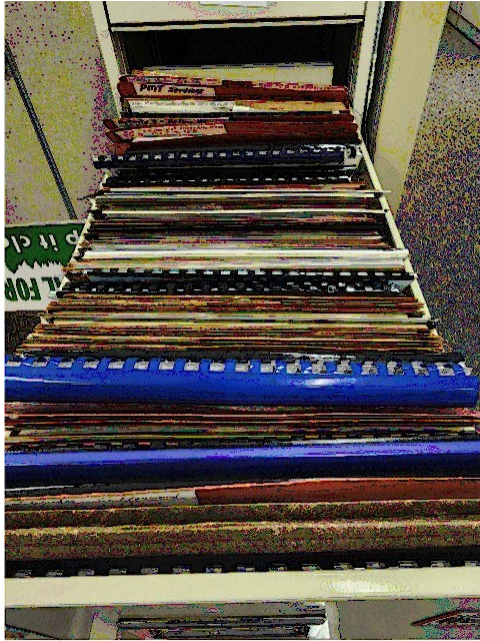
THIS SECTION FOR GPO USE ONLY

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

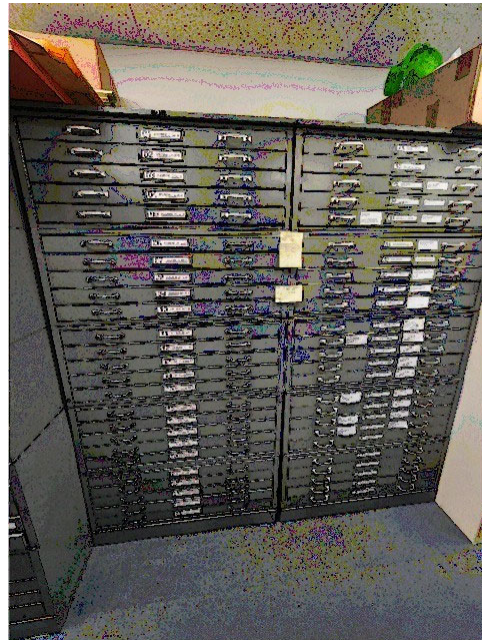
**ATTACHMENT A (page 1 of 7)
(pictures of some of the file cabinets)**



ATTACHMENT A (page 2 of 7)
(pictures of some of the file cabinets)



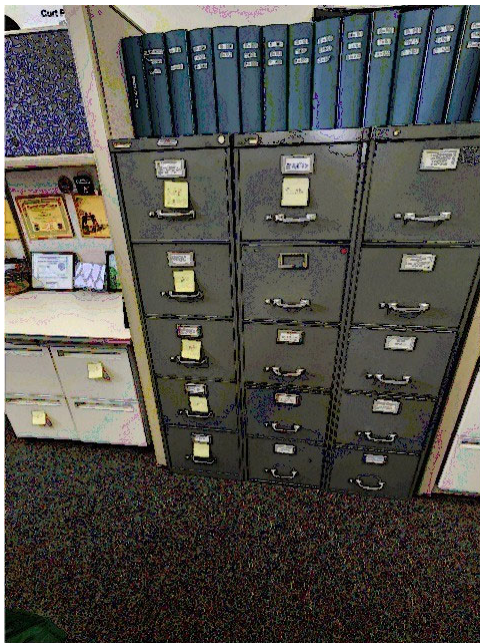
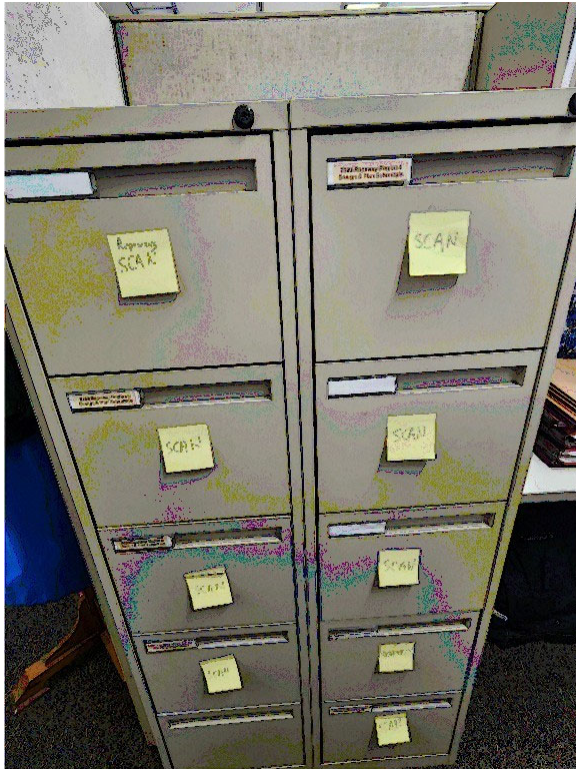
**ATTACHMENT A (page 3 of 7)
(pictures of some of the file cabinets)**



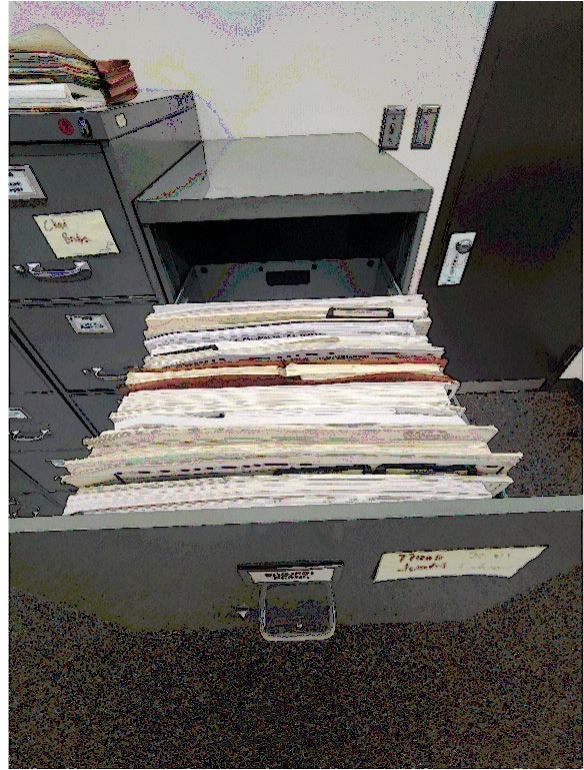
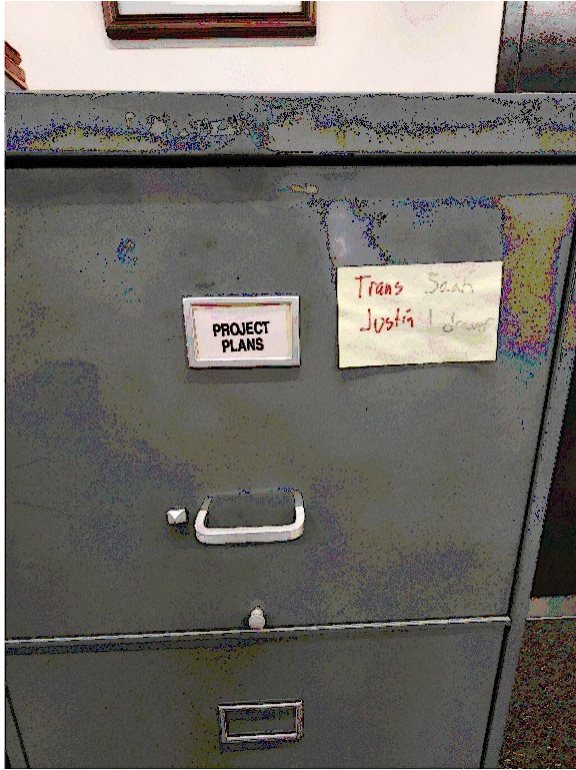
**ATTACHMENT A (page 4 of 7)
(pictures of some of the file cabinets)**



**ATTACHMENT A (page 5 of 7)
(pictures of some of the file cabinets)**



ATTACHMENT A (page 6 of 7)
(pictures of some of the file cabinets)



ATTACHMENT A (page 7 of 7)
(pictures of some of the file cabinets)



ATTACHMENT B (page 1 of 1)
(photos of the available on-site work space)

