

**Jacket:** 420-630

**Title:** OGC Scanning Documents

**Agency:** VA

**Bid Opening:** July 29, 2022 at 11:00am

A

<b>Contractor Name</b>	<b>Bid</b>	<b>Terms</b>		<b>Discounted Total</b>
Canaan Media LLC	\$76,050.00	0%	0 days	\$76,050.00
CRDS	\$83,200.00	2%	20 days	\$83,200.00
Melken Solutions	\$84,380.50	1%	10 days	\$82,692.89
DMI	\$89,700.00	2%	10 days	\$89,700.00
DataSavers of Jacksonville	\$110,500.00	0%	0 days	\$110,500.00
JE Marketing Group	\$111,800.00	1%	15 days	\$111,800.00
Omni Pro Inc	\$130,800.00	0%	0 days	\$130,800.00
The Document Group Inc	\$147,000.00	2%	15 days	\$147,000.00
ARC Document Solutions	\$149,500.00	0%	30 days	\$149,500.00
Global Document Services	\$156,000.00	0%	0 days	\$156,000.00
F&S Service Company	\$182,000.00	2%	20 days	\$178,360.00
VNV Management DBA	\$195,000.00	0%	0 days	\$195,000.00
File Bank Inc.	\$208,367.90	0%	0 days	\$208,367.90
Aitheras LLC	\$246,531.15	1%	15 days	\$246,531.15
Optimum Solutions Corp.	\$299,000.00	0%	0 days	\$299,000.00
Quality Associates Inc.	\$377,800.00	0%	0 days	\$377,800.00
Avenu Government Systems, LLC	\$442,000.00	0%	0 days	\$442,000.00

**BID OPENING:** Bids shall be opened at 11:00 AM., prevailing Eastern Standard Time (EST), on July 29, 2022 by the U.S. Government Publishing Office, in Washington, DC 20401. Due to the COVID-19 pandemic, this will NOT be a public bid opening.

**BID SUBMISSION:** NOTE: Due to the COVID-19 pandemic, the physical office will NOT be open. Based on this, vendors MUST submit e-mail bids to [bidsapsdc@gpo.gov](mailto:bidsapsdc@gpo.gov) for this solicitation. No other method of bid submission will be accepted at this time.

The Jacket Number 420-630 and bid opening date must be specified in the subject line of the e-mailed bid submission. Bids received after 11:00 AM EST on the bid opening date specified above will not be considered for award.

For information regarding the solicitation requirements prior to award please email Chris Duncan at [cduncan@gpo.gov](mailto:cduncan@gpo.gov). For contract administration after award, contact APS DC at 202-512-0307.

**Additional e-mailed Bid Submission Provisions:**

The Government will not be responsible for any failure attributable to the transmission or receipt of the e-mailed bid including, but not limited to, the following—

- (1) Emails over 75 MB may not be received by GPO due to size limitations for receiving emails.
- (2) The vendor's email provider may have different size limitations for sending e-mail, however vendors are advised not to exceed GPO's stated limit.
- (3) Illegibility of bid.
- (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 e-mailed bid prior to bid opening. GPO will use the prevailing time (specified as the local time zone) and the exact time that the e-mail is received by GPO's email server as the official time stamp for bid receipt at the specified location.

**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)).

**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;
- 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: Due By 3 Hours After Review & Confirm:** The contractor shall maintain in operation, an effective security system where items by these specifications are manufactured and/or stored (awaiting distribution or disposal) to assure against theft and/or the product ordered falling into unauthorized hands. Contractor is cautioned that no Government provided information shall be used for 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 plan shall contain at a minimum:

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

This proposed plan is subject to review and approval by the government and award will not be made prior to approval of same.

**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

(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.

**PRODUCT:** Scanning

**TITLE:** OGC Document Scanning

**QUANTITY:** 1 Scan service into multi-pdf files of approx. 402 archival boxes with approx. 1,300,000 pages of paper copy record maintained in folders.

Award will be based on the estimated total of 1,300,000 originals. Contractor shall furnish an additional rate for the following size categories: 8-1/2 x 11", 8-1/2 x 14", and varying odd size. This will be used to increase or decrease the final billing amount based on the final number of originals.

Contractor must submit a price for the line items listed below. A charge will be allowed for each item. This price will include the cost of ALL REQUIRED OPERATIONS (including miscellaneous and delivery charges) necessary to produce the product ordered.

**TRIM SIZE:** Mostly 8-1/2 x 11", with some 8-1/2 x 14" and some varying odd sizes

**PAGES:** approx. 1,300,000 pages

**SCHEDULE:**

Furnished Material will be available for pickup by 8/5/22

Partial Deliveries: 3 partial deliveries, contractor to scan and return approx. 100 boxes at a time.

Final Delivery complete (to arrive at destination) by 3/30/23.

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

**GOVERNMENT TO FURNISH:**

Purchase order will be emailed after award. Materials to be picked up at contractor's expense from: Canaan Media/Main Studio, 255 Old New Brunswick Rd, STE 360, Piscataway, NJ 08854

Contractor MUST use their own vehicles for pick up/delivery, (Courier Services are not allowed).

Contractor MUST perform all production in their facility (no subcontracting allowed).

NOTE: Security procedures need to be implemented for the shipment and during production. 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. Maintain scan source records & their return in their original box and folder order throughout the process.

Documents contain PII information. The documents need to be available for review by the agency during production.

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

**SCANNING SERVICES REQUIRED (NO PRINTING REQUIRED):**

Scope: This statement of work is for digitization, following the specifications provided in this document, for approx. 402 boxes with approx. 1,300,000 pages of paper copy record maintained in folders. Records will have staples, clips, rubber bands or in binders.

**PRODUCTS TO BE SCANNED:** Bound books, 2-sided GBC bound books, bound folders with fragile booklets within folders **requiring heavy intervention**, letter sized paper in three ring binders, forms 8-1/2 x 11", paper clipped, and sticky notes, tiny receipts. Images to be scanned include single-sided, double-sided, carbon copies, containing type/rule matter, images, illustration, black only, color, grayscale and handwritten. Originals documents are **mostly** carbon copies, carbonless copies, **and fragile onion skin, many of which are stuck together**, and plain white paper. Condition of the paper varies from good quality originals to **mostly poor quality originals**, edges frayed, fragile and yellowed.

Contractor may disassemble, unbound, and cut apart to scan the furnished document to get it ready for scanning. After scanning, the contractor is required to put back together with paper/binder clips. **95% require Heavy Intervention**, and 5% require Glass Work. Extreme number of staples to be removed.

Documents are in approximately 400 storage boxes.

**QUALITY OF SCANNING:** 3 Star\* 300 ppi, 8 or 16 bit Web viewing, some digital printing, and OCR capable. (Three star imaging defines a very good professional image capable of serving for almost all uses.)

**DOCUMENT CLEAN-UP:** Contractor will be responsible for the following image clean-up requirements: straighten images that are furnished skewed, image cropping, and despeckle (remove spots/dirt). NOTE: The page edge should be visible with no more than 1/16" border.

**FILE NAMING CONVENTION:** Office Name - Case name from cover and case number if provided - date of newest document in file, e.g., PLG-Smith-12-30-2010. Up to 70 key-strikes per most file names.

NOTE: No compression to reduce the file size.

**TYPE OF FILE REQUIRED AS A COMPLETED DELIVERABLE:** Multi page PDF.

**COLOR MODE REQUIRED:** Grayscale and black (bitmap)

**TYPE OF FILE OPTIMIZATION:** Web, Read only and Low-Res printing

**OCR:** Text-searchable, OCR target format, PDF image plus text. OCR requirements to be included as a separate document.

**Storage media:** Scanned files to be uploaded using box.com, agency will provide instructions.

NOTE: Documents will need to be available for review by the agency throughout production. The Contractor shall submit bi-weekly status reports unless otherwise specified.

**WARRANTY:** Contract Clause 15, "Warranty", of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 01-18)) 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 check is tendered as final payment. All other provisions remain the same.

**LABELING AND MARKING:** (package and/or container label): Reproduce shipping container label from furnished repro, fill in appropriate blanks and attach to shipping containers.

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

Product Quality Levels:

(b) Finishing Attributes -- Level III.

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

(a) Non-destructive Tests -- General Inspection Level I.

(b) Destructive Tests -- Special Inspection Level S-2.

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

ATTRIBUTE	SPECIFIED STANDARD
P-7. Type Quality and Uniformity	3 Star* 300 ppi, 8 or 16 bit Web viewing/OCR capable

**DISTRIBUTION:** Deliver F.O.B. Destination

Contractor must notify the ordering agency on the same day that the product ships/delivers via e-mail sent to [brian.mano@va.gov](mailto:brian.mano@va.gov). The subject line of this message shall be Distribution Notice for Jacket 420-630, Requisition 22-00215/019026. 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.

Deliver all GFM via **contractor's vehicle** to: U.S. Department of Veterans Affairs, 810 Vermont Ave., NW, Room 1175, Washington, DC 20420. Attn: Tanya Hamilton 202-461-7622, [tanya.hamilton@va.gov](mailto:tanya.hamilton@va.gov).  
NOTE: Contractor MUST use their own vehicles for pickup and delivery.

All expenses incidental to picking up and returning materials must be borne by the contractor.

**SCHEDULE:** The Purchase Order will be emailed to the contractor by 8/5/22. Materials will be available for pickup on 8/5/22.

**1<sup>st</sup> partial delivery of approx. 100 boxes by 9/30/22**  
**2<sup>nd</sup> partial delivery of approx. 100 boxes by 11/30/22**  
**3<sup>rd</sup> partial delivery of approx. 100 boxes by 1/30/23**  
**4<sup>th</sup> and final delivery of approx. 100 boxes by 3/30/23**

Unscheduled material such as shipping documents, receipts or instructions, delivery lists, labels, etc., will be furnished with the order or shortly thereafter. In the event such information is not received in due time, the contractor will not be relieved of any responsibility in meeting the shipping schedule because of failure to request such information.

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

- 1) Most recent profit and loss statement
- 2) Most recent balance sheet
- 3) Statement of cash flows

- 4) Current official bank statement
- 5) Current lines of credit (with amounts available)
- 6) Letter of commitment from paper supplier(s)
- 7) Letter of commitment from any subcontractor

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

**PAYMENT: Partial Payments** - PLEASE SUBMIT BILLING PACKAGES WITHIN 15 DAYS OF DELIVERY. Vendor will be allowed to invoice for each of the four (4) deliveries, provided that proper proof of delivery is supplied with the invoice. On final invoice the vendor will note on the invoice 'Final Invoice for Jacket 420-630.

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>.

Jacket 420-630 BID PRICE: \$76,050

LINE ITEM(S) AFTER FIRST 1,300,000 PAGES SCANNED:

- \$ 0.0585 per 8-1/2 x 11" page
\$ 0.0785 per 8-1/2 x 14" page
\$ 0.0885 per varying odd size page

DISCOUNTS: Discounts are offered for payment as follows: Percent, calendar days. See Article 12 "Discount" of solicitation Provision in GPO Contract Terms (Publication 310.2).

AMENDMENT(S): Bidder hereby acknowledges amendment(s) number(ed) Yes

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.

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 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 fax or mail, fill out and return one copy.

Bidder: Canaan Media LLC 290-16710
(Contractor Name) (GPO Contractor's Code)

255 Old New Brunswick Rd, STE S360
(Street Address)

Piscataway, NJ 08854
(City - State - Zip Code)

By: Sam Peng, President
(Printed Name, and Title of Person Authorized to Sign this Bid)

[Signature] 7/27/2022
(Signature) (Date)

(908)218-7929 speng@CanaanMedia.com
(Telephone Number) (Email)

THIS SECTION FOR GPO USE ONLY

Certified by: CD Date: 8/3/22 Contracting Officer: Date:
(Initials) (Initials)