

PROGRAM 1013S TERM: DATE OF AWARD THROUGH October 31, 2015
 This is the year base, this contract has 4 more Government option years
 TITLE: The Conversion of Analog Data to Digital Data

ITEM NO. & DESCRIPTION	BASIS OF AWARD	ACS Document Imaging Inc Knoxville, TN		Canaan Media LLC Branchburg, NJ		Court Record Services of NJ East Brunswick, NJ		Data One Boise, ID		Rise Business Services, LLC Denver, CO	
		UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST
I. SCANNING, PACKING, AND DISTRIBUTION											
(a) Producing a bitonal file, must be a minimum of 300 ppi (1-bit bitonal; ITU-T group 4 compression)											
(1) Auto-Feed scanning; cost per page											
(a) up to and including 8-1/2 x 14"	4375	0.055	240.63	0.04	175.00	0.06	262.50	0.055	240.63	0.03	131.25
(b) Over 8-1/2 x 14" up to and including 11 x 17"	1875	0.07	131.25	0.05	93.75	0.07	131.25	0.105	196.88	0.05	93.75
(2) Light scanning; cost per page											
(a) up to and including 8-1/2 x 14"	21875	0.08	1750.00	0.06	1312.50	0.06	1312.50	0.075	1640.63	0.0375	820.31
(b) Over 8-1/2 x 14" up to and including 11 x 17"	9375	0.085	796.88	0.07	656.25	0.07	656.25	0.125	1171.88	0.05	468.75
(3) Medium scanning; cost per page											
(a) up to and including 8-1/2 x 14"	43750	0.11	4812.50	0.07	3062.50	0.06	2625.00	0.095	4156.25	0.07	3062.50
(b) Over 8-1/2 x 14" up to and including 11 x 17"	18750	0.12	2250.00	0.08	1500.00	0.07	1312.50	0.145	2718.75	0.08	1500.00
(4) Heavy scanning; cost per page											
(a) up to and including 8-1/2 x 14"	17500	0.13	2275.00	0.09	1575.00	0.12	2100.00	0.125	2187.50	0.135	2362.50
(b) Over 8-1/2 x 14" up to and including 11 x 17"	7500	0.14	1050.00	0.10	750.00	0.19	1425.00	0.165	1237.50	0.17	1275.00
(5) Book-cradle scanning; up to and including 8-1/2 x 14", cost per page											
(a) up to and including 8-1/2 x 14"	5400	0.19	1026.00	0.08	432.00	0.14	756.00	0.35	1890.00	0.30	1620.00
(6) Oversize scan. Cost per square foot.....											
	1625	0.19	308.75	1.19	1933.75	0.05	81.25	0.395	641.88	0.45	731.25
(b) Producing a gray-scale raster file, must be a minimum of 300 ppi (8-bit grayscale)											
(1) Auto-Feed scanning; cost per page											
(a) up to and including 8-1/2 x 14"	24063	0.06	1443.78	0.04	962.52	0.06	1443.78	0.065	1564.10	0.03	721.89
(b) Over 8-1/2 x 14" up to and including 11 x 17"	10312	0.07	721.84	0.05	515.60	0.07	721.84	0.115	1185.88	0.05	515.60
(2) Light scanning; cost per page											
(a) up to and including 8-1/2 x 14"	120313	0.08	9625.04	0.06	7218.78	0.06	7218.78	0.085	10226.61	0.0375	4511.74
(b) Over 8-1/2 x 14" up to and including 11 x 17"	51562	0.09	4640.58	0.07	3609.34	0.07	3609.34	0.135	6960.87	0.05	2578.10
(3) Medium scanning; cost per page											
(a) up to and including 8-1/2 x 14"	240625	0.11	26468.75	0.07	16843.75	0.06	14437.50	0.105	25265.63	0.07	16843.75
(b) Over 8-1/2 x 14" up to and including 11 x 17"	103125	0.12	12375.00	0.08	8250.00	0.07	7218.75	0.155	15984.38	0.08	8250.00
(4) Heavy scanning; cost per page											
(a) up to and including 8-1/2 x 14"	96250	0.13	12512.50	0.09	8662.50	0.09	8662.50	0.135	12993.75	0.135	12993.75
(b) Over 8-1/2 x 14" up to and including 11 x 17"	41250	0.14	5775.00	0.10	4125.00	0.12	4950.00	0.175	7218.75	0.17	7012.50
(5) Book-cradle scanning; up to and including 8-1/2 x 14", cost per page											
(a) up to and including 8-1/2 x 14"	16200	0.23	3726.00	0.08	1296.00	0.14	2268.00	0.255	4131.00	0.30	4860.00
(6) Oversize scan. Cost per square foot.....											
	7312	0.19	1389.28	1.29	9432.48	0.05	365.60	0.455	3326.96	0.45	3290.40
(c) Producing a color raster file, must be a minimum of 300 ppi (24-bit color)											
(1) Auto-Feed scanning; cost per page											
(a) up to and including 8-1/2 x 14"	8750	0.12	1050.00	0.04	350.00	0.06	525.00	0.295	2581.25	0.10	875.00
(b) Over 8-1/2 x 14" up to and including 11 x 17"	3750	0.14	525.00	0.05	187.50	0.07	262.50	0.495	1856.25	0.10	375.00
(2) Light scanning; cost per page											
(a) up to and including 8-1/2 x 14"	43750	0.14	6125.00	0.06	2625.00	0.06	2625.00	0.395	17281.25	0.10	4375.00
(b) Over 8-1/2 x 14" up to and including 11 x 17"	18750	0.16	3000.00	0.07	1312.50	0.07	1312.50	0.595	11156.25	0.10	1875.00
(3) Medium scanning; cost per page											
(a) up to and including 8-1/2 x 14"	87500	0.16	14000.00	0.07	6125.00	0.06	5250.00	0.495	43312.50	0.15	13125.00
(b) Over 8-1/2 x 14" up to and including 11 x 17"	37500	0.19	7125.00	0.08	3000.00	0.07	2625.00	0.695	26062.50	0.20	7500.00
(4) Heavy scanning; cost per page											
(a) up to and including 8-1/2 x 14"	35000	0.23	8050.00	0.09	3150.00	0.09	3150.00	0.595	20825.00	0.25	8750.00
(b) Over 8-1/2 x 14" up to and including 11 x 17"	15000	0.24	3600.00	0.10	1500.00	0.12	1800.00	0.895	13425.00	0.45	6750.00
(5) Book-cradle scanning; up to and including 8-1/2 x 14", cost per page											
(a) up to and including 8-1/2 x 14"	7200	0.25	1800.00	0.08	576.00	0.14	1008.00	0.755	5436.00	0.30	2160.00
(6) Oversize scan. Cost per square foot.....											
	3250	1.00	3250.00	1.39	4517.50	0.05	162.50	2.50	8125.00	0.45	1462.50

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		UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST
(d) Producing a gray scale raster file for archival reproduction. Must have a minimum of 8-bit, 600 ppi grayscale											
(1) Auto-Feed scanning; cost per page											
(a) up to and including 8-1/2 x 14"	4375	0.06	262.50	0.06	262.50	0.14	612.50	0.0715	312.81	0.03	131.25
(b) Over 8-1/2 x 14" up to and including 11 x 17"	1875	0.07	131.25	0.07	131.25	0.14	262.50	0.1365	255.94	0.05	93.75
(2) Light scanning; cost per page											
(a) up to and including 8-1/2 x 14"	21875	0.08	1750.00	0.08	1750.00	0.14	3062.50	0.0975	2132.81	0.0375	820.31
(b) Over 8-1/2 x 14" up to and including 11 x 17"	9375	0.09	843.75	0.09	843.75	0.14	1312.50	0.1625	1523.44	0.05	468.75
(3) Medium scanning, cost per page											
(a) up to and including 8-1/2 x 14"	43750	0.11	4812.50	0.09	3937.50	0.14	6125.00	0.1235	5403.13	0.07	3062.50
(b) Over 8-1/2 x 14" up to and including 11 x 17"	18750	0.13	2437.50	0.10	1875.00	0.14	2625.00	0.1885	3534.38	0.08	1500.00
(4) Heavy scanning; cost per page											
(a) up to and including 8-1/2 x 14"	17500	0.13	2275.00	0.11	1925.00	0.14	2450.00	0.163	2852.50	0.135	2362.50
(b) Over 8-1/2 x 14" up to and including 11 x 17"	7500	0.15	1125.00	0.12	900.00	0.14	1050.00	0.2145	1608.75	0.17	1275.00
(5) Oversize scan. Cost per square foot	2438	0.25	609.50	2.19	5339.22	0.09	219.42	0.513	1250.69	0.45	1097.10
(e) Producing a color raster file for archival reproduction. Must have a minimum of 24-bit, 600 ppi color, RGB mode											
(1) Auto-Feed scanning; cost per page											
(a) up to and including 8-1/2 x 14"	2188	0.14	306.32	0.07	153.16	0.14	306.32	0.383	838.00	0.10	218.80
(b) Over 8-1/2 x 14" up to and including 11 x 17"	937	0.15	140.55	0.08	74.96	0.14	131.18	0.643	602.49	0.10	93.70
(2) Light scanning; cost per page											
(a) up to and including 8-1/2 x 14"	10938	0.16	1750.08	0.09	984.42	0.14	1531.32	0.513	5611.19	0.10	1093.80
(b) Over 8-1/2 x 14" up to and including 11 x 17"	4687	0.17	796.79	0.10	468.70	0.14	656.18	0.773	3623.05	0.10	468.70
(3) Medium scanning, cost per page											
(a) up to and including 8-1/2 x 14"	21875	0.17	3718.75	0.10	2187.50	0.14	3062.50	0.643	14065.63	0.15	3281.25
(b) Over 8-1/2 x 14" up to and including 11 x 17"	9375	0.19	1781.25	0.11	1031.25	0.14	1312.50	0.903	8465.63	0.20	1875.00
(4) Heavy scanning; cost per page											
(a) up to and including 8-1/2 x 14"	8750	0.20	1750.00	0.12	1050.00	0.14	1225.00	0.773	6763.75	0.25	2187.50
(b) Over 8-1/2 x 14" up to and including 11 x 17"	3750	0.22	825.00	0.13	487.50	0.14	525.00	1.163	4361.25	0.45	1687.50
(5) Oversize scan. Cost per square foot	1625	1.10	1787.50	2.29	3721.25	0.09	146.25	3.25	5281.25	0.45	731.25
(f) Producing a gray-scale raster file, from continuous tone prints; (8-bit grayscale)											
(1) Up to and including 5 x 7", cost per scan											
(a) 300 ppi	14952	1.50	22428.00	0.12	1794.24	0.09	1345.68	0.255	3812.76	0.15	2242.80
(b) 600 ppi	7857	2.50	19642.50	0.15	1178.55	0.14	1099.98	0.331	2600.67	0.15	1178.55
(2) Over 5 x 7", up to and including 8 x 10", cost per scan											
(a) 300 ppi	4490	1.75	7857.50	0.19	853.10	0.09	404.10	0.505	2267.45	0.15	673.50
(b) 600 ppi	1497	2.75	4116.75	0.25	374.25	0.14	209.58	0.656	982.03	0.15	224.55
(3) Over 8 x 10", up to and including 11 x 14", cost per scan											
(a) 300 ppi	1272	2.00	2544.00	0.28	356.16	0.09	114.48	0.755	960.36	0.15	190.80
(b) 600 ppi	224	3.00	672.00	0.37	82.88	0.14	31.36	0.981	219.74	0.15	33.60
(g) Producing a color raster file, from continuous tone prints; (24-bit color)											
(1) Up to and including 5 x 7", cost per scan											
(a) 300 ppi	3479	1.50	5218.50	0.12	417.48	0.09	313.11	0.255	887.15	0.15	521.85
(b) 600 ppi	1873	2.50	4682.50	0.15	280.95	0.14	262.22	0.355	664.92	0.15	280.95
(2) Over 5 x 7", up to and including 8 x 10", cost per scan											
(a) 300 ppi	1070	1.75	1872.50	0.19	203.30	0.09	96.30	0.555	593.85	0.15	160.50
(b) 600 ppi	357	2.75	981.75	0.25	89.25	0.14	49.98	0.655	233.84	0.15	53.55
(3) Over 8 x 10", up to and including 11 x 14", cost per scan											
(a) 300 ppi	303	2.00	606.00	0.28	84.84	0.09	27.27	0.755	228.77	0.15	45.45
(b) 600 ppi	54	3.00	162.00	0.37	19.98	0.14	7.56	0.855	46.17	0.15	8.10

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		UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST
(h) Producing a bitonal file, from engineering drawings and blueprints; (1-bit bitonal; ITU-T group 4 compression)											
(1) Size A drawings 8-1/2 x 11", cost each											
(a) 200 ppi.....	731	0.10	73.10	1.19	869.89	0.14	102.34	0.255	186.41	0.09	65.79
(b) 300 ppi.....	394	0.10	39.40	1.69	665.86	0.14	55.16	0.305	120.17	0.09	35.46
(2) Size B drawings 11 x 17", cost each											
(a) 200 ppi.....	2531	0.15	379.65	1.69	4277.39	0.14	354.34	0.555	1404.71	0.17	430.27
(b) 300 ppi.....	844	0.15	126.60	2.19	1848.36	0.14	118.16	0.605	510.62	0.17	143.48
(3) Size C drawings 17 x 22", cost each											
(a) 200 ppi.....	2475	1.25	3093.75	2.69	6657.75	0.20	495.00	0.755	1868.63	0.89	2202.75
(b) 300 ppi.....	2025	1.25	2531.25	3.19	6459.75	0.20	405.00	0.855	1731.38	0.89	1802.25
(4) Size D drawings 22 x 34", cost per each											
(a) 200 ppi.....	4500	1.25	5625.00	3.19	14355.00	0.50	2250.00	1.25	5625.00	0.89	4005.00
(b) 300 ppi.....	1125	1.25	1406.25	3.69	4151.25	0.50	562.50	1.55	1743.75	0.89	1001.25
(5) Size E drawings 34 x 44", cost per each											
(a) 200 ppi.....	3150	1.25	3937.50	3.69	11623.50	0.75	2362.50	1.50	4725.00	0.89	2803.50
(b) 300 ppi.....	4725	1.25	5906.25	4.19	19797.75	0.75	3543.75	1.75	8268.75	0.89	4205.25
(i) Producing a bitonal file, from foldins per linear foot that may have a width up to 17" wide; (1-bit bitonal; ITU-T group 4 compression). Most foldins will require careful removal from a case bound book. Reassemble the publication and insert it's contents back into its case.											
(1) Up to and including 17" in width, cost per linear foot											
(a) 200 ppi.....	1728	0.29	501.12	1.49	2574.72	0.05	86.40	0.395	682.56	0.75	1296.00
(b) 300 ppi.....	1152	0.29	334.08	1.89	2177.28	0.05	57.60	0.555	639.36	0.75	864.00
(j) Producing a bitonal file, (1-bit bitonal; ITU-T group 4 compression). Scans from microfiche pages. Cost per scan must include OCR scanning (optical character recognition).											
(1) Microfiche scans at 200 ppi, cost per page.....	75290	0.09	6776.10	0.12	9034.80	0.04	3011.60	0.101	7604.29	0.114	8583.06
(2) Microfiche scans at 300 ppi, cost per page.....	41067	0.10	4106.70	0.15	6160.05	0.04	1642.68	0.125	5133.38	0.114	4681.64
(3) Microfiche scans at 400 ppi, cost per page.....	20534	0.10	2053.40	0.18	3696.12	0.04	821.36	0.135	2772.09	0.114	2340.88
(k) Producing a bitonal file, (1-bit bitonal; ITU-T group 4 compression). Scans from microfiche of various size engineering drawings. No OCR scanning required.											
(1) Microfiche scans at 200 ppi, cost per drawing.....	18252	0.039	711.83	0.15	2737.80	0.09	1642.68	0.75	13689.00	0.36	6570.72
(2) Microfiche scans at 300 ppi, cost per drawing.....	22814	0.039	889.75	0.18	4106.52	0.09	2053.26	1.00	22814.00	0.36	8213.04
(3) Microfiche scans at 400 ppi, cost per drawing.....	4563	0.039	177.96	0.21	958.23	0.09	410.67	1.25	5703.75	0.48	2190.24
(l) Producing a bitonal file, (1-bit bitonal; ITU-T group 4 compression). Scans from aperture cards of pages. Cost per scan must include OCR scanning (optical character recognition).											
(1) Microform scans at 200 ppi, cost per page.....	2356	0.25	589.00	0.12	282.72	0.12	282.72	0.205	482.98	0.48	1130.88
(2) Microform scans at 300 ppi, cost per page.....	3702	0.27	999.54	0.15	555.30	0.12	444.24	0.255	944.01	0.48	1776.96
(3) Microform scans at 400 ppi, cost per page.....	673	0.32	215.36	0.18	121.14	0.12	80.76	0.305	205.27	0.60	403.80
(m) Producing a bitonal file, (1-bit bitonal; ITU-T group 4 compression). Scans from aperture cards of various size engineering drawings. No OCR scanning required.											
(1) Microform scans at 200 ppi, cost per drawing.....	7067	0.25	1766.75	0.22	1554.74	0.12	848.04	0.505	3568.84	0.42	2968.14
(2) Microform scans at 300 ppi, cost per drawing.....	6282	0.27	1696.14	0.25	1570.50	0.12	753.84	0.555	3486.51	0.42	2638.44
(3) Microform scans at 400 ppi, cost per drawing.....	2356	0.32	753.92	0.28	659.68	0.12	282.72	0.605	1425.38	0.54	1272.24

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		UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST
(n) Producing a bitonal file, from monochromatic lithographic film must be a minimum of 200 ppi (1-bit bitonal; ITU-T group 4 compression).											
(1) Size A drawings 8-1/2 x 11", cost per film.....	230	0.75	172.50	0.99	227.70	0.19	43.70	10.00	2300.00	6.00	1380.00
(2) Size B drawings 11 x 17", cost per film.....	345	1.00	345.00	1.99	686.55	0.19	65.55	15.00	5175.00	9.00	3105.00
(3) Size C drawings 17 x 22", cost per film.....	805	1.75	1408.75	2.49	2004.45	0.19	152.95	20.00	16100.00	18.00	14490.00
(4) Size D drawings 22 x 34", cost per film.....	575	1.75	1006.25	3.49	2006.75	0.19	109.25	25.00	14375.00	18.00	10350.00
(5) Size E drawings 34 x 44", cost per film.....	345	1.75	603.75	4.49	1549.05	0.19	65.55	50.00	17250.00	18.00	6210.00
(o) Producing a color raster file, from continuous tone photographic film. Scans must be (24-bit color) or black and white (8-bit grayscale).											
(1) 35 mm color negative film flipped to corrected positive color space. Cost per frame.											
(a) 1,200 ppi.....	26250	3.00	78750.00	0.39	10237.50	0.19	4987.50	0.391	10263.75	1.50	39375.00
(b) 2,400 ppi.....	37500	4.00	150000.00	0.49	18375.00	0.22	8250.00	0.429	16087.50	3.00	112500.00
(c) 3,200 ppi.....	11250	5.00	56250.00	0.59	6637.50	0.24	2700.00	0.455	5118.75	3.90	43875.00
(2) 35 mm negative black and white film flipped to a positive image. Cost per frame.											
(a) 1,200 ppi.....	1575	2.50	3937.50	0.39	614.25	0.19	299.25	0.871	1371.83	1.50	2362.50
(b) 2,400 ppi.....	2250	3.75	8437.50	0.49	1102.50	0.22	495.00	0.923	2076.75	3.00	6750.00
(c) 3,200 ppi.....	675	4.75	3206.25	0.59	398.25	0.24	162.00	0.955	644.63	3.90	2632.50
(3) 35 mm transparency film. Cost per frame.											
(a) 1,200 ppi.....	10088	2.50	25220.00	0.39	3934.32	0.19	1916.72	0.391	3944.41	1.50	15132.00
(b) 2,400 ppi.....	14411	3.50	50438.50	0.49	7061.39	0.22	3170.42	0.429	6182.32	3.00	43233.00
(c) 3,200 ppi.....	4323	4.50	19453.50	0.59	2550.57	0.24	1037.52	0.455	1966.97	3.90	16859.70
(4) 110 film up to and including 5 x 7" negative and transparency film. Cost per frame.											
(a) 1,200 ppi.....	297	3.50	1039.50	0.49	145.53	1.59	472.23	0.255	75.74	2.70	801.90
(b) 2,400 ppi.....	425	4.50	1912.50	0.59	250.75	1.59	675.75	0.365	155.13	6.60	2805.00
(c) 3,200 ppi.....	128	5.00	640.00	0.69	88.32	1.59	203.52	0.555	71.04	6.00	768.00
II. OXIDE TAPE TO DIGITAL											
(a) Encoding for lossless conversion to DVD rounded to the nearest 15 minutes.											
(1) VHS tapes, cost per hour.....	510	18.00	9180.00	4.99	2544.90	20.00	10200.00	15.00	7650.00	12.00	6120.00
(2) Beta tapes, cost per hour.....	128	18.00	2304.00	6.99	894.72	40.00	5120.00	20.00	2560.00	12.00	1536.00
(b) Encoding for best lossy conversion to DVD rounded to the nearest 15 minutes.											
(1) VHS tapes, cost per hour.....	418	45.00	18810.00	3.99	1667.82	20.00	8360.00	20.00	8360.00	12.00	5016.00
(2) Beta tapes, cost per hour.....	104	45.00	4680.00	5.99	622.96	40.00	4160.00	25.00	2600.00	12.00	1248.00
(c) Transcribe in English for closed captions.											
(1) VHS tapes, cost per minute.....	11136	4.50	50112.00	9.99	111248.64	0.50	5568.00	10.00	111360.00	7.50	83520.00
(2) Beta tapes, cost per minute.....	2784	4.50	12528.00	9.99	27812.16	0.80	2227.20	15.00	41760.00	8.10	22550.40
(d) Transcribe in English for open captions.											
(1) VHS tapes, cost per minute.....	16704	4.50	75168.00	8.99	150168.96	0.50	8352.00	18.00	300672.00	9.90	165369.60
(2) Beta tapes, cost per minute.....	4176	4.50	18792.00	8.99	37542.24	0.80	3340.80	20.00	83520.00	10.50	43848.00
(e) Printing the DVD disk in black ink. The cost must include one clear plastic slim line jewel case per disc, any make-ready, printing, and the cost of the DVD disk. Cost per disk.....	773	N/C		0.99	765.27	2.00	1546.00	15.00	11595.00	3.50	2705.50

This is the year base, this contract has 4 more Government option years

TITLE: The Conversion of Analog Data to Digital Data

ITEM NO. & DESCRIPTION	BASIS OF AWARD	ACS Document Imaging Inc Knoxville, TN		Canaan Media LLC Branchburg, NJ		Court Record Services of NJ East Brunswick, NJ		Data One Boise, ID		Rise Business Services, LLC Denver, CO	
		UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST
III. BURNING FILES TO DISC: cost must include a clear plastic slim-line jewel case per disc											
(a) DVD-5, single side, single layer 4.7 gigabytes, printing the face of the disc in black ink. Cost per disc.....	696	5.00	3480.00	1.99	1385.04	5.00	3480.00	10.00	6960.00	3.50	2436.00
(b) DVD-9, single side, single layer 8.5 gigabytes, printing the face of the disc in black ink. Cost per disc.....	77	5.00	385.00	3.49	268.73	5.00	385.00	15.00	1155.00	4.50	346.50
(c) CD, 700 MB, printing the face of the disc in black ink. Cost per disc.....	885	N/C		1.49	1318.65	5.00	4425.00	5.00	4425.00	3.50	3097.50
IV. ADDITIONAL OPERATIONS											
(a) Computer Time Work. Cost per hour. Prior to work, the contractor will be required to inform the agency of the approximate time required.....	48	30.00	1440.00	38.99	1871.52	50.00	2400.00	75.00	3600.00	20.00	960.00
(b) Extraction of metadata from document files to a load file or index. Cost per extraction.....	900500	0.15	135075.00	0.13	117065.00	0.005	4502.50	0.055	49527.50	0.01	9005.00
(c) File naming over 30 key strokes, cost per name.....	450250	3.00	1350750.00	0.12	54030.00	0.005	2251.25	0.25	112562.50	0.10	45025.00
(d) Shredding Government furnished materials, cost per pound.....	6011	5.00	30055.00	N/C		0.10	601.10	0.12	721.32	0.49	2945.39
(e) Additional resolution over the contract stated pixel per inch. Cost per 100 additional ppi.....	890	0.50	445.00	0.03	26.70	0.01	8.90	0.105	93.45	N/C	
CONTRACTOR TOTALS			\$ 2,400,446.90		\$ 802,607.95		\$ 225,258.11		\$ 1,284,601.53		\$ 928,936.93
DISCOUNT		2.00%	\$ 48,008.94	0.50%	\$ 4,013.04	2.00%	\$ 4,505.16	1.50%	\$ 19,269.02	2.00%	\$ 18,578.74
DISCOUNTED TOTALS		20 days	\$ 2,352,437.96	30 days	\$ 798,594.91	20 days	\$ 220,752.95	10 days	\$ 1,265,332.51	10 days	\$ 910,358.19

AWARDED

review by: _____

U.S. GOVERNMENT PRINTING OFFICE
Seattle, Washington

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

**General Purpose Contract:
The Conversion of Analog Data to Digital Data**

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

For Various Federal Agencies

Single Award

The term of this contract is for the period

beginning Date of Award, 2014 and ending October 31, 2015

BID OPENING: Bids shall be publicly opened at 2 p.m., prevailing Seattle time, on November 18, 2014.

CONTRACT TERM: The term of this contract is for one year (the base year), and four option years. Attention is directed to the clauses: "Economic Price Adjustment," and "Option to Extend the Contract Term."

Fill out and mail Section 4; Schedule of Prices; of this specification with a copy of the 910 form to: U.S. GOVERNMENT PRINTING OFFICE; 4735 E. Marginal Way South; Seattle; Washington; 98134. Mark your bid "ATTN: 1013-S" on the outside of the envelope.



The following web address will allow you to print a copy of the 910 form.
<http://www.gpo.gov/pdfs/vendors/sfas/bids910.pdf>

For information of a technical nature call Felicia Buchko, Ext. # 3, or email fbuchko@gpo.gov or call Ken Foster, Ext. # 7, or e-mail kfoster@gpo.gov, other questions should be directed to the contract administrator, Lautretz Moore, Ext. # 2, or e-mail lmoore@gpo.gov Phone: (206) 764-3726 (no collect calls).

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 Pub. 310.2, effective December 1, 1987 (Rev. 6/01)), and GPO Contract Terms, Quality Assurance Through Attributes Program (GPO Pub. 310.1, effective May 1979 (revised December 1992)).



<http://www.gpo.gov/pdfs/vendors/sfas/terms.pdf>

<http://www.gpo.gov/pdfs/vendors/sfas/qatap.pdf>

The above links will enable viewing of the most current versions of the afore mentioned documents.

PERFORMANCE BOND: The successful bidder will be required to execute and return to the Seattle, GPO, a performance bond on U.S. Standard Form 25, in an amount equal to 25 percent of the abstracted contract price, to insure from loss or damage of the Government furnished materials and performance in accordance with the terms, conditions, and specifications set forth herein. Such bond must be provided within ten (10) workdays after award of this contract by GPO. The following website houses the U.S. Standard Form 25.

<http://www.acquisition.gov/far/html/FormsStandard4.html>

SUBCONTRACTING: The predominant production function is scanning flat forms and film. Book cradle-scanning and the conversion of audio/video tape to digital may be subcontracted out. If subcontracting is utilized in the production of items order under this contract the following clauses will apply to all subcontractors. If personally identifiable information (PII) or sensitive but unclassified (SBU) data is forwarded to additional contractor owned locations or subcontractor owned locations all security requirements also apply to those locations and all parties involved. The contractor is responsible for the actions of all locations.

DATA SECURITY: The contractor must have a security controlled storage area to store all Government furnished documents and copies. 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.

The contractor must be able to sign and adhere with the following Security Agreement if required:

The undersigned vendor agrees to all standards and conditions set forth in this Security Agreement.

1. Documents and/or items received by the vendor could be rare, irreplaceable or contain (PII) personally identifiable information, or (SBU) sensitive but unclassified and must be properly safeguarded. When documents and/or items are not being used, they will be securely stored in a location which will preclude unauthorized access.
2. The contractor shall have a secure work area for the processing and production of all PII and SBU material. The work area shall be accessible only to authorized employees and all work shall be closely monitored by the contractor management. Individuals having access to documents and/or items during pick-up, processing, and delivery, are to be properly notified by the vendor and cautioned to preclude loss, theft, or destruction.
3. All documents and/or items received by the vendor must be returned to the agency, or other locations as specified at time of service request, in the same condition as when received. This includes reassemble in stacks, binders, sets, folders, sticky notes, etc., if disassembly was required during duplication.

- 4. The contractor shall not release, or sell to any person any technical or other data received from the Government under the contract; nor shall the contractor use the data for any purpose other than that for which it was provided to the contractor under the terms of the contract. The contractor must guarantee that furnished PII or SBU will be used only to complete this contract.

Data Custodians: Security of Personally Identifiable Information (PII) and Sensitive but not Classified (SBU) information is a vital component of this contract. The contractor shall guarantee strict confidentiality, integrity, and limited availability of all Government furnished materials during the performance of this contract. Disclosure of the data in whole or part by the contractor can only be made in accordance with the provisions herein. Proper control and handling must be maintained at all times to prevent any information or materials required to produce the products ordered under these specifications from falling into unauthorized hands. All PII and SBU materials furnished by the Government that are scanned, copied, and printed out by the contractor or subcontractors in the process of producing the required products ordered under these specifications will be accountable and at the completion of each order will be destroyed. Discs are not to be duplicated in whole or part for any other purpose than to create material to be used in the performance of this contract. Destruction of such material must be inside the contractor's secure production facility and in a manner that it is not possible to recreate the data or image. Sending waste containing PII or SBU material to a municipal incinerator or recycler is not acceptable and will be considered a data breach.

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

PRINTING ATTRIBUTES:

Production Quality Levels:

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

Inspection Levels (from MIL-STD-105):

- (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:

<u>Attribute</u>	<u>Specified Standard</u>
P-7. Type Quality and Uniformity	Government furnished materials or approved proof.

SCANNING ATTRIBUTES: All scanning will be achieved through optical scanning.

Microform and film scanning.....100% accuracy scan per the requested ppi.

Optical character recognition (OCR) scanning.....98% accuracy rate on first generation copy.
90% accuracy rate on second and other generational copy.

Scan Resolution:

Scan bitonal pixels per inch [ppi], as indicated on the print order; (1-bit bitonal; ITU-T, compression or no compression).

Scan grayscale pixels per inch [ppi], as indicated on the print order; (8-bit grayscale) (compression or no compression).

Scan color pixels per inch [ppi], as indicated on the print order; (24-bit color) (compression or no compression).

AUDIO TAPE TO DIGITAL CONVERSION ATTRIBUTES:

Closed and open (subtitles) captioning: All captioning must conform to Section 508 of the Rehabilitation Act, 29 U.S.C., 798. For implementing electronic and information technology accessibility for person with disabilities as published in the Federal Register, April 25, 2001, and any amendments thereof. Audio formatting will be AC-3, with 48Khz sampling rate; 1 to 5.1 (6) channels up to 448 Kbits

Lossless compression: A class of data compression algorithms that allows the extract original data to be reconstructed from the compressed data. When lossless compression is required the Specified Standard will be the Government's furnished original analog media. Digital Nonlinear Extensible High Definition (DNxHD) or ProRes will be the formatting standard.

Lossy compression: A class of data compression algorithms that allows an approximation of the original data to be reconstructed from the compressed data in exchange for a better compression rate. When lossy compression is required for the best available compression, the Specified Standard will be for a minimum bitrate of 3 Mbit/s to 9.5 Mbit/s. MPGE-2 will be the formatting standard.

MPGE-2: Moving Pictures Expert Group. As defined by ISO/IEC 13818 and any amendments thereof.

COMPACT DISC ATTRIBUTES:

CD quality control: Each disc produced under this contract must meet or exceed the requirements of these specifications.

1. Verify the integrity of all user data against the original Government furnished material.
2. Verify the integrity of error detection and error correction coding for each sector of the user data area.
3. Verify the UDF/ISO 9660 directory structure.

DIGITAL VERSATILE DISK ATTRIBUTES: The DVD Video format.

DVD Video formatting: DVD video disks have a One Pass variable bitrate sliding scale of 2.8 with 5.0 being the average up to and including 7.0 Mbit/s, with a 1.0 Mbit/s overhead, leaving a payload bitrate of 10.08 Mbit/s. 3.36 Mbit/s can be used for subtitles and a maximum of 9.80 Mbit/s can be split between audio and video.

DVD performance: The DVD disk will read on a Pioneer DVD 302 reader, and will be rejected when it cannot be 100% correctly read.

DVD quality control: Each disk produced under this contract must meet or exceed the requirements of these specifications.

1. Verify the integrity of all user data against the original Government furnished files.
2. Verify the integrity of error detection and error correction coding for each sector of the user data area.
3. Verify the UDF/ISO 9660 directory structure.

DVD product testing: The contractor is required to test replicates/copies for compliance with the DVD drive provided by the U.S. Patent & Trademark Office, Optical Disc Publishing Program (ODPP); <http://www.uspto.gov/go/oeip/cc/1999/199904/cc3.htm>.

DVD DUPLICATION AND/OR REPLICATION: Several firms claim patent rights which may be applicable to DVD copying/replication. U.S. Philips Corporation, Sony Corporation and DiscoVision Associates, claim to hold patents for certain technologies essential to the manufacture and copying/replication of DVD. The patent claims cover both physical structure and manner in which the data is encoded on the DVD disk.

Each offeror's attention is invited to the patent indemnification provisions in GPO Contract Terms (Pub. 310.2 (Rev. 6-01)); since the successful offeror will be responsible for compliance with all applicable patents.

By submission of an offer, offerors certify that they hold a valid license(s) under all patents applicable to their copying/replication of DVD.

PREAWARD TEST: The Contracting Officer, at his option, may require the prospective contractor to run a test order (not to exceed 100 sheets and/or 100 pages from a bound and/or 100 scanned negatives and/or one VHS/Beta tape converted to DVD with no captioning requirements) when supplied with the Government Furnished Materials as described within these specifications. There will be no cost to the Government for this test. In the opinion of the Contracting Officer, if the pre-award test ordered, does not meet or exceed the Specified Standards found in the **QUALITY ASSURANCE LEVELS AND STANDARDS**, and proper handling of the Government Furnished Materials is not demonstrated as found within the pages of these specifications, the contractor may be declared non-responsible.

PREAWARD SURVEY: In order to determine the responsibility of the prime contractor or any subcontractor, the Government reserves the right to conduct a pre-award survey or to require other evidence of technical, production, managerial, financial, and similar abilities to perform, prior to the award of a contract.

LIMITATION OF PERFORMANCE AND CONTRACTOR OBLIGATIONS: Funds are available for performance of this contract for the first program period only. The amount of funds available at award is not considered sufficient for the performance required for any program period other than the first program period. When additional funds are available for the full requirements of the next succeeding program period, the Contracting Officer shall, not later than the date specified in the "Options" clause (unless a later date is agreed to), so notify the contractor in writing.

The Government's obligation to the contractor, as specified and limited under this contract, extends only to work under program period requirements for which funds have been made available and as obligated by each print order.

The contractor is not obligated to incur costs for the performance required for any program period after the first unless written notification is received from the Contracting Officer of an increase in availability of funds. If so notified, the contractor's obligation shall increase only to the extent contract performance is required for the additional program period for which funds have been made available.

If this contract is terminated under the "Termination for the Convenience of the Government" clause "total contract price" in that clause means the amount available for performance of this contract, as provided for in this clause. The term "work in process" in that clause means the work under program period requirements for which funds have been made available. If the contract is terminated for default, the Government's rights under this contract shall apply to the entire multiperiod requirements.

OPTION TO EXTEND THE CONTRACT TERM: 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 years as a result of, and including, any extension(s) added under this clause. Further extension may be negotiated under the "Extension of Contract Term" clause. See also "Economic Price Adjustment" for periodic pricing revision.

ECONOMIC PRICE ADJUSTMENT: The prices set forth in this contract shall be adjusted in accordance with the provisions of this clause, provided that in no event will prices be revised to exceed the maximum permissible under any law existing as of the date of the contract or as may be hereafter promulgated.

Price adjustment period: For the purpose of this clause, the program years shall comply with the Contract Term clause on page 1. There shall be no price adjustment for orders placed during the first program year of this contract.

Price adjustment: The prices shall be adjusted on the basis of the "Consumer Price Index For All Urban Consumers - Commodities Less Food", published monthly in the CPI Detailed Report by the U.S. Department of Labor, Bureau of Labor Statistics, in the following manner:

- (1) The contract price of orders placed during the adjusted period (excluding reimbursable postage or transportation costs) shall be adjusted by the percentage increase or decrease in the average, seasonally adjusted Consumer Price Index as follows: An index shall be calculated by averaging the 12 seasonally adjusted months ending 3 months prior to the expiration of the first program year of the contract. This average is then compared with the average index for the 12-month period ending 3 months prior to the beginning of the contract, called the base index. The percentage increase or decrease by comparing these two indexes shall be applied to the contractor's invoices for orders placed during the price adjustment period.
- (2) **The Government will notify the contractor in writing of the percentage increase or decrease to be applied** to any invoices to be submitted for orders subject to price adjustment in accordance with this clause. Such percentage will be determined from the published index as set forth above. The contractor shall apply the percentage increase or decrease against the total price of the invoice less reimbursable postage or transportation costs. Any applicable discounts will be calculated on the basis of the invoice price as adjusted.

If the Government exercises an option, the extended contract shall be considered to include this economic price adjustment clause.

FACSIMILE BIDS: The solicitation provision in GPO Contract Terms (Pub. 310.2) permitting facsimile bids means a bid that has been transmitted to and has been received by a commercial enterprise via facsimile and subsequently delivered to the Government. **Facsimile bids transmitted to GPO offices will not be considered.**

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.

RECOVERED MATERIALS PROGRAM: The Government Printing Office is promoting the use of recovered materials in its contracts to the maximum extent practicable, provided all specification requirements are met. Offerors are encouraged to supply paper and paper products that contain recovered materials even in the absence of a specific solicitation provision or contract clause requiring such materials. Recovered materials shall mean "recovered fiber" or "postconsumer recovered fiber" as defined in "Government Paper Specification Standards No. 12," published by the Joint Committee on Printing. However, when used in conjunction with the cotton/linen content of paper, "recovered fiber" means a postconsumer fiber and "recovered material" means a preconsumer fiber. By submission of a bid or offer, or by substantial performance on a small purchase, the offeror certifies that the paper to be supplied contains at least the minimum percentage of recovered materials in the paper products as specified. This certification concerns a matter within the jurisdiction of an agency of the United States, and the making of a false, fictitious or fraudulent certification may render the maker subject to prosecution under Title 18, United States Code, Section 1001. The Government reserves the right to require proof of such certification prior to first delivery and thereafter as may be otherwise provided for under the provisions of the contract. When the use of recovered materials is specified, the contractor shall maintain manufacturer/mill accounting and record summaries on the fiber weight content used as feed stock, for the purposes of Government audit, that will verify (a) the contractor's certification of the minimum percentage of recovered materials used in the performance of the contract, (b) that the paper and paper products are in compliance with the specification requirements, and (c) the paper is manufactured in accordance with the Environmental Protection Agency (EPA) Paper Products Recovered Materials Advisory Notice (61 FR 26985, May 29, 1996) whether the products are manufactured by the contractor or another paper mill. The contractor, if not the manufacturer, shall obtain this information from the paper manufacturer. The contractor shall maintain, and make available to the Government, these documents for one year after the expiration of the contract. Nothing in this clause shall excuse the contractor from furnishing the specified paper.

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

ORDERING: Items to be furnished under this contract shall be ordered by the issuance of print orders by the Government. Orders may be issued under this contract from Date of Award, 2014 through October 31, 2015. All print orders issued hereunder are subject to the terms and conditions of this contract. This contract shall control in the event of conflict with any print order. When mailed, a print order shall be "issued" for purposes of this contract at the time the Government deposits the order in the mail.

PAYMENT: Submit all vouchers to: Comptroller, Stop FMCE, Financial Management Service, U.S. Government Printing Office, Washington D.C., 20401. Using the GPO barcode cover sheet and faxing your invoice to GPO is the fastest and safest method of being paid. Your voucher goes directly into the electronic database of vouchers and is scheduled for payment. The following website address will allow you to create the GPO payment barcode cover page.



<http://winapps.access.gpo.gov/fms/vouchers/barcode/>

SECTION 2.- SPECIFICATIONS

SCOPE: These specifications cover the production of scanning and optical character recognition (OCR) scanning of reflective and transmission materials burned to CD or DVD disc. All digital files created under this contract will have universal file extension including TIFF, PDF and JPEG files, normally are a 10:1 ratio. Most file will have a file name which will include metadata. All scanning will be true optical resolution, interpolating to a higher resolution will not be permitted. These specifications cover the production of digital media with closed and open captioning converted from various versions of analog formatting, requiring such operations as lossless compression encoding, lossy compression encoding, burned to CD or DVD, with the title printed on the CR or DVD video disc.

This is a new general usage contract that anticipates increased usage over the life of the contract. The numbers sited under Section 2 – Specification, is the anticipated minimum quantities and frequencies for the first contract year.

TITLE: The Conversion of Analog Data to Digital Data.

FREQUENCY OF ORDERS: Approximately 24 orders per year.

PAGES:

Microfiche, with an average of a 1:42 ratio.
Books will have an average of 200 pages per book.
Contents of office filing cabinets: Approximately 1,250,000 pages.

QUANTITY: Most orders will require the production of one set of CD or DVD disc per order.

TRIM SIZES AND QUANTITIES:

Book pages: Up to and including 8-1/2 x 14"; 180 books. Some books will have foldins up to and including 70" long and 17" wide. Approximately 80 books will have an average of 12 foldins with an average length of 36" in length.

Reflective prints: 7,136 color and 29,932 black and white prints of various sizes, most are 5 x 7".

Various size engineering drawings, up to and including "E" size engineering drawings, 34 x 44"; approximately 22,500 drawings of various sizes.

Aperture cards: 3-1/4 x 7-3/8" with a 35mm attached microfilm frame; 22,438 aperture cards.

Microfiche: 148 x 105 mm; 540 microfiche.

Film: 35mm, 110, 120, 220, 126, 4 x 5" and 5 x 7" for continuous tone; 28,822 35mm transparencies, 75,000 35mm color negatives, 4,500 35mm black and white negatives and 850 negatives of various film formats. Monochromatic lithographic film up to and including 34 x 44"; 2,300 sheets of various size film.

Auto-tape: VHS, Beta and various other oxide tape recordings; 773 cartridges. One encoded, closed or open (subtitles) captioned DVD disc produced per analog storage container. Some orders may require a lossy and a lossless version of the same analog material. Average play time per tape is 90 minutes.

Compact disc and DVD disc: 120mm in diameter.

GOVERNMENT TO FURNISH:

Microfiche: 148 x 105 mm, either silver masters or Diazo copies. Fiche will be in accordance with ANSI/AIIM MS32, with a 1:24 ratio having 7 rows and 14 columns or 1:42 ratio having 13 rows and 26 columns or 1:48 ratio having 15 rows and 18 columns.

Aperture cards.

Monochromatic lithographic film.

Various types of 35mm, 110, 120, 220, 126, 4 x 5" and 5 x 7" continuous tone, transparencies and negative film, color and black and white.

Standard C-41 process color negative film, or transparency positive film from either Kodachrome or Ektachrome.

Various size reflective prints up to and including 11 x 14", most will be 5 x 7" in Kraft paper negative envelopes.

Various size engineering drawings.

A wide variety of documents could include, but is not limited to, old and/or brittle originals that must be handled with care; white, green, pink, and yellow carbon copy memos; onion skin paper, hand-colored maps, blueprints, books with foldins, reports, newspaper articles and white bond paper.

Copy can consist of text pages, line drawings, tables, blueprints and maps. Some pages may consist of less than ideal imagery for OCR and may require image enhancement.

Old and out of print books that will require individual special handling to insure the integrity of the binding and text pages.

Electronic media on VHS (video home systems) recording tapes; both SP (standard play) and LP (long play), DVD disks, Betacam-S recording tapes, Betacam-L recording tapes, Betamax-M, M-lacing, or U-matic.

All recorded analog tapes are in accordance with the NTSC (National Television System Committee).

Print Orders (the 2511 form) to include a distribution list, indicate the production method, resolution, if advanced post image processing is required, if the order has OCR and file naming requirements. When VHS or Beta type products are listed, closed or open captioning requirements if any, and compression mode of lossless or lossy encoding must be stated on the print order. In the event any of the above information do not appear on the print order form (the 2511), the contractor must contact the ordering agency to verify the projects requirements.

GPO Form 905 for shipping container labels.

Identification markings such as register marks, ring folios, rubber stamped jacket numbers, commercial identification marks of any kind, etc., except form number and revision date, carried on copy or film or in electronic files, must not be on finished product.

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 secure FTP 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 web site must allow the agency to print proofs from the site when required.

The contractor will be required to warehouse all Government furnished materials after each order. The agency will check the quality of each order and if the final scans are as the agency intended they will direct the contractor to either shred or return the Government furnished materials on that order.

PRINTING: Each disc produced will have the titled printed on the face of the disk in black ink. All printing on the disc must comply with the requirements set forth in the ISO, IEC 908 and any amendments, and ISO 10149. Inks must not damage the lacquer layer. Most orders may require a flood coat of white prior to printing. There will no additional charge to the Government for the white flood under-coat.

SCANNING: Various resolutions and various DPI's will be required. For the purpose of these specifications the following definitions will define PPI and DPI.

PPI – Pixels Per Inch. A measurement of image resolution when the image is captured on a scanner.

DPI – Dots Per Inch. A measurement of output device (printer or image-setter) resolution.

Scan Resolution: Compression requirements will be indicated on the print order.

Scan bitonal at various pixels per inch [ppi] (1-bit bitonal; ITU-T group 4 compression)

Scan grayscale at various ppi (8-bit grayscale), files will be created with no compression or compression.

Scan color at various ppi (24-bit color), files will be created with no compression or compression.

Some orders will require archival reproduction at 600 to 3,200 ppi. Resolution will be indicated on the print order,

Grayscale at 8-bit, grayscale, files will be created with no compression or compression.

Color at 24-bit, RGB mode, files will be created with no compression or compression.

Some orders will require scanning at higher resolutions than stated on any given line item other than book cradle scanning. Maximum scanning resolution for book cradle scanning is 300 ppi. Additional cost per 100 additional pixel per inch will be charged under IV. (e).

Continuous tone color negatives will be converted to color-corrected positive color space; RGB.

Microfiche and aperture cards will be scanned with a suitable microform scanner at various PPI's based on the agency's required enlargement size. In the event the agency has no enlargement size requirements the default will be 300 ppi. Each page and/or drawing must be scanned separately.

Text pages from microfiche and aperture cards will require optical character recognition (OCR) scanning.

Some text pages will have both text and photographs requiring a different ppi of the bitonal (text) and grayscale (photographs). The contractor will scan by the most economical method to achieve the agency's desired results.

Use an over-head book scanner programmed with software that corrects gutter and margin distortion; de-skews page image and de-speckles and removes punched holes. A book-cradle that supports case bound and perfect bound binding as to not harm or damage the book's spine or binding is required. The book scanning must have a minimum 300 ppi optical resolution capability.

At the request of the agency some orders will allow the spine of publication(s) to be cut off, allowing auto-feeding. Other publications will not allow the spine to be removed.

Some case bound books with foldins will not allow the spine to be cut off, but will require the contractor to carefully remove the case from its end-leaves, de-thread the signatures and remove the headbands. This will allow the removal of all text pages and foldins. After scanning, reassemble the publication and insert it's contains back into its case, loose not bound.

Oversize documents will be scanned at a suitable ppi, normally with a *.PDF file extension. Some oversize documents may require OCR.

Contractor is to use a scanning alignment target.

File naming may be extensive on some orders using metadata associated with the image or file. File name must be compatible with Adobe Bridge CS6 and able to import into an Adobe Bridge contract print sheet. File naming under 30 key-strokes will be including in the scanning cost.

Image management System: A load-file created with data-normalization using the agencies parameters of tables, keys, relationships, and an image viewing system (the viewer) compatible with IBM or Macintosh platforms. The naming of the files and the viewer image retrieval indexing will be indicated by the agency. Most orders will required an image management system called an Image Processing and Recognition Objects (IPRO load file) to be prepared according to the agencies instructions.

When indicated on the print order two different file formats for each document scanned will be required. Multi-page TIFFs specified for multi-page document scans and OCR Searchable PDF/A.

Scanning will be graded as follows:

Auto-feed: Pages will run successfully through an auto feeding chute, little to no prep-work; approximately 5%.

Light scanning: Staples and/or paper clips which are consistently located in the same location; approximately 25%.

Medium scanning: Staples and/or paper clips with sticky notes. Fasteners can be located anywhere on the page; page size is consistent. Saddle stitched, comb, spiral and velo bound books of consistent trim size will be under this category; approximately 50%.

Heavy scanning and Glasswork: Staples and/or paper clips with sticky notes. Fasteners can be located anywhere on the page; page sizes are mixed and may have low contrast and hard to scan pages; some pages must be hand-placed on copy/scanning glass; approximately 20%.

CAPTIONS: All captioning must transcribe to English with any easy to read font and confirm to Section 508 of the Rehabilitation Act, 29 U.S.C., 798.

CLOSED CAPTION: All closed captions will conform to CEA-708 (Consumer Electronics Association) for ATSC (Advanced Television Systems Committee) on digital television. All captions will be presented in a suitable style.

OPEN CAPTION (subtitles): All captions will be presented in a suitable style.

DVD DISC MANUFACTURING: The contractor must immediately notify the ordering agency of any furnished data files including files which are damaged, unreadable, oversized, or not in compliance with the DVD Standard Specifications, Version 1.0.

All DVD discs must have a white base on the face suitable for printing.

DATA CAPACITY: The contractor will be capable of producing DVD-ROM containing 4.7 gigabytes; DVD-5, single side and single layer. Also, DVD-ROM containing 8.5 gigabytes; DVD-9, single side and double layer.

STAMPER MARKS: The contractor will image the GPO jacket number and print order number on the inner buffer zone unless the contractor is permitted to image other identification marks necessary for production in the inner buffer zone.

DVD-ROM FILE SYSTEM: All DVD-ROM discs produced under this contract must comply with the OSTA Universal Disc Format Specification; 1996, Appendix 6.9; OSTA UDF Compliant Domain of ISO/IEC 13346; 1995 Volume and file structure of write-once and rewritable media using non-sequential recording for information interchange, also known as the UDF Bridge (UDF/ISO 9660) file structure.

CD-ROM DISC MANUFACTURING: CD-ROM Discs (120 mm in diameter) produced under this contract shall be in conformance with International Standards IEC 908 and Amendment ISO 9660 and, ISO 10149 CD-ROM Standards. All sectors containing user data shall have their Sector Mode Byte set to (01) H, and the sector content and layout shall be structured accordingly.

All CD discs must have a white base on the face suitable for printing.

Upon receipt of the input media, the contractor shall review the files for usability and completeness in accordance with ISO 9660. <http://www.iso.org/iso/home.html>; (This web link is for the International Standards Organization Site). Any errors, media damage, or data corruption that might interfere with proper file image processing must be reported to the ordering agency.

Local Defects: The maximum allowable diameter of black spots, with or without increased birefringence, is 100 micrometers. All other specifications concerning local defects remain unchanged from those of the referenced international standards.

Metalizing: The reflective layer shall be completely sealed with lacquer on both the inner and outer edges of the disc.

Errors: Block error rate (BLER) may not exceed 80 when averaged over any one-second interval. BLER may not exceed 25 when averaged over the entire user data area. The total number of E22 errors may not exceed 2 per disc.

Jitter Effect: Shall be less than 35 nanoseconds.

Data Capacity: CD-ROM disc must be able to contain up to 74 minutes and 40 seconds of user data (i.e. 688,128,000 bits of data in mode 1).

COMPUTER TIMEWORK: Timework will be rounded up to closest 15-minute increments. **Prior to work, the contractor will be required to inform the agency of the approximate time required.**

Image Post Processing: De-speckle, de-skew, cropping, rotation, blank backside removal, adjustments for tonal balance and/or contrast in the case of images from photographic materials.

Zoning: Complex formatting such as, cross-column headings, tables, footnotes, mathematical symbols, text wrapped around images, etc., may require text blocks to be delineated so that OCR can interpret the arrangement properly.

POST OCR PROCESSING: The contractor will be required to use a software application that identifies unrecognized characters or character strings; and/or a standard spelling checker; and/or visual comparison against the original(s).

The resulting optical character recognition output must have an accuracy rate of 98% on first generation copy and 90% accuracy rate on second and other generational copies.

PROOFS: At the agency request, the contractor will submit one electronic proof. Proof will be evaluated for accuracy, search ability, text flow and image position.

Sample converted files will be submit as proofs to the agency via email or contractors ftp site at the option of the ordering agency. Contact the agency to confirm receipt of proofs. Proofs may be held for 4 workdays.

Contractor must not produce final production discs prior to receiving an "ok to produce".

PACKING: Suitable.

LABELING AND MARKING: (Package and/or Container label): Use GPO Form 905 to mark all shipping containers.

DISTRIBUTION: Pick up and deliver f.o.b. contractor's city. This is a general usage term contract, various agencies in the contiguous United States, Alaska and Hawaii may order services on this contract. The contractor will be reimbursed for ground surface shipping which includes the picking up and redelivery of the Government furnished materials. If the ordering agency is located within a 20 mile radius of the contractor's city, the contractor will be responsible to pick up and redelivery the Government furnished materials at no cost.

Some orders will require all originals to be returned to the ordering Department in their original condition.

Some orders will require the contractor to shred the Government furnished materials.

Most orders will require the contractor to hold the Government furnished materials until the agency inspects the scanned files for quality assurance. After the QA check the contractor will be instructed to either shred or return the Government furnished materials.

Contractor must notify the ordering agency on the same day that the product ships/delivers via e-mail sent to the agency and to infoseattle@gpo.gov. Call the agency to confirm receipt of documentation. The subject line of this message shall include "PROGRAM 1013S" and the applicable PRINT ORDER number. 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.

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

The size and complexity of the order will determine the delivery schedule. Normally within 7 to 20 workdays from the time the contractor receives the Government furnished materials and a print order from the department. After review of the Government furnished material on each order placed, the contractor must contact the agency to confirm or discuss the schedule. The ship/deliver date indicated on the print order is the date products ordered must be delivered to the destination(s) specified.

INVOICING: Due to the nature of the work, the quantity, page count and extent of preparation will not be known on most orders until after the work is complete. Therefore, the contractor will be required to submit an itemized invoice to the ordering agency. The ordering agency will sign off and date the provided invoice. This will be the invoice used when submitting billing information to the GPO financial management department for payment.

SECTION 3.- DETERMINATION OF AWARD

The Government will determine the lowest bid by applying the prices quoted in the "Schedule of Prices" to the following units of production which are the estimated requirements to produce 12 months' 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 for the term of this contract.

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

	(a)	(b)
I. (a)	(1) 4,375	1,875
	(2) 21,875	9,375
	(3) 43,750	18,750
	(4) 17,500	7,500
	(5) 5,400	XXXX
	(6)	1,625

	(a)	(b)
(b)	(1) 24,063	10,312
	(2) 120,313	51,562
	(3) 240,625	103,125
	(4) 96,250	41,250
	(5) 16,200	XXXX
	(6)	7,312

	(a)	(b)
(c)	(1) 8,750	3,750
	(2) 43,750	18,750
	(3) 87,500	37,500
	(4) 35,000	15,000
	(5) 7,200	XXXX
	(6)	3,250

	(a)	(b)
(d)	(1) 4,375	1,875
	(2) 21,875	9,375
	(3) 43,750	18,750
	(4) 17,500	7,500
	(5)	2,438

	(a)	(b)
(e)	(1) 2,188	937
	(2) 10,938	4,687
	(3) 21,875	9,375
	(4) 8,750	3,750
	(5)	1,625

SECTION 3.- DETERMINATION OF AWARD continued

	(a)	(b)	
(f)	(1) 14,592	7,857	
	(2) 4,490	1,497	
	(3) 1,272	224	
	(a)	(b)	
(g)	(1) 3,479	1,873	
	(2) 1,070	357	
	(3) 303	54	
	(a)	(b)	
(h)	(1) 731	394	
	(2) 2,531	844	
	(3) 2,475	2,025	
	(4) 4,500	1,125	
	(5) 3,150	4,725	
	(a)	(b)	
(i)	(1) 1,728	1,152	
(j)(1)	75,290		
(2)	41,067		
(3)	20,534		
(k)(1)	18,252		
(2)	22,814		
(3)	4,563		
(l)(1)	2,356		
(2)	3,702		
(3)	673		
(m)(1)	7,067		
(2)	6,282		
(3)	2,356		
(n)(1)	230		
(2)	345		
(3)	805		
(4)	575		
(5)	345		
	(a)	(b)	(c)
(o)	(1) 26,250	37,500	11,250
	(2) 1,575	2,250	675
	(3) 10,088	14,411	4,323
	(4) 297	425	128

SECTION 3.- DETERMINATION OF AWARD continued

II.	(a)	(1)	510
		(2)	128
	(b)	(1)	418
		(2)	104
	(c)	(1)	11,136
		(2)	2,784
	(d)	(1)	16,704
		(2)	4,176
	(e)		773
III.	(a)		696
	(b)		77
	(c)		885
IV.	(a)		48
	(b)		900,500
	(c)		450,250
	(d)		6,011
	(e)		890

SECTION 4.- SCHEDULE OF PRICES

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

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

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

I. SCANNING, PACKING, AND DISTRIBUTION: Prices quoted shall include the cost of all required materials and operations necessary, for the complete scanning, OCR scanning, file naming under 31 keystrokes, packing and distribution of the products listed in accordance with these specifications. A wide variety of documents include, but are not limited to old and/or brittle originals that must be handled with care; white, green, pink, and yellow carbonless, carbon copy memos; onion skin paper, hand-colored maps, blueprints, reports, newspaper articles, pamphlets, and white bond paper. Many will have staples, paperclips, sticky notes, and various binding styles.

Image Post Processing cost will be included in each line item: De-speckle, de-skew, cropping, rotation, blank backside removal, 3-hole punch removal, adjustments for tonal balance and/or contrast in the case of images from photographic materials.

(a) Producing a bitonal file, must be a minimum of 300 ppi (1-bit bitonal; ITU-T group 4 compression).

	(a) up to and including 8-1/2 x 14"	(b) Over 8-1/2 x 14" up to and including 11 x 17"
(1). Auto-Feed scanning, cost per page.	\$ _____	\$ _____.
(2). Light scanning, cost per page.	\$ _____	\$ _____.
(3). Medium scanning, cost per page.	\$ _____	\$ _____.
(4). Heavy scanning, cost per page.	\$ _____	\$ _____.
(5). Book-cradle scanning; up to and including 8-1/2 x 14", cost per page.	\$ _____.	\$XXXXXXXX
(6). Oversize scan. Cost per square foot.	\$ _____.	\$ _____.

(b) Producing a gray-scale raster file, must be a minimum of 300 ppi (8-bit grayscale).

	(a) up to and including 8-1/2 x 14"	(b) Over 8-1/2 x 14" up to and including 11 x 17"
(1). Auto-Feed scanning, cost per page.	\$ _____	\$ _____.
(2). Light scanning, cost per page.	\$ _____	\$ _____.
(3). Medium scanning, cost per page.	\$ _____	\$ _____.
(4). Heavy scanning, cost per page.	\$ _____	\$ _____.
(5). Book-cradle scanning; up to and including 8-1/2 x 14", cost per page.	\$ _____.	\$XXXXXXXX
(6). Oversize scan. Cost per square foot.	\$ _____.	\$ _____.

Initials

(c) Producing a color raster file, must be a minimum of 300 ppi (24-bit color).

	(a) up to and including 8-1/2 x 14"	(b) Over 8-1/2 x 14" up to and including 11 x 17"
(1). Auto-Feed scanning, cost per page.	\$ _____	\$ _____.
(2). Light scanning, cost per page.	\$ _____	\$ _____.
(3). Medium scanning, cost per page.	\$ _____	\$ _____.
(4). Heavy scanning, cost per page.	\$ _____	\$ _____.
(5). Book-cradle scanning; up to and including 8-1/2 x 14", cost per page.	\$ _____.	\$XXXXXXXX
(6). Oversize scan. Cost per square foot.	\$ _____.	\$ _____.

(d) Producing a gray scale raster file for archival reproduction. Must have a minimum of 8-bit, 600 ppi grayscale.

	(a) up to and including 8-1/2 x 14"	(b) Over 8-1/2 x 14" up to and including 11 x 17"
(1). Auto-Feed scanning, cost per page.	\$ _____	\$ _____.
(2). Light scanning, cost per page.	\$ _____	\$ _____.
(3). Medium scanning, cost per page.	\$ _____	\$ _____.
(4). Heavy scanning, cost per page.	\$ _____	\$ _____.
(5). Oversize scan. Cost per square foot.	\$ _____.	\$ _____.

(e) Producing a color raster file for archival reproduction. Must have a minimum of 24-bit, 600 ppi color, RGB mode.

	(a) up to and including 8-1/2 x 14"	(b) Over 8-1/2 x 14" up to and including 11 x 17"
(1). Auto-Feed scanning, cost per page.	\$ _____	\$ _____.
(2). Light scanning, cost per page.	\$ _____	\$ _____.
(3). Medium scanning, cost per page.	\$ _____	\$ _____.
(4). Heavy scanning, cost per page.	\$ _____	\$ _____.
(5). Oversize scan. Cost per square foot.	\$ _____.	\$ _____.

(f) Producing a gray-scale raster file, from continuous tone prints; (8-bit grayscale).

	Scan resolution	
	300 ppi	600 ppi
	(a)	(b)
(1). Up to and including 5 x 7", cost per scan.	\$ _____	\$ _____.
(2). Over 5 x 7", up to and including 8 x 10", cost per scan.	\$ _____	\$ _____.
(3). Over 8 x 10", up to and including 11 x 14", cost per scan.	\$ _____	\$ _____.

Initials

(g) Producing a color raster file, from continuous tone prints; (24-bit color).

	Scan resolution	
	<u>300 ppi</u>	<u>600 ppi</u>
	(a)	(b)
(1). Up to and including 5 x 7", cost per scan.	\$ _____	\$ _____.
(2). Over 5 x 7", up to and including 8 x 10", cost per scan.	\$ _____	\$ _____.
(3). Over 8 x 10", up to and including 11 x 14", cost per scan.	\$ _____	\$ _____.

(h) Producing a bitonal file, from engineering drawings and blueprints; (1-bit bitonal; ITU-T group 4 compression).

	Scan resolution	
	<u>200 ppi</u>	<u>300 ppi</u>
	(a)	(b)
(1). Size A drawings 8-1/2 x 11", cost each.	\$ _____	\$ _____.
(2). Size B drawings 11 x 17", cost each.	\$ _____	\$ _____.
(3). Size C drawings 17 x 22", cost each.	\$ _____	\$ _____.
(4). Size D drawings 22 x 34", cost per each.	\$ _____	\$ _____.
(5). Size E drawings 34 x 44", cost per each.	\$ _____	\$ _____.

(i) Producing a bitonal file, from foldins per linear foot that may have a width up to 17" wide; (1-bit bitonal; ITU-T group 4 compression). Most foldins will require careful removal from a case bound book. Reassemble the publication and insert it's contents back into its case.

	Scan resolution	
	<u>200 ppi</u>	<u>300 ppi</u>
	(a)	(b)
(1). Up to and including 17" in width, cost per linear foot.	\$ _____	\$ _____.

(j) Producing a bitonal file, (1-bit bitonal; ITU-T group 4 compression). Scans from microfiche pages. Cost per scan must include OCR scanning (optical character recognition).

(1). Microfiche scans at 200 ppi, cost per page.	\$ _____.
(2). Microfiche scans at 300 ppi, cost per page.	\$ _____.
(3). Microfiche scans at 400 ppi, cost per page.	\$ _____.

(k) Producing a bitonal file, (1-bit bitonal; ITU-T group 4 compression). Scans from microfiche of various size engineering drawings. No OCR scanning required.

(1). Microfiche scans at 200 ppi, cost per drawing.	\$ _____.
(2). Microfiche scans at 300 ppi, cost per drawing.	\$ _____.
(3). Microfiche scans at 400 ppi, cost per drawing.	\$ _____.

(l) Producing a bitonal file, (1-bit bitonal; ITU-T group 4 compression).scans from aperture cards of pages. Cost per scan must include OCR scanning (optical character recognition).

(1). Microform scans at 200 ppi, cost per page.	\$ _____.
(2). Microform scans at 300 ppi, cost per page.	\$ _____.
(3). Microform scans at 400 ppi, cost per page.	\$ _____.

Initials

(m) Producing a bitonal file, (1-bit bitonal; ITU-T group 4 compression).scans from aperture cards of various size engineering drawings. No OCR scanning required.

- (1). Microform scans at 200 ppi, cost per drawing. \$_____.
- (2). Microform scans at 300 ppi, cost per drawing. \$_____.
- (3). Microform scans at 400 ppi, cost per drawing. \$_____.

(n) Producing a bitonal file, from monochromatic lithographic film must be a minimum of 200 ppi (1-bit bitonal; ITU-T group 4 compression).

- (1). Size A drawings 8-1/2 x 11", cost per film. \$_____.
- (2). Size B drawings 11 x 17", cost per film. \$_____.
- (3). Size C drawings 17 x 22", cost per film. \$_____.
- (4). Size D drawings 22 x34", cost per film. \$_____.
- (5). Size E drawings 34 x 44", cost per film. \$_____.

(o) Producing a color raster file, from continuous tone photographic film. Scans must be (24-bit color) or black and white (8-bit grayscale).

	Scan resolution		
	<u>1,200 ppi</u>	<u>2,400 ppi</u>	<u>3,200 ppi</u>
	(a)	(b)	(c)
(1). 35mm color negative film flipped to corrected positive color space. Cost per frame.	\$_____	\$_____	\$_____.
(2). 35mm negative black and white film flipped to a positive image. Cost per frame.	\$_____	\$_____	\$_____.
(3). 35mm transparency film. Cost per frame.	\$_____	\$_____	\$_____.
(4). 110 film up to and including 5 x 7" negative and transparency film. Cost per frame.	\$_____	\$_____	\$_____.

II. **OXIDE TAPE TO DIGITAL:** Prices offered shall be all inclusive for the conversion of analog tapes to DVD in accordance with the terms of these specifications. Cost must include all required materials, operations and distribution in accordance with the specifications.

(a) Encoding for lossless conversion to DVD rounded to the nearest 15 minutes.

- (1) VHS tapes, cost per hour. \$_____
- (2) Beta tapes, cost per hour. \$_____

(b) Encoding for best lossy conversion to DVD rounded to the nearest 15 minutes.

- (1) VHS tapes, cost per hour. \$_____
- (2) Beta tapes, cost per hour. \$_____

(c) Transcribe in English for closed captions.

- (1) VHS tapes, cost per minute. \$_____
- (2) Beta tapes, cost per minute. \$_____

(d) Transcribe in English for open captions.

- (1) VHS tapes, cost per minute. \$_____
- (2) Beta tapes, cost per minute. \$_____

Initials

- (e) Printing the DVD disk in black ink. The cost must include one clear plastic slim line jewel case per disc, any make-ready, printing and the cost of the DVD disk. Cost per disk. \$_____

III. BURNING FILES TO DISC: Prices offered shall be all inclusive for the production of DVD and CD-ROM in accordance with the terms of these specifications. Cost must include a clear plastic slim-line jewel case per disc.

- (a) DVD-5, single side, single layer 4.7 gigabytes, printing the face of the disc in black ink. Cost per disc. \$_____
- (b) DVD-9, single side, single layer 8.5 gigabytes, printing the face of the disc in black ink. Cost per disc. \$_____
- (c) CD, 700 MB, printing the face of the disc in black ink. Cost per disc. \$_____

IV. ADDITIONAL OPERATIONS:

- (a) Computer Time Work. Cost per hour. Prior to work, the contractor will be required to inform the agency of the approximate time required. \$_____.
- (b) Extraction of metadata from document files to a load file or index. Cost per extraction \$_____.
- (c) File naming over 30 key strokes, cost per name. \$_____.
- (d) Shredding Government furnished materials, cost per pound. \$_____.
- (e) Additional resolution over the contract stated pixel per inch. Cost per 100 additional ppi. \$_____.

BIDDER'S NAME AND SIGNATURE: Fill out and return all pages in "Section 4.- Schedule of Prices", initial or sign each in the space provided, and submit with the GPO Form 910, "Bid". Only the original is required. Do not enter bid prices on the GPO Form 910. NOTE: The schedule of prices will prevail in instances where prices are inadvertently entered on GPO Form 910.

Bidder _____

City - State

By _____
Signature and title of person authorized to sign this bid

Person to be contacted

Telephone Number