

U.S. GOVERNMENT PRINTING OFFICE

Washington, DC

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

Litigation Copying & Services

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

Solicitor of Labor
Office of Administration
Management and Litigation Support

Multiple Award

TERM OF CONTRACT: The term of this contract is for the period beginning Date of Award and ending January 31, 2010, plus up to four (4) optional 12-month extension period(s) that may be added in accordance with the "Option to Extend the Term of the Contract" clause in Section 1 of this contract.

BID OPENING: Bids shall be publicly opened at 11 a.m., prevailing Washington, DC time, on February 5, 2009.

BID SUBMISSION: Submit bid in pre-addressed envelope furnished with solicitation, or send to: U.S. Government Printing Office, Bid Section, 36 H Street NW, Room C-161, Washington, D.C. 20401. Facsimile bids in response to this solicitation are permitted. Facsimile bids may be submitted directly to the GPO Bid Section, FAX No. (202) 512-1782. The Program number and bid opening date must be specified with the bid. Refer to Facsimile Bids in Solicitation Provisions of GPO Contract Terms, GPO Publication 310.2 as revised June 2001.

PRODUCTION AREA: It is assumed that all production facilities used in the manufacture of the product(s) ordered under this contract will be located within a 50-mile radius of zero milestone Washington, D.C.

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

BIDDERS, PLEASE NOTE: These specifications have been extensively revised; therefore, all bidders are cautioned to familiarize themselves with all provisions of these specifications before bidding.

Abstracts of contract prices are available at <http://winapps.access.gpo.gov/ppd/abstracts/central/default.asp>.

For information of a technical nature contact Erika McManus Bukva (202) 512-1164 or ebukva@gpo.gov (No collect calls).

SECTION I.- 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 August 2002)).

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

Product Quality Levels:

- (a) Printing (page related) Attributes--Level III.
- (b) Finishing (item related) 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:

<u>Attribute</u>	<u>Specified Standard</u>
P-7. Type Quality and Uniformity	Camera Copy/Electronic Media

CD-ROM or DVD DUPLICATION/REPLICATION: Several firms claim patent rights, which may be applicable to DVD or CD-ROM replication. For example, see <http://www.licensing.philips.com>. U.S. Philips Corporation and others claim to hold patents for certain technologies essential to the manufacture and replication of DVDs and CD-ROMs and assert it is impossible to manufacture or replicate a DVD or CD-ROM without infringing these patents. The patent claims cover, among other things, both the physical structure of and manner in which data is encoded on a DVD or CD-ROM. Each bidder's attention is invited to the patent indemnification provisions of GPO Contract Terms (Pub.310.2 (Rev. 6-01) since the successful bidder will be responsible for compliance with all applicable patents, including any for DVDs or CD-ROMs.

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

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

OPTION TO EXTEND THE TERM OF THE CONTRACT: The Government has the option to extend the term of this contract for a period of 12 months by written notice to the contractor not later than 30 days before the contract expires. If the Government exercises this option, the extended contract shall be considered to include this clause, except, the total duration of the contract may not exceed five (5) years as a result of, and including, any extension(s) added under this clause. Further extension may be negotiated under the "Extension of Contract Term" clause. See also "Economic Price Adjustment" for authorized pricing adjustment(s).

ECONOMIC PRICE ADJUSTMENT: The pricing under this contract shall be adjusted in accordance with this clause, provided that in no event will any pricing adjustment be made that would exceed the maximum permissible under any law in effect at the time of the adjustment. There will be no adjustment for orders placed during the first period specified below. Pricing will thereafter be eligible for adjustment during the second and

any succeeding performance period(s). For each performance period after the first, a percentage figure will be calculated as described below and that figure will be the economic price adjustment for that entire next period. Pricing adjustments under this clause are not applicable to reimbursable postage or transportation costs, or to paper, if paper prices are subject to adjustment by separate clause elsewhere in this contract.

For the purpose of this clause, performance under this contract will be divided into successive periods. The first period will extend from the beginning of the contract to January 31, 2010, and the second and any succeeding period(s) will extend for 12 months from the end of the last preceding period, except that the length of the final period may vary. The first day of the second and any succeeding period(s) will be the effective date of the economic price adjustment for that period.

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

The economic price adjustment will be the percentage difference between Index averages as specified in this paragraph. An index called the variable index will be calculated by averaging the monthly Indexes from the 12-month interval ending 3 months prior to the beginning of the period being considered for adjustment. This average is then compared to the average of the monthly Indexes for the 12-month interval ending October 31, 2008, called the base index. The percentage change (plus or minus) of the variable index from the base index will be the economic price adjustment for the period being considered for adjustment.

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

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

ORDERING: Items to be furnished under the contract shall be ordered by the issuance of print orders by the Government. Orders may be issued under the contract from Date of Award to January 31, 2010, plus for such additional period(s) as the contract is extended. All print orders issued hereunder are subject to the terms and conditions of the contract. The contract shall control in the event of conflict with any print order. A print order shall be "issued", for purposes of the contract, when it is either deposited in the U.S. Postal Service mail or otherwise furnished to the contractor in conformance with the schedule.

QUANTITIES: This contract is 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(s) 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(s) 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(s) within the time specified in the order, and the rights and obligations of the contractor(s) 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(s) 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 multiple destinations.

Subject to any limitations elsewhere in this contract, and pursuant to the section entitled "DETERMINATION OF AWARD AND PLACEMENT OF WORK", the low contractor and each successive low 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, except when the shipping/delivery schedule cannot be met.

WARNING: The production and storage of this publication requires the greatest possible care in handling to insure against any copies (or any information therein) from reaching unauthorized persons. Sample copies will not be submitted with invoices.

DISPUTES: GPO Publication 310.2, GPO Contract Terms, Contract Clause 5. Disputes, is hereby replaced with the June 2008 clause found at www.gpo.gov/printforms/pdf/contractdisputes.pdf. This June 2008 clause also cancels and supersedes any other disputes language currently included in existing contractual actions.

SECTION 2.- SPECIFICATIONS

SCOPE: These specifications cover the production of documents requiring such operations as inspection and preparation of copy; outputting from electronic media; electronic discovery; reproduction of paper documents with Document and Bates Numbering; digitizing video tapes; duplication of CD-ROMs, DVDs, and video tapes; digitization of documents to CD-ROM; binding; packing; and distribution.

TITLE: Litigation Copying & Services.

FREQUENCY OF ORDERS: Approximately 5 to 10 orders per month. Multiple orders may be placed on the same day with the same schedule.

QUANTITY: Approximately 5 to 1,000 copies per order.

NUMBER OF PAGES: Approximately 5 to 50,000 pages per order.

TRIM SIZE: 8-1/2 x 11"; 8-1/2 x 14"; 11 x 17"; 24 x 36".

GOVERNMENT TO FURNISH:

Original court documents or other official government documents (with and without identification tabs extending along the 11" right edge), black and white and/or color photoprints to be reproduced same size or at various focuses. (Some of the text on the furnished documents may be in a color other than black.)

CD-ROMs, DVDs, and/or video tapes.

Three-ring binders.

Electronic Media:

Platform: Macintosh; IBM or compatible using Windows XP.

Storage Media: 3-1/2" disk; CD-ROM.

Software: Quark Xpress 7.01; Adobe Illustrator CS3; Adobe Photoshop CS3; Adobe InDesign CS3; Adobe Acrobat 8 Professional.

Files will be furnished in native application and PostScript format.

Note: All software upgrades (for specified applications) which may occur during the term of the contract must be supported by the contractor.

Fonts: All printer and screen fonts will be furnished.

The contractor is cautioned that furnished fonts are the property of the Government and/or its originator. All furnished fonts are to be eliminated from the contractor's archive immediately after completion of the contract.

A visual showing color breaks will be furnished.

GPO Form 952 (Desktop Publishing - Disk Information).

One reproduction proof, Form 905 (R. 8/95) with labeling and marking specifications.

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.

COPY PREPARATION:

Units of copy held together with staples or fasteners may be separated for reproduction but must be returned to the original condition (stapled or fastened) before returning. Bound publications must be kept intact.

Each piece of original copy must be examined by the contractor and evaluated in order to determine:

- (a) if copy is face only or face and back, to remove staples and/or fasteners, if necessary;
- (b) machine setting necessary to reproduce weak copy and copy which is on non-white paper;
- (c) reproduction setting necessary to reduce copy which completely fills 8-1/2 x 11" image area.

ELECTRONIC PREPRESS:

Prior to image processing, the contractor shall perform a basic check (preflight) of the furnished media and publishing files to assure correct output of the required reproduction image. Any errors, media damage, or data corruption that might interfere with proper file image processing must be reported to John Brevard on (202) 693-7172.

The contractor shall create or alter any necessary trapping, set proper screen angles and screen frequency, and define file output selection for the imaging device being utilized. Furnished files must be imaged as necessary to meet the assigned quality level.

When required by the Government, the contractor shall make minor revisions to the electronic files. It is anticipated that the Government will make all major revisions.

Prior to making revisions, the contractor shall copy the furnished files and make all changes to the copy.

Upon completion of each order, the contractor must furnish final production native application files (digital deliverables) with the furnished material. The digital deliverables must be an exact representation of the final printed product and shall be returned on the same type of storage media as was originally furnished. The Government will not accept, as digital deliverables, PostScript files, Adobe Acrobat Portable Document Format (PDF) files, or any proprietary file formats other than those supplied, unless specified by the Government. NOTE: Government will accept Adobe Acrobat Portable Document Format (PDF) files as digital deliverables when furnished by the Government.

STOCK/PAPER: The specifications of all paper furnished must be in accordance with those listed herein or listed for the corresponding JCP Code numbers in the "Government Paper Specification Standards No. 12" dated February 2008.

Color of paper furnished shall be of a uniform shade and a close match by visual inspection of the JCP and/or attached color sample(s). The Contracting Officer reserves the right to reject shipments of any order printed on paper the color of which, in his opinion, materially differs from that of the color sample(s).

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

The paper to be used will be indicated on each print order.

Text: White Plain Copier, Xerographic, basis weight: 20 lbs. per 500 sheets, 17 x 22", equal to JCP Code 0-65.

Cover: Red and Green Index, basis weight: 110 lbs. per 500 sheets, 25-1/2 x 30-1/2", equal to JCP Code K10; White Vellum-Finish Cover, basis weight: 50 or 65 lbs per 500 sheets, 20 x 26", equal to JCP Code L20.

REPRODUCTION:

Contractor to reproduce furnished hard copy (face only or face and back) in black or color, as specified.

Contractor to output from furnished disk to hard copy in black or color, as specified.

Contractor may use any suitable method, provided that the equipment used is capable of being adjusted to enhance weak copy, reproduce black and/or color-ink originals, reproduce copy from colored stock without excessive background tone, and is adjustable for reduction of image reproduction size. At a minimum, reproduced pages must maintain the quality of the furnished original.

MARGINS: Maintain margins as indicated on copy.

BINDING: Various binding styles will be ordered as follows:

NOTE: All reproduced copies must be assembled in the exact order as furnished.

For 8-1/2 x 11" orders:

Trim four sides.

Punch suitably and insert Wire-O type binding. "Wire-O" is a registered trademark of James Burn International.

Drill text with three 1/4" diameter holes on the 11" side, 4-1/4" center to center. Center of holes to be 3/8" from left edge of product.

Insert text (on the rings) into furnished three-ring binders.

Bind covers and text with Acco or similar type fasteners with compressors. Orders may require binding in more than one unit depending upon the number of pages/cases/volumes on an order.

Punch covers and text suitably and bind with plastic comb element of suitable size and capacity. Color will be indicated on print order.

Drill/punch covers and text suitably and spiral bind with plastic covered wire element of suitable size and capacity.

For 8-1/2 x 14" orders:

Trim four sides.

Punch suitably and insert Wire-O type binding. "Wire-O" is a registered trademark of James Burn International.

Drill text with two or three 1/4" to 3/8" diameter holes as indicated on the print order, 4-1/4" center to center. Center of holes to be 3/8" from edge of product.

Bind covers and text with Acco or similar type fasteners with compressors. Orders may require binding in more than one unit depending upon the number of pages/cases/volumes on an order.

Punch covers and text suitably and bind with plastic comb element of suitable size and capacity. Color will be indicated on print order.

Drill/punch covers and text suitably and spiral bind with plastic covered wire element of suitable size and capacity.

For 11 x 17" and 24 x 36" orders:

Trim four sides and pack flat.

CD-ROMs/DVDs:

When ordered, contractor to scan furnished documents to a CD-ROM.

When ordered, contractor to duplicate CD-ROM or DVD, as specified.

CD-ROMs: Title prints on face of disc in black ink. All printing on the disc shall comply with the requirements set forth in International Standards IEC 908 and amendment ISO 10149 and ISO 9660 for CD-ROM. Inks used for the disc title must not damage the lacquer layer.

DVD-ROMs: Title prints on face of disc in black ink. All printing on the disc shall comply with the applicable sections of the DVD standard specification version 1.0.

Contractor must furnish all materials and services as required to create CD-ROM discs from a furnished recordable type CD-R. Contractor must read the data from the CD-R and premaster it into the ISO 9660 format.

Note: Delivered CD-ROMS must conform to the International Organization for Standardization (ISO)/International Electrotechnical Commission (IEC) International Standard 10149, "Information Technology - Data Interchange on Read-Only 120 mm Optical Data Disks (CD-ROM)," and ISO International Standard 9660, "Information Processing - Volume and File Structure of CD-ROM for Information Interchange."

Contractor must furnish all materials and services as required to create DVD-ROM discs (DVD-5; 4.7gb) from a furnished recordable type 4.7gb DVD-R(G). All DVD-ROM discs produced shall comply with the OSTA (Optical Storage Technical Association) Universal Disc Format Specification.

Upon receipt of the input media, contractor shall review the files for usability and completeness. The contractor shall verify compliance of disc image(s) with the requirements of the DVD Standard Specification version 1.0. The contractor shall immediately notify the Government of any problems with the furnished data files, including files which are damaged, unreadable, oversized, or not in compliance with the DVD Standard Specification version 1.0.

DVD-ROM discs produced shall have a capacity of 4.38 gigabytes (4,700,000,000 bytes) of data - type DVD-5, single side, single layer.

DVD-ROM discs produced shall 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; and DVD Standard Specification version 1.0.

Note: If disc production is via "duplication/recordable" method only 4.7gb DVD-R format discs are acceptable

(DVD-RAM, DVD-RW, DVD+RW, DVD+R format discs are not acceptable).

DUPLICATION OF VIDEO TAPES:

When ordered, contractor to make VHS copies from furnished VHS video tapes.

When ordered, contractor to digitize furnished VHS video tapes and copy to a CD-ROM or DVD-ROM, as specified.

Contractor to print and apply label to VHS tapes. Agency to furnish copy. Print labels in black ink.

ELECTRONIC DISCOVERY (EDD):

File List Reporting: Provide a list of every file in a data set, including but not limited to the file type, file name, and file size.

Meta-Data Extraction: All data is extracted and stored in a database for searching purposes. Meta-data includes creation date, most recent altered date, last printed date, last accessed date, last saved date, author, recipient, cc, bcc, full text and document type, all of which can be useful in prosecuting or defending a case. Link each original attachment and/or source file to the data so that a user has the option of viewing the document in its original format.

Text Extraction: The text from each page or is extracted and stored in a database for searching purposes. For native file deliverables the text and meta-data is provided with hyperlinks to the native page/document.

Key Word/Boolean Search: Documents searched and culled based on a multitude of combinations of key words and names. The original data set is always maintained and searches are done on a copied set.

Extension Culling/DE-NIST: Provide relevant file extension culling services based on binary header recognition. Culls documents based on either a standard list of file extensions or can customize a list of specific file types desired for review. Culls all system file hash values based on the National Institute of Standards and Technology's list of known system files.

TIFF/PDF Conversion: Where required, documents are converted into Group IV TIFF images or PDF images with text.

Deliverable Formats: Deliver data to virtually all online review platforms and databases, including Concordance, Summation, Ringtail, DocuMatrix, IPRO, Fios, Applied Discovery, and Kroll/On-Track.

PACKING:

Pack suitably in shipping containers to prevent entanglement of binding elements. Discs must also be packed in suitable jewel cases.

All shipments which fill less than a shipping container must be packaged with materials of sufficient strength and durability and in such a manner which will guarantee that the product will not be damaged and the package will not open nor split.

LABELING AND MARKING: Reproduce shipping container label from furnished repro, fill in appropriate blanks and attach to shipping containers.

DISTRIBUTION: Deliver f.o.b. destination to the Department of Labor, Office of Solicitor, Office of Administration, Management of Litigation Support, Room N-2414, Washington, DC 20210.

Upon completion of each order, all Government furnished materials and electronic media must be returned to the address listed under "Distribution".

All expenses incidental to returning materials, submitting proofs, and furnishing sample copies must be borne by the contractor.

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

No definite schedule for pickup of material can be predetermined.

Furnished material must be picked up from the Department of Labor, Office of Solicitor, Office of Administration, Management of Litigation Support, Room N-2414, Washington, DC 20210.

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

As specified on the print order, for copying orders up to a total of 15,000 impressions and for all other orders, orders must be completed and delivered within 24 hours or within 3 workdays after notification of availability of print order and furnished material. (Approximately 40% of all orders will require a 24-hour schedule.)

For copying orders, the contractor will be allowed 1 additional workday for each additional 100,000 impressions, or fraction thereof.

The schedule stipulated in this specification must be strictly adhered to by the contractor.

Requests for grace days or any additional days in accordance with GPO Contract Terms will NOT be granted.

Orders placed on this program may be offered between 7:30 a.m. and 10:00 p.m., Monday through Friday. The Government may require pickup of all documents, manuscripts, and/or electronic media at any time during the day or night including Saturdays, Sundays and/or Federal holidays. The exact dates and times for pickup and/or delivery of materials will be indicated on the print order.

Deliveries made after the time specified may affect either the outcome of a pending judicial decision or any other deadlines set forth in the cases within the Department of Labor, Office of the Solicitor, and may result in monetary loss to the Government and/or parties involved in litigation. In such cases, the Government will recover the actual damages suffered from the contractor. Failure to meet the scheduled dates and times may result in the Government immediately defaulting the contractor on the print order. Any order rejected by the Government due to the contractor's error/fault must be reprinted. These copies must be received at destination within one (1) workday after the notification of rejection.

Due to the nature of the product being ordered, it may be periodically necessary to cancel or stop work on an order during the production cycle. When it is necessary to cancel or stop an order, the contractor will be reimbursed only for work performed prior to the cancellation or stoppage. Print orders will be terminated for convenience and the contractor will not be permitted to submit claims.

On occasion, the Government will notify the contractor that a problem on an order has occurred, and to delay the production of the print order for a short period of time. In this event, the Government will notify the contractor to stop production by no later than 9:30 a.m. the morning after an order was placed.

In the event the Government delays production, it will notify the contractor to either proceed with the production or cancel the order by no later than 12:00 noon, the day after an order was placed. Upon the Government's approval notification to proceed with the order, the Government will still require the contractor to make delivery no later than 4:00 p.m. If the Government cancels the print order, the Government will reimburse the contractor for any makeready charges that the contractor incurred up to the cancellation.

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

Unscheduled material such as shipping documents, receipts or instructions, delivery lists, labels, etc., will be furnished with each 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.

Upon completion of each order, the contractor is to notify the Government Printing Office of the date of shipment (or delivery, if applicable). Call (202) 512-0516 or 0517; callers outside the Washington, D.C. area may call toll free 1-800-424-9470 or 9471.

SECTION 3.-DETERMINATION OF AWARD AND PLACEMENT OF WORK

The Government will make multiple awards under this solicitation since it is anticipated that one firm may not be able to meet all of the requirements.

Each order will be individually abstracted to determine the lowest bid.

In placing work, the Government will first communicate with the low contractor in each category to determine whether or not at that time one or more orders for specified quantities can be accepted for shipment within the time required by the Government. The Government will be obligated to place each order with the low contractor first, the next low contractor second, and so on until the job has been accepted. Placement of orders shall be made only to those contractors whose prices are determined to be fair and reasonable. The low contractor and each successive next low contractor shall be obligated to accept the order except when the shipping schedule cannot be met. Contractors refusing to accept orders with the requested delivery/ship date shall be required to provide the best date that can be met. When the contractor accepts, a formal print order will be issued.

Due to the urgency of the work offered, orders will be placed by telephone and the contractor must reply within 30 minutes as to whether or not the order can be accepted.

Any contractor's position in the sequence of awards may be jeopardized by consistently refusing work of one type and accepting work of another. When such an instance is found, the contractor involved will be notified and unless prompt adjustment in order acceptance is made to maintain the lowest cost to the Government, the contractor may be disqualified from further participation under this contract.

Exception: Noncompliance with the shipping and/or delivery schedule, or any other term, condition, or specification of this contract will be cause, and the GPO reserves the right, to withhold further orders until the contractor is judged by the Government to have established adequate procedures to fulfill the requirements.

SECTION 4.- SCHEDULE OF PRICES

Bids offered are f.o.b. destination.

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

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.

An entry of NB (No Bid) must be entered if bidder does not intend to furnish certain items. Bids submitted with blank spaces for the individual items will be considered as an entry of NB for that particular item.

The Contracting Officer reserves the right to reject any offer that contains prices for individual items of production that are inconsistent or unrealistic in regard to other prices in the same offer or to GPO prices for the same operation if such action would be in the best interest of the Government.

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

Minimum Charge: One minimum charge of \$15.00 is allowed whenever the total cost of all orders issued for delivery on a specified day does not equal or exceed the minimum charge.

I. COPY PREPARATION, PHOTOCOPYING/REPROGRAPHY, DUPLICATING, BINDING, PACKING, AND DELIVERY: Prices offered shall include the cost of all required materials and operations necessary for complete production and distribution of the product listed in accordance with these specifications.

(a) Outputting from disc to hard copy..... per page\$_____

TEXT:

(b) Reproducing/Copying in black (Face Only):

(1) 8-1/2 x 11" per leaf\$_____

(2) 8-1/2 x 14" per leaf\$_____

(3) 11 x 17" per leaf\$_____

(4) 24 x 36" per leaf\$_____

(Initials)

TEXT continued:

(c) Reproducing/Copying in black (Face and Back):

- (1) 8-1/2 x 11" per leaf\$ _____
- (2) 8-1/2 x 14" per leaf\$ _____
- (3) 11 x 17" per leaf\$ _____
- (4) 24 x 36" per leaf\$ _____

(d) Reproducing/Copying in color (Face Only):

- (1) 8-1/2 x 11" per leaf\$ _____
- (2) 8-1/2 x 14" per leaf\$ _____
- (3) 11 x 17" per leaf\$ _____
- (4) 24 x 36" per leaf\$ _____

(e) Reproducing/Copying in color (Face and Back):

- (1) 8-1/2 x 11" per leaf\$ _____
- (2) 8-1/2 x 14" per leaf\$ _____
- (3) 11 x 17" per leaf\$ _____
- (4) 24 x 36" per leaf\$ _____

COVER:

(f) Reproducing/Copying in black (Face Only):

- (1) 8-1/2 x 11" per leaf\$ _____
- (2) 8-1/2 x 14" per leaf\$ _____

(g) Reproducing/Copying in black (Face and Back):

- (1) 8-1/2 x 11" per leaf\$ _____
- (2) 8-1/2 x 14" per leaf\$ _____

(Initials)

I. COPY PREPARATION, PHOTOCOPYING/REPROGRAPHY, DUPLICATING, BINDING, PACKING, AND DELIVERY continued:

- (h) Copying CD-ROM to CD-ROM..... per copy\$ _____
- (i) Copying VHS tape to CD-ROM..... per copy\$ _____
- (j) Copying VHS tape to DVD..... per copy\$ _____
- (k) Copying VHS tape to VHS tape..... per copy\$ _____
- (l) Scanning documents to CD-ROM..... per page.....\$ _____

II. PAPER: Payment for all paper supplied by the contractor under the terms of these specifications, as ordered on the individual print orders, will be based on the net number of leaves furnished for the products ordered. The cost of any paper required for makeready or running spoilage must be included in the prices offered.

Computation of the net number of leaves will be based on the following:

Text - Each page-size leaf.

Covers - Two page-size leaves will be allowed for each complete cover. Per 1,000 leaves

- (a) White Plain Copier (20-lb.)\$ _____
- (b) Red or Green Index (110-lb.)\$ _____
- (c) White Vellum-Finish Cover (50-lb.)\$ _____
- (d) White Vellum-Finish Cover (65-lb.)\$ _____

III. ADDITIONAL OPERATIONS:

- (a) Drilling (each run)..... per leaf\$ _____

When drilling or punching pamphlets or books with separate covers, each thickness of cover stock will be counted as three leaves: each ply of a fold-in will be counted as a single leaf.

- (b) Binding with Wire-O type binding, or similar per copy\$ _____
- (c) Binding with Acco-type fasteners (includes punching and cost of fasteners)..... per copy\$ _____
- (d) Inserting text pages into furnished three-ring binders..... per binder.....\$ _____
- (e) Plastic comb binding (includes punching and cost of comb element) per copy\$ _____
- (f) Spiral binding (includes punching and cost of spiral element) per copy\$ _____

(Initials)

IV. ELECTRONIC DISCOVERY:

- (a) File List Reporting.....per hour\$ _____
- (b) Meta-Data Extraction per gigabyte\$ _____
- (c) Text Extraction per gigabyte\$ _____
- (d) Key Word/Boolean Search.....per hour\$ _____
- (e) Extension cullingper hour\$ _____
- (f) DE-NIST/hash cullingper hour\$ _____
- (g) TIFF/PDF Conversion..... per page\$ _____
- (h) Deliver data to online review platform..... per volume/per format\$ _____

My production facilities are located within the assumed area of production _____yes _____no

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

- 1. Proposed carrier(s) for pickup of Government Furnished Material _____
 - a. Number of hours from acceptance of print order to pickup of Government Furnished Material..... _____
 - b. Number of hours from pickup of Government Furnished Material to delivery at contractor's plant _____
- 2. Proposed carrier(s) for delivery of completed product _____
 - a. Number of hours from notification to carrier to pickup of completed product _____
 - b. Number of hours from pickup of completed product to delivery at destination _____

(Initials)

INSTRUCTIONS FOR BID SUBMISSION: Fill out "Section 4.-Schedule of Prices", initialing or signing each page in the space(s) provided. Submit two copies (original and one exact duplicate) of the "Schedule of Prices" with two copies of the GPO Form 910 "Bid" form. Do not enter bid prices on GPO Form 910; prices entered in the "Schedule of Prices" will prevail.

Bidder _____

(City - State)

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

(Person to be contacted) (Telephone Number)