

Program 2369-S Term: Date of Award thru June 31, 2015 plus four Option Years			DataSavers of Jacksonville			Doc 2 E-file INC		EMI Imaging		Gray Graphics		Offices Of Margaret Dillenn		Layton Document System, Inc	
Title: Document Conversion Services			090-26073			None		None		190-38435		None		100-50838	
ITEM#	DESCRIPTION	BASIS OF AWARD	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	
I.	DOCUMENT PREPARATION: Prices offered shall be all-inclusive to prepare documents for scanner processing in accordance with these specifications and must include the cost of all required operations including, but not limited to, removing documents from binders; staple removal; insertion of separator sheets and/or paper clips to separate documents for repacking after conversion; and handling of sticky notes or other non-standard size paper.														
(a)	Document Preparation (8-1/2 x 11")...per page/trim-size unit	607,500	0.02	12,150.00	0.01	6,075.00	0.02	12,150.00	0.05	30,375.00	0.03	18,225.00		NC	
(b)	Document Preparation (over 8-1/2 x 11 up to and including 17 x 11")...per page/trim-size unit	121,500	0.02	2,430.00	0.01	1,215.00	0.02	2,430.00	0.10	12,150.00	0.03	3,645.00		NC	
(c)	Document Preparation (over 17 x 11" up to and including 30 x 48")...per page/trim-size unit	81,000	0.05	4,050.00	0.015	1,215.00	0.04	3,240.00	0.15	12,150.00	0.04	3,240.00		NC	
II.															
(a)	Scanning Black only to PDF														
(1)	8-1/2 x 11" ...per page/trim-size unit	607,500	0.022	13,365.00	0.035	21,262.50	0.08	48,600.00	0.05	30,375.00	0.03	18,225.00	0.035	21,262.50	
(2)	Over 8-1/2 x 11" up to and including 17 x 11" ...per page/trim-size unit	113,906	0.022	2,505.93	0.035	3,986.71	0.10	11,390.60	0.08	9,112.48	0.03	3,417.18	0.035	3,986.71	
(3)	Over 17 x 11" up to and including 30 x 48" ...per page/trim-size unit	75,937	0.27	20,502.99	0.65	49,359.05	1.00	75,937.00	0.20	15,187.40	0.04	3,037.48	0.495	37,588.82	
(b)	Scanning Color to PDF														
(1)	8-1/2 x 11" ...per page/trim-size unit	189,844	0.037	7,024.23	0.04	7,593.76	0.10	18,984.40	0.15	28,476.60	0.03	5,695.32	0.035	6,644.54	
(2)	Over 8-1/2 x 11" up to and including 17 x 11" ...per page/trim-size unit	37,969	0.037	1,404.85	0.04	1,518.76	0.12	4,556.28	0.25	9,492.25	0.03	1,139.07	0.035	1,328.92	
(3)	Over 17 x 11" up to and including 30 x 48" ...per page/trim-size unit	25,312	0.55	13,921.60	0.85	21,515.20	1.20	30,374.40	0.45	11,390.40	0.04	1,012.48	0.595	15,060.64	
(c)	OCR processing ...per scanned page	759,275	0.011	8,352.03	0.02	15,185.50	0.01	7,592.75	0.10	75,927.50	0.04	30,371.00		NC	
III.	SAVE PDF FILES TO DISC: Prices offered must be all-inclusive, as applicable, and must include the cost of the disc, printing label on disc, plastic jewel case, and the cost of packing: all necessary wrapping and packing materials; labeling and marking; and, distribution in accordance with these specifications.														
	Saving PDF files to disc... per disc	324	3.00	972.00	5.00	1,620.00	15.00	4,860.00	25.00	8,100.00	0.25	81.00		NC	
IV.	ADDITIONAL OPERATIONS:														
Note	A storage charge under line item IV.(b) will not be allowed for the first 90 calendar days of storage.														
(a)	Pull request ...per file	24	2.00	48.00	NC		3.00	72.00	25.00	600.00	5.00	120.00		NC	
(b)	Storage ...per box/per month	324	0.145	46.98	NC		0.30	97.20	25.00	8,100.00	0.34	110.16		NC	
(c)	Destruction of furnished materials ...per box	162	0.75	121.50	3.00	486.00	2.00	324.00	50.00	8,100.00	0.20	32.40		NC	
(d)	Pickup charge														
(1)	Charleston, SC ...per order	9	400.00	3,600.00	785.00	7,065.00	1,000.00	9,000.00	100.00	900.00	5.00	45.00	85.00	765.00	
(2)	Conway, SC ...per order	9	575.00	5,175.00	785.00	7,065.00	1,000.00	9,000.00	100.00	900.00	5.00	45.00	85.00	765.00	
(3)	Columbia, SC ...per order	9	450.00	4,050.00	785.00	7,065.00	800.00	7,200.00	100.00	900.00	5.00	45.00	85.00	765.00	
-----	CONTRACTOR TOTALS			\$99,720.11		\$152,227.48		\$245,808.63		\$262,236.63		\$88,486.09		\$88,167.12	
	DISCOUNT		0%		0%		0%		2%	\$5,244.73	0%		0%		
	DISCOUNTED TOTALS			\$99,720.11		\$152,227.48		\$245,808.63		\$256,991.90		\$88,486.09		\$88,167.12	
	ABSTRACTED BY: Ledo Ulerio														
	REVIEWED BY: Richard Gilbert														
Program 2369-S Term: Date of Award thru June 31, 2015 plus four Option Years			MEI Mail Services			Ricoh USA		afety Research Corp. of Americ		SC Data Inc.		Vital Records Center			
Title: Document Conversion Services			420-57289			370-44057		010-77371		None		None			
ITEM#	DESCRIPTION	BASIS OF AWARD	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	
I.	DOCUMENT PREPARATION: Prices offered shall be all-inclusive to prepare documents for scanner processing in accordance with these specifications and must include the cost of all required operations including, but not limited to, removing documents from binders; staple removal; insertion of separator sheets and/or paper clips to separate documents for repacking after conversion; and handling of sticky notes or other non-standard size paper.														
(a)	Document Preparation (8-1/2 x 11")...per page/trim-size unit	607,500	0.042	25,515.00	0.01	6,075.00	0.10	60,750.00	0.04	24,300.00	0.015	9,112.50			

U.S. GOVERNMENT PRINTING OFFICE
Virginia Beach, VA

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

Document Conversion Services

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

U.S. Army Corps of Engineers (USACE)
Charleston, SC

Single Award

CONTRACT TERM: The term of this contract is for the period beginning Date of Award and ending June 30, 2015, plus up to four (4) optional 12-month extension periods 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 2:00 p.m., prevailing Eastern Standard Time, on June 30, 2014.

BID SUBMISSION: Submit bid in pre-addressed envelope furnished with solicitation, or send to: U.S. Government Printing Office, 291 Independence Blvd., Ste. 401, Virginia Beach, VA 23462. Facsimile bids in response to this solicitation are permitted. Facsimile bids may be submitted directly to the GPO RPPO Virginia Beach, Fax No. (757) 490-7950. 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. **NOTE: FAXED BIDS RECEIVED AFTER 2:00 P.M. ON THE BID OPENING DATE SPECIFIED ABOVE WILL NOT BE CONSIDERED FOR AWARD.**

Do NOT fax double sets or extra copies of forms that have not been requested; only the pages in SECTION 4 of these specifications, with all of the information completed as requested.

NOTICE TO BIDDERS: Bidders are instructed to adhere to all requirements of the solicitation. Special attention is directed to the following provisions:

- Service Contract Act of 1965
- Employees Rights on Government Contracts (EXHIBIT A)

THIS IS A NEW CONTRACT. THERE IS NO ABSTRACT AVAILABLE.

For information of a technical nature call Richard Gilbert at (757) 490-7940, x4 (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 Publication 310.2, effective December 1, 1987 (Rev. 6-01)).

GPO Contract Terms (GPO Publication 310.2) – <http://www.gpo.gov/pdfs/vendors/sfas/terms.pdf>.

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/pdfs/vendors/contractdisputes.pdf. This June 2008 clause also cancels and supersedes any other disputes language currently included in existing contractual actions.

SUBCONTRACTING: Subcontracting is NOT allowed.

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).

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.

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 Date of Award to June 30, 2015, and the second and any succeeding period(s) will extend for 12 months from the end of the last preceding period, except that the length of the final period may vary. The first day of the second and any succeeding period(s) will be the effective date of the economic price adjustment for that period.

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

The economic price adjustment will be the percentage difference between Index averages as specified in this paragraph. An index called the variable index will be calculated by averaging the monthly Indexes from the 12-month interval ending three (3) months prior to the beginning of the period being considered for adjustment. This average is then compared to the average of the monthly Indexes for the 12-month interval ending March 31, 2014, 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.

PREAWARD SURVEY: In order to determine the responsibility of the contractor, the Government reserves the right to conduct an on-site preaward survey at the contractor's facility or to require other evidence of technical, production, managerial, financial, and similar abilities to perform, prior to the award of a contract.

PREAWARD TEST: The contractor being considered for award may be required to demonstrate their ability to perform the functions required in these specifications by completing a preaward test. The Government may waive the preaward test if there is other evidence that, in the opinion of the Contracting Officer, indicates that the contractor being considered for award has the capability to successfully perform the functions required.

For the preaward test, the contractor will be required to scan/convert one Federal records box of hard copy documents (subdivided into 25 different files), name the files, and index the files, as specified herein. NOTE: The box will consist of up to approximately 250 pages consisting of text, photos, and/or graphics, and is representative of the type of materials to be furnished on this contract.

The contractor will be required to scan/convert the samples pages in accordance with the specifications herein. When the contractor has completed scanning/converting, he must return the completed converted pages via the ordering agency's FTP site. (NOTE: Information regarding the ordering agency's FTP site will be provided at the time of the preaward test.)

NOTE: Contractor MUST notify the GPO the same workday as uploading the preaward test sample pages to the ordering agency's FTP site.

The contractor must upload the test samples within two (2) workdays of receipt of the furnished preaward test materials.

NOTE: Contractor must return the furnished materials within 10 workdays of receipt of approval.

If preaward test samples are disapproved by the Government, the contractor may be permitted, at the option of the Government, additional time to correct defects and/or submit revised test samples if so notified by the Contracting Officer.

In the event the revised preaward test samples are disapproved by the Government, the contractor shall be deemed to have failed to comply with the applicable requirements of these specifications and may be reason for a determination of non-responsibility.

Failure to deliver completed preaward test samples within the stated time period may disqualify the contractor from further consideration for award.

All operations necessary in the performance of this test shall be performed at the facilities in which the contract production will be performed.

No charges will be allowed for costs incurred in the performance of this preaward test.

POSTAWARD CONFERENCE: Unless waived by the Contracting Officer, the total requirements of the job as indicated in these specifications may be reviewed by Government representatives with the contractor's representatives at the U.S. Corps of Engineers, Charleston, SC, immediately after award.

ASSIGNMENT OF JACKETS, PURCHASE AND PRINT ORDERS: A GPO purchase order will be issued to the contractor to cover work performed. The purchase order will be supplemented by an individual "print order" and various jacket numbers 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 through June 30, 2015, 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 work order shall be "issued," for purposes of the contract, when it is furnished to the contractor in conformance with the schedule.

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.

FEDERAL RECORDS MANAGEMENT REQUIREMENTS: The contractor must adhere to the following standard items related to records generated in executing the contract:

1. The contractor shall treat all deliverables under the contract as the property of the U.S. Government for which the Government Agency shall have unlimited rights to use, dispose of, or disclose such data contained therein as it determines to be in the public interest.
2. The contractor shall not create or maintain any records that are not specifically tied to or authorized by the contract using Government IT equipment and/or Government records.
3. The contractor shall not retain, use, sell, or disseminate copies of any deliverable that contains information covered by the Privacy Act of 1974, or that which is generally protected by the Freedom of Information Act. (See "PRIVACY ACT NOTIFICATION" specified herein.)
4. The Government Agency owns the right to all data/records produced as part of this contract.
5. The Government Agency owns the rights to all electronic information (electronic data, electronic information systems, electronic databases, etc.) and all supporting documentation created as part of this contract. The contractor must deliver sufficient technical documentation with all data deliverables to permit the agency to use the data.

6. The contractor agrees to comply with the Federal and Agency records management policies, including those policies associated with the safeguarding of records covered by the Privacy Act of 1974. These policies include the preservations of all records created or received, regardless of format (paper, electronic, etc.) or mode of transmission (email, fax, etc.) or state of completion (draft, final, etc.).
7. No disposition of documents will be allowed without the prior written consent of the Contracting Officer. The Government Agency and its contractors are responsible for preventing the alienation or unauthorized destruction of records, including all forms of mutilation. Willful and unlawful destruction, damage, or alienation of Federal records is subject to the fines and penalties imposed by 18 U.S.C. 2701. Records may not be removed from the legal custody of the Government Agency or destroyed without regard to the provisions of the agency records schedules.

NONDISCLOSURE OF INFORMATION: Neither the contractor nor any of its employees shall divulge nor release data or information developed or obtained during performance of this contract, except to authorize Government personnel with an established need-to-know or upon written approval of the Contracting Officer.

The contractor must ensure that documents are secured and handled to track chain of custody and ensure security.

DATA RIGHTS: All data furnished and produced in the performance of this contract shall be the sole property of the Government. The contractor agrees not to assert rights or to establish any claim to such data in whole or in part in any manner or form, or to authorize others to do so, without prior written consent of the Contracting Officer.

Information contained in all source documents and other media provided by the USACE is the sole property of USACE.

DISPOSAL OF WASTE MATERIALS: The contractor is required to demonstrate how all waste materials used in the production of sensitive records will be definitively destroyed (i.e., burning, pulping, shredding, macerating, or other suitable similar means). Electronic Records must be definitively destroyed in a manner that prevents reconstruction. *Definitively* destroying the records means the material cannot be reassembled and used in an inappropriate manner in violation of law and regulations. *Sensitive* records are records that are exempted from disclosure by statute, including the Privacy Act or regulation. The contractor is required to show proof of disposal.

PRIVACY ACT NOTIFICATION: This procurement action requires the contractor to do one or more of the following: design, develop, or operate a system of records on individuals to accomplish an agency function in accordance with the Privacy Act of 1974, Public Law 93-579, December 31, 1974 (5 U.S.C. 552a) and applicable agency regulations. Violation of the Act may involve the imposition of criminal penalties.

PRIVACY ACT

(a) The contractor agrees:

- (1) to comply with the Privacy Act of 1974 and the rules and regulations issued pursuant to the Act in the design, development, or operation of any system of records on individuals in order to accomplish an agency function when the contract specifically identifies (i) the system or systems of records and (ii) the work to be performed by the contractor in terms of any one or combination of the following: (A) design, (B) development, or (C) operation;
- (2) to include the solicitation notification contained in this contract in every solicitation and resulting subcontract and in every subcontract awarded without a solicitation when the statement of work in the proposed subcontract requires the design, development, or operation of a system of records on individuals to accomplish an agency function; and,
- (3) to include this clause, including this paragraph (3), in all subcontracts awarded pursuant to this contract which require the design, development, or operation of such a system of records.

- (b) In the event of violations of the Act, a civil action may be brought against the agency involved where the violation concerns the design, development, or operation of a system of records on individuals to accomplish an agency function, and criminal penalties may be imposed upon the officers or employees of the agency where the violation concerns the operation of a system of records on individuals to accomplish an agency function. For purposes of the Act when the contract is for the operation of a system of records on individuals to accomplish an agency function, the contractor and any employee of the contractor is considered to be an employee of the agency.
- (c) The terms used in this clause have the following meanings:
- (1) "Operation of a system of records" means performance of any of the activities associated with maintaining the system of records including the collection, use, and dissemination of records.
 - (2) "Record" means any item, collection or grouping of information about an individual that is maintained by an agency, including, but not limited to, his education, financial transactions, medical history, and criminal or employment history and that contains his name, or the identifying number, symbol, or other identifying particular assigned to the individual, such as a finger or voice print or a photograph.
 - (3) "System of records" on individuals means a group of any records under the control of any agency from which information is retrieved by the name of the individual or by some identifying number, symbol, or other identifying particular assigned to the individual.

CRIMINAL SANCTIONS: It is incumbent upon the contractor to inform its officers and employees of the penalties for improper disclosure imposed by the Privacy Act of 1974, 5 U.S.C. 552a. Specifically, 5 U.S.C. 552a (i)(1) which is made applicable to contractors by 5 U.S.C. 552a (m)(1), provides that any officer or employee of an agency, who by virtue of his/her employment of official position, has possession of or access to agency records which contain individually identifiable information, the disclosure of which is prohibited by the Privacy Act or regulations established thereunder, and who knowing that disclosure of the specific material is prohibited, willfully discloses the material in any manner to any person or agency not entitled to receive it, shall be guilty of a misdemeanor and fined not more than \$10,000.00.

SERVICE CONTRACT ACT OF 1965, applies as Amended.

- (a) Definitions. "Act" as used in this clause, means the Service Contract Act of 1965, as amended (41 U.S.C. 351, et seq.).

"Contractor," as used in this clause or in any subcontract, shall be deemed to refer to the subcontractor, except in the term "Government Prime Contractor."

"Service employee" means any person engaged in the performance of this contract other than any person employed in a bona fide executive, administrative, or professional capacity, as these terms are defined in Part 541 of Title 29, Code of Federal Regulations, as revised. It includes all such persons regardless of any contractual relationship that may be alleged to exist between a contractor or subcontractor and such persons.

- (b) Applicability. This contract is subject to the following provisions and to all other applicable provisions of the Act and regulations of the Secretary of Labor (29 CFR Part 4). This clause does not apply to contracts or subcontracts administratively exempted by the Secretary of Labor or exempted by 41 U.S.C. 356, interpreted in subpart C of 29 CFR part 4.
- (c) Compensation. (1) Each service employee employed in the performance of this contract by the contractor or any subcontractor shall be paid not less than the minimum monetary wages and shall be furnished fringe benefits in accordance with the wages and fringe benefits determined by the Secretary of Labor, or authorized representative, as specified in any wage determination attached to this contract.

- (2)(i) If a wage determination is attached to this contract, the contractor shall classify any class of service employee which is not listed therein and which is to be employed under the contract (i.e., the work to be performed is not performed by any classifications listed in the wage determination) so as to provide a reasonable relationship (i.e., appropriate level of skill comparison) between such unlisted classifications and the classifications listed in the wage determination. Such conformed class of employees shall be paid the monetary wages and furnished the fringe benefits as are determined pursuant to the procedures in this paragraph (c).
- (ii) This conforming procedure shall be initiated by the contractor prior to the performance of contract work by the unlisted class of employee. The contractor shall submit Standard Form (SF) 1444, Request For Authorization of Additional Classification and Rate, to the Contracting Officer no later than 30 days after the unlisted class of employee performs any contract work. The Contracting Officer shall review the proposed classification and rate and promptly submit the completed SF 1444 (which must include information regarding the agreement or disagreement of the employees' authorized representatives or the employees themselves together with the agency recommendation), and all pertinent information to the Wage and Hour Division, Employment Standards Administration, U.S. Department of Labor. The Wage and Hour Division will approve, modify, or disapprove the action or render a final determination in the event of disagreement within 30 days of receipt or will notify the Contracting Officer within 30 days of receipt that additional time is necessary.
- (iii) The final determination of the conformance action by the Wage and Hour Division shall be transmitted to the Contracting Officer who shall promptly notify the contractor of the action taken. Each affected employee shall be furnished by the contractor with a written copy of such determination or it shall be posted as part of the wage determination.
- (iv)(A) The process of establishing wage and fringe benefit rates that bear a reasonable relationship to those listed in a wage determination cannot be reduced to any single formula. The approach used may vary from wage determination to wage determination depending on the circumstances. Standard wage and salary administration practices which rank various job classifications by pay grade pursuant to point schemes or other job factors may, for example, be relied upon. Guidance may also be obtained from the way different jobs are rated under Federal pay systems (Federal Wage Board Pay System and the General Schedule) or from other wage determinations issued in the same locality. Basic to the establishment of any conformable wage rate(s) is the concept that a pay relationship should be maintained between job classifications based on the skill required and the duties performed.
- (B) In the case of a contract modification, an exercise of an option, or extension of an existing contract, or in any other case where a contractor succeeds a contract under which the classification in question was previously conformed pursuant to paragraph (c) of this clause, a new conformed wage rate and fringe benefits may be assigned to the conformed classification
- by indexing (i.e., adjusting) the previous conformed rate and fringe benefits by an amount equal to the average (mean) percentage increase (or decrease, where appropriate) between the wages and fringe benefits specified for all classifications to be used on the contract which are listed in the current wage determination, and those specified for the corresponding classifications in the previously applicable wage determination. Where conforming actions are accomplished in accordance with this paragraph prior to the performance of contract work by the unlisted class of employees, the contractor shall advise the Contracting Officer of the action taken but the other procedures in subdivision (c)(2)(ii) of this clause need not be followed.
- (C) No employee engaged in performing work on this contract shall in any event be paid less than the currently applicable minimum wage specified under section 6(a)(1) of the Fair Labor Standards Act of 1938, as amended.

- (v) The wage rate and fringe benefits finally determined under this subparagraph (c)(2) of this clause shall be paid to all employees performing in the classification from the first day on which contract work is performed by them in the classification. Failure to pay the unlisted employees the compensation agreed upon by the interested parties and/or finally determined by the Wage and Hour Division retroactive to the date such class of employees commenced contract work shall be a violation of the Act and this contract.
 - (vi) Upon discovery of failure to comply with subparagraph (c)(2) of this clause, the Wage and Hour Division shall make a final determination of conformed classification, wage rate, and/or fringe benefits which shall be retroactive to the date such class or classes of employees commenced contract work.
- (3) Adjustment of Compensation. If the term of this contract is more than 1 year, the minimum monetary wages and fringe benefits required to be paid or furnished there under to service employees under this contract shall be subject to adjustment after 1 year and not less than once every 2 years, under wage determinations issued by the Wage and Hour Division.
- (d) Obligation to Furnish Fringe Benefits. The contractor or subcontractor may discharge the obligation to furnish fringe benefits specified in the attachment or determined under subparagraph (c)(2) by furnishing equivalent combinations of bona fide fringe benefits, or by making equivalent or differential cash payments, only in accordance with subpart D of 29 CFR Part 4.
 - (e) Minimum Wage. In the absence of a minimum wage attachment for this contract, neither the contractor nor any subcontractor under this contract shall pay any person performing work under this contract (regardless of whether the person is a service employee) less than the minimum wage specified by section 6(a)(1) of the Fair Labor Standards Act of 1938. Nothing in this clause shall relieve the contractor or any subcontractor of any other obligation under law or contract for payment of a higher wage to any employee.
 - (f) Successor Contracts. If this contract succeeds a contract subject to the Act, under which substantially the same services were furnished in the same locality and service employees were paid wages and fringe benefits provided for in a collective bargaining agreement, in the absence of the minimum wage attachment for this contract setting forth such collectively bargained wage rates and fringe benefits, neither the contractor nor any subcontractor under this contract shall pay any service employee performing any of the contract work (regardless of whether or not such employee was employed under the predecessor contract), less than the wages and fringe benefits provided for in such collective bargaining agreement, to which such employee would be entitled if employed under the predecessor contract, including accrued wages and fringe benefits and any prospective increases in wages and fringe benefits provided for under such agreement. No contractor or subcontractor under this contract may be relieved of the foregoing obligation unless the limitations of 29 CFR 4.1b(b) apply or unless the Secretary of Labor or the Secretary's authorized representative finds, after a hearing as provided in 29 CFR 4.10 that the wages and/or fringe benefits provided for in such agreement are substantially at variance with those which prevail for services of a character similar in the locality, or determines, as provided in 29 CFR 4.11, that the collective bargaining agreement applicable to service employees employed under the predecessor contract was not entered into as a result of arm's length negotiations. Where it is found in accordance with the review procedures provided in 29 CFR 4.10 and/or 4.11 and parts 6 and 8 that some or all of the wages and/or fringe benefits contained in a predecessor contractor's collective bargaining agreement are substantially at variance with those which prevail for services of a character similar in the locality, and/or that the collective bargaining agreement applicable to service employees employed under the predecessor contract was not entered into as a result of arm's length negotiations, the Department will issue a new or revised determination setting forth the applicable wage rates and fringe benefits. Such determination shall be made a part of the contract or subcontract, in accordance with the decision of the Administrator, the Administrative Law Judge, or the Board of Service Contract Appeals, as the case may be, irrespective of whether such issuance occurs prior to or after the award of a contract or subcontract (53 Comp. Gen. 401 (1973)). In the case of a wage determination issued solely as a result of a finding of substantial variance, such determination shall be effective as of the date of the final administrative decision.

- (g) Notification to employees. The contractor and any subcontractor under this contract shall notify each service employee commencing work on this contract of the minimum monetary wage and any fringe benefits required to be paid pursuant to this contract, or shall post the wage determinations attached to this contract. The poster provided by the Department of Labor (Publication WH 1313) shall be posted in a prominent and accessible place at the worksite. Failure to comply with this requirement is a violation of section 2(a)(4) of the Act and of this contract.
- (h) Safe and Sanitary Working Conditions. The contractor or subcontractor shall not permit any part of the services called for by this contract to be performed in buildings or surroundings or under working conditions provided by or under the control or supervision of the contractor or subcontractor which are unsanitary or hazardous, or dangerous to the health or safety of the service employees. The contractor or subcontractor shall comply with the safety and health standards applied under 29 CFR Part 1925.
- (i) Records. (1) The contractor and each subcontractor performing work subject to the Act shall make and maintain for 3 years from the completion of the work and make them available for inspection and transcription by authorized representatives of the Wage and Hour Division, Employment Standards Administration a record of the following:
 - (i) For each employee subject to the Act-
 - (A) Name and address and social security number,
 - (B) Correct work classification or classifications, rate or rates of monetary wages paid and fringe benefits provided, rate or rates of payments in lieu of fringe benefits, and total daily or weekly compensation;
 - (C) Daily and weekly hours worked by each employee; and,
 - (D) Any deductions, rebates, or refunds from the total daily or weekly compensation of each employee.
 - (ii) For those classes of service employees not included in any wage determination attached to this contract, wage rates or fringe benefits determined by the interested parties or by the Administrator or authorized representative under the terms of paragraph (c) of this clause. A copy of the report required by subdivision (c)(2)(ii) of this clause will fulfill this requirement.
 - (iii) Any list of the predecessor contractor's employees which had been furnished to the contractor as prescribed by paragraph (n) of this clause.
- (2) The contractor shall also make available a copy of this contract for inspection or transcription by authorized representatives of the Wage and Hour Division.
- (3) Failure to make and maintain or to make available these records for inspection and transcription shall be a violation of the regulations and this contract, and in the case of failure to produce these records, the Contracting Officer, upon direction of the Department of Labor and notification to the contractor, shall take action to cause suspension of any further payment or advance of funds until the violation ceases.
- (4) The contractor shall permit authorized representatives of the Wage and Hour Division to conduct interviews with employees at the worksite during normal working hours.
- (j) Pay Periods. The contractor shall unconditionally pay to each employee subject to the Act all wages due free and clear and without subsequent deduction (except as otherwise provided by law or regulations, 29 CFR part 4), rebate, or kickback on any account. These payments shall be made no later than one pay period following the end of the regular pay period in which the wages were earned or accrued. A pay period under this Act may not be of any duration longer than semi-monthly.

- (k) **Withholding of Payment and Termination of Contract.** The Contracting Officer shall withhold or cause to be withheld from the Government Prime Contractor under this or any other Government contract with the Prime Contractor such sums as an appropriate official of the Department of Labor, requests or such sums as an appropriate official of the Department of Labor, requests or such sums as the Contracting Officer decides may be necessary to pay underpaid employees employed by the contractor or subcontractor. In the event of failure to pay any employees subject to the Act all or part of the wages or fringe benefits due under the Act, the Contracting Officer may, after authorization or by direction of the Department of Labor and written notification to the contractor, take action to cause suspension of any further payment or advance of funds until such violations have ceased. Additionally, any failure to comply with the requirements of this clause may be grounds for termination of the right to proceed with the contract work. In such event, the Government may enter into other contracts or arrangements for completion of the work, charging the contractor in default with any additional cost.
- (l) **Subcontracts.** The contractor agrees to insert this clause in all subcontracts subject to the Act.
- (m) **Collective Bargaining Agreements Applicable to Service Employees.** If wages to be paid or fringe benefits to be furnished any service employees employed by the Government Prime Contractor or any subcontractor under the contract are provided for in a collective bargaining agreement which is or will be effective during any period in which the contract is being performed, the Government Prime Contractor shall report such fact to the Contracting Officer, together with full information as to the application and accrual of such wages and fringe benefits, including any prospective increases, to service employees engaged in work on the contract, and a copy of the collective bargaining agreement. Such report shall be made upon commencing performance of the contract, in the case of collective bargaining agreements effective at such time, and in the case of such agreements of provisions or amendments thereof effective at a later time during the period of contract performance, such agreements shall be reported promptly after negotiations thereof.
- (n) **Seniority List.** Not less than 10 days prior to completion of any contract being performed at a Federal facility where service employees may be retained in the performance of the succeeding contract and subject to a wage determination which contains vacation or other benefit provisions based upon length of service with a contractor (predecessor) or successor (29 CFR 4.173), the incumbent Prime Contractor shall furnish the Contracting Officer a certified list of names of all service employees on the contractor's or subcontractor's payroll during the last month of contract performance. Such list shall also contain anniversary dates of employment on the contract either with the current or predecessor contractors of each such service employee. The Contracting Officer shall turn over such list to the successor contractor at the commencement of the succeeding contract.
- (o) **Rulings and Interpretations.** Rulings and interpretations of the Act are contained in Regulations, 29 CFR part 4.
- (p) **Contractor's Certification.** (1) By entering into this contract, the contractor (and officials thereof) certifies that neither it (nor he or she) nor any person or firm who has a substantial interest in the contractor's firm is a person or firm ineligible to be awarded Government contracts by virtue of the sanctions imposed under section 5 of the Act.
- (2) No part of this contract shall be subcontracted to any person or firm ineligible for award of a Government contract under section 5 of the Act.
- (3) The penalty for making false statement is prescribed in the U.S. Criminal Code, 18 U.S.C. 1001.
- (q) **Variations, Tolerances, and Exemptions Involving Employment.** Notwithstanding any of the provisions in paragraphs (b) through (o) of this clause, the following employees may be employed in accordance with the following variations, tolerances, and exemptions, which the Secretary of Labor, pursuant to section 4(b) of the Act prior to its amendment by Pub. L.92-473, found to be necessary and proper in the public interest or to avoid serious impairment of the conduct of Government business:

- (1) Apprentices, student-learners, and workers whose earning capacity is impaired by age, physical or mental deficiency or injury may be employed at wages lower than the minimum wages otherwise required by section 2(a)(1) or 2(b)(1) of the Act, without diminishing any fringe benefits or cash payments in lieu thereof required under section 2(a)(2) of the Act, in accordance with the conditions and procedures prescribed for the employment of apprentices, student-learners, handicapped persons, and handicapped clients of sheltered workshops under section 14 of the Fair Labor Standards Act of 1938, in the regulations issued by the Administrator (29 CFR Parts 520, 521, 524, and 525).
 - (2) The Administrator will issue certificates under the Act for the employment of apprentices, student-learners, handicapped persons, or handicapped clients of sheltered workshops not subject to the Fair Labor Standards Act of 1938, or subject to different minimum rates of pay under the two Acts, authorizing appropriate rates of minimum wages (but without changing requirements concerning fringe benefits or supplementary cash payments in lieu thereof), applying procedures prescribed by the applicable regulations issued under the Fair Labor Standards Act of 1938 (29 CFR Parts 520, 521, 524, 525);
 - (3) The Administrator will also withdraw, annul, or cancel such certificates in accordance with the regulations in 29 CFR parts 525 and 528.
- (r) Apprentices. Apprentices will be permitted to work at less than the predetermined rate for the work they perform when they are employed and individually registered in a bona fide apprenticeship program registered with a State apprenticeship agency which is recognized by the U.S. Department of Labor, or if no such recognized agency exists in a State, under a program registered with the Bureau of Apprenticeship and Training, Employment and Training Administration, U.S. Department of Labor. Any employee who is not registered as an apprentice in an approved program shall be paid the wage rate and fringe benefits contained in the applicable wage determination for the journeyman classifications of work actually performed. The wage rates paid apprentices shall not be less than the wage rate for their level of progress set forth in the registered program, expressed as the appropriate percentage of the journeyman's rate contained in the applicable wage determination. The allowable ratio of apprentices to journeymen employed on the contract work in any craft classification shall not be greater than the ratio permitted to the contractor as to his entire work force under the registered program.
- (s) Tips. An employee engaged in an occupation in which the employee customarily and regularly receives more than \$30 a month in tips may have the amount of these tips credited by the employer against the minimum wage required by section 2(a)(1) or section 2(b)(1) of the Act, in accordance with Regulations, 29 CFR Part 531. However, the amount of credit shall not exceed \$1.34 per hour beginning January 1, 1981. To use this provision-
- (1) The employer must inform tipped employees about this tip credit allowance before the credit is utilized;
 - (2) The employees must be allowed to retain all tips (individually or through a pooling arrangement and regardless of whether the employer elects to take a credit for tips received);
 - (3) The employer must be able to show by records that the employee receives at least the applicable Service Contract Act minimum wage through the combination of direct wages and tip credit; and
 - (4) The use of such tip credit must have been permitted under any predecessor collective bargaining agreement applicable by virtue of section 4(c) of the Act.
- (t) Disputes Concerning Labor Standards. The U.S. Department of Labor has set forth in 29 CFR parts 4, 6, and 8 procedures for resolving disputes concerning labor standards requirements. Such disputes shall be resolved in accordance with those procedures and not the Disputes clause of this contract. Disputes within the meaning of this clause include disputes between the contractor (or any of its subcontractors) and the contracting agency, the U.S. Department of Labor, or the employees or their representatives.

NOTE: SPECIAL EMPHASIS TO THE AFFECT THAT EMPLOYEE COMPENSATION MUST BE AT TIME AND HALF. (REFERENCE: OVERTIME PAY/WAGE HOUR PUBLICATION 1313).

The contractor shall pay the determined wage rate and fringe benefits to all employees performing in the stated classification, which include annual leave and pay for holidays as described in the Service Contract Act of 1965. The Government is not responsible for these benefits.

PAYMENT: Immediately upon completion of a print order, the contractor shall submit an itemized statement for billing to USACE for examination and certification as to the correctness of the billing. Submit billing to: U.S. Army Corps of Engineers, Charleston District, Regulatory Program, Attn: Program Analyst, 69A Hagood Avenue, Charleston, SC 29403; or email to jim.struble@usace.army.mil.

After agency verification, billing invoices must be submitted to the U.S. Government Printing Office for payment. Submit to: U.S. Government Printing Office, Office of Financial Management, Attn: Comptroller, Stop: FMCE, Washington, DC 20401. (NOTE: GPO offers a Contractor Fax Billing System. Please visit the GPO website for more information.)

SECTION 2 - SPECIFICATIONS

SCOPE: These specifications cover document conversion services requiring such operations as document preparation, scanning, Optical Character Recognition (OCR) conversion, PDF file creation, file name management and conversion, indexing, storage, packing, and distribution.

TITLE: Document Conversion Services.

FREQUENCY OF ORDERS: It is anticipated that approximately 27 orders per year will be issued, as follows - each order will be for 12 boxes every two weeks. However, there may occasional orders with more than 12 boxes or with less than 12 boxes. Orders will be picked up from three separate locations based on the below schedule:

1. Charleston District Headquarters:
 - a. 69A Hagood Avenue, Charleston, SC 29403
 - b. POC: Jim Struble (843)-329-8029
2. Conway Field Office:
 - a. Conway Agricultural Center – 1949 Industrial Park Road, rm. 140, Conway SC 29536
 - b. POC: Dorothy Swearingin (843)-365-4239
3. Columbia Field Office:
 - a. Strom Thurmond Federal Bldg, 1835 Assembly Street, rm. 865 B-1. Columbia, SC 29201
 - b. POC: Lisa Hreha (803)-253-3444

NOTE: All work will be completed off-site.

NUMBER OF PAGES: Approximately 2,500 pages per federal records box.

GOVERNMENT TO FURNISH:

- Folders. Typically the pages will be collected in a manila folder. Each folder will be labeled with an Identification Number and Identification Name.
- Majority of hard copy pages will be 8-1/2 x 11". However, furnished pages may be as large as 11 x 17" and some documents may be as large as 30 x 48"; however, if the contractor does not have the capability to scan documents over 11 x 17", the contractor may cut and divide the document, scan in smaller sizes, and furnish a "match sheet". ("Match sheet" must show where each smaller scanned portion of the document would be located if the document were scanned as one piece.)
- Materials may include, but are not limited to, photocopied copies, typed print, carbon copies, forms, faxes, sticky notes, blueprints, drawings, plans, maps, and photos. Most of the documents are on standard paper stock; however, many of the older files include "onion skin" paper stock printed on yellow paper for files copies. Other paper stock in the files may include documents printed on thermal paper (older faxes), blueprint paper, photographic paper, newspaper, and map plotter paper.
- Majority of documents will be furnished as loose documents within a manila folder, however, there may be other binding styles including, but not limited to, stapled, paper clipped, inserted into binders, bound, and/or 3-hole punched.
- Documents consist of both black only pages and color pages.
- Documents are both single-sided and double-sided prints. The majority are single-sided.
- Documents may be annotated with handwritten notes or have signatures or seals, all of which must be legibly reproduced.

- **File Boxes** – The furnished documents (File Folders) will be packed in Federal Records boxes with a standard size of 14-3/4 x 12 x 9-1/2” for legal- and letter-sized files (NSN 8115001178249) and each assigned a unique identification number. The ordering agency may need to re-use the file boxes after the documents have been scanned/converted and the agency has accepted; therefore, the contractor is NOT to make any marks on the boxes or seal the boxes with strapping tape or large amounts of packing tape (without permission from the ordering agency). If the boxes are re-usable, the contractor may be required to return the boxes to ordering agency (USACE, Charleston, SC). If the Government directs the contractor to destroy the furnished files, the Federal Records boxes that can be re-used should be returned to the Government, as specified.
- **File Box Inventory** – The ordering agency will prepare a Box Transmittal which is a file inventory listing each Record ID for each file in the records file boxes sent for scanning. The inventory shall be printed (a hard copy shall accompany each box) and will also be digitally transmitted in a spreadsheet to the contractor with any special handling instructions. Files that require subdividing (files greater than 200 pages or that contain oversized color maps that may be too large to include in a single file) shall be divided by the ordering agency using document dividers. Subdivided files within a single box may be listed as a single file in the box inventory. The inventory file will contain the Record ID number, the file name, and on occasion, will include brief instructions if the file relates to other actions or has special handling requirements.

INSPECTION OF FURNISHED MATERIALS: The contractor will be required to inspect all files and their document contents to determine their suitability for scanning.

The contractor shall establish a database from the Box Transmittal index supplied by the ordering agency and shall provide an updated database and digital index with the completion of each order. The database will include the shipment and box number, ORM ID, file name (as pulled from box transmittal spreadsheet), and any subdivided files within that ID, the date of scanning, and the number of pages scanned per document in the file.

The contractor shall verify the index in the Box Transmittal against the files by box. Any discrepancies between the Box Transmittal database and the files in the boxes are to be reported to the ordering agency within three (3) workdays of receipt of the boxes. This database shall contain the ORM ID (as included in the box inventory and file name(s) (as pulled from the file dividers or labels).

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

Furnished hard copy documents may be provided in a variety of binding styles including, but not limited to, loose documents, stapled, paper clipped, inserted into binders, bound, and/or 3-hole punched. Contractor will be required to separate each page for scanning/conversion.

NOTE: *After the scanning/conversion process, the contractor is not required to re-bind furnished documents. However, the contractor must re-pack the files in the boxes in the order received (in the file folders).*

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.

NOTE: *Contractor must provide a list of employees authorized to pick up and deliver furnished materials and output media (see “DISTRIBUTION”) at the postaward conference. In the event the postaward conference is waived, contractor must provide the list of employees within five (5) workdays of notification of contract award.*

PAPER CONVERSION: The contractor shall provide paper document conversion services to include, but not limited to, scanning hard copy documents to digital format, converting the digital documents to text searchable Adobe Acrobat PDF files (9.0 or greater), and when required, any Optical Character Recognition (OCR) processing needed to convert PDF files (current version). When required, OCR processing must meet 99.9% accuracy levels. **NOTE:** The final files must be readable by the current version of Adobe PDF reader.

- Receipt. Boxes will be picked up from the respective offices as specified under “Frequency of Orders.” Within seven (7) calendar days, contractor will confirm whether the Box Inventory is correct.
- Compact Discs. CDs/DVDs will be write-only of archival quality. The scans of the documents will be assembled as follows:

```
--<cd><Box> Number  
-----<file>0000001.PDF  
-----<file>0000002.PDF  
-----<file>0000003.PDF  
-----<file>0000004.PDF  
-----<file>Export.txt  
-----Identification Number|Date Scanned|Number of Pages|00000001.PDF  
----- Identification Number|Date Scanned|Number of Pages|00000002.PDF  
----- Identification Number|Date Scanned|Number of Pages|00000003.PDF  
----- Identification Number|Date Scanned|Number of Pages|00000003.PDF
```

Field Names export.txt: PermitNumber|Target|DateScanned|NumberofPages|NameOfPDF

- The file numbering does not have to start at 1 and does not have to be sequential.
- The front and back of the manila folders are not to be scanned. After scanning the documents within the manila folder, the documents can be placed back into the folder loose. They do not need to be rubber-banded together. The files can be in the box in a different order if needed.
- Backs of documents will be scanned if content present. Payment will not be made for scans delivered that are blank, only have marks from staples/binding, or “bleed through” (e.g., rubber stamps).
- The contractor shall scan the hard copy documents in the sequential order of removal from the file in the box.

IMAGE RESOLUTION: There is no one setting for scan resolution that will necessarily work for all documents in the files. The key criteria in the delivered scanned image resolution is the legibility of the scanned document and the future ability to convert, if needed, to a new storage format balanced with the need to keep the file size compact enough to allow for good performance when retrieving and viewing files.

FILE DIVIDERS: The contractor must work with the ordering agency to develop an efficient method of naming and organizing the subdivided large files (greater than 200 pages or oversized color maps that may be too large to include in a single file). This may include preparation of Bar Coded Target Pages to identify specific key file parts such as: Application, Permit, Modification and Update, Enforcement, Mitigation, etc. The ordering agency will supply the contractor with a list of needed “target” pages, and the contractor will supply these within 48 hours of request. The need for “targets” could change throughout the term of the contract. The ordering agency will determine if the target pages will be used to create new PDF documents or to place bookmarks to identify key chapters within a PDF, as needed.

INDEXING: Upon delivery of a batch of PDFs, the index of the incremental material shall be updated with full path name, including file names. NOTE: The pipe symbol (|) in the following example is used to delimit the text file:

```
ORM NUMBER | APPLICANT NAME | DOCUMENT TYPE | SCAN DATE | TOTAL PAGES |  
pathname&scan-name-or-number.PDF
```

NOTE: The name of the index file shall be export.txt.

LIABILITY OF GOVERNMENT OWNED PROPERTY: The contractor will be held responsible for replacing lost or damaged Government property, whether in the performance of the contract or in transit during pickup and/or return of such furnished property to the Government.

- The process of obtaining the highest quality consistent image is a balance of resolution, densities, contrast, the contract differential between the paper of background density of the document and the print density and the reduction level. The objective is the consistent highest quality image. Whenever necessary, the contractor is to employ those methodologies necessary to produce the highest image quality index.
- If the image reduction can be consistently lowered and still maintain the same relational resolution level, the contractor, with the approval of the ordering agency, shall make those improvements.

OUTPUT MEDIA: The contractor shall save the PDF files and the accompanying index file for each order placed on archival quality, write-only CDs/DVDs. Contractor will print white labels, directly onto disc, with black copy, on to face of discs. Example of copy on label: Box C-1, Disc 1 of 2. Multiple discs can be used for one box, but boxes cannot be intermixed on any one disc.

STORAGE OF FURNISHED MATERIALS: Until the files are digitized, tested/approved by the ordering agency, the paper documents remain the evidentiary files. Once these operations have been successfully completed and approved, the Government can optionally authorize the contractor to temporarily store the furnished paper documents until the ordering agency authorizes destruction or return of the furnished materials (see below for return of furnished materials).

- The contractor will be required to store the furnished materials for up to 90 calendar days *after* Government approval of the PDF files without cost to the Government. For each month of storage thereafter, the contractor will be allowed a storage charge in accordance with the “SCHEDULE OF PRICES.”
- Additionally, possible re-access of the paper documents will require the contractor to restore the page/folder order of shipment document boxes, and to ensure that the boxes are labeled and inventoried by Identification number for contents.
- The contractor will be required to return, unload, and assist in placement of boxes in the specified storage facility within five (5) workdays of being instructed to do so.

DESTRUCTION OF FURNISHED MATERIALS: When instructed by the ordering agency (in writing), the furnished paper documents must be destroyed. The contractor must ensure that these files are shredded before disposing of documents. The contractor must provide the ordering agency with a memo stating the process and giving the quantity of disposal (i.e., number of pages).

- Upon testing and subsequent approval of the PDF files, the ordering agency will authorize the destruction of the furnished materials.

IN-PROCESS FILE RETRIEVAL: Occasionally, the ordering agency will require that the contractor return the furnished documents (or a small subset of the furnished document) that have already been picked up by the contractor. This is a “Pull Request” (or “Courtesy File”) – i.e., a request for one or more file folders identified by Identification number, project name, associated shipment and box number, or other file title. Authorized agency personnel will email or fax Pull Requests to the contractor. A list of authorized agency personnel will be provided to the contractor after award of the contract.

- If the Pull Request is less than 2MB, the contractor may scan and email the file to the ordering agency. If larger than 2MB, the contractor may provide a password-protected FTP site to allow for the digital transfer of the files, or, at contractor's option, request access to the Army SAFE, a secure FTP site. The contractor must furnish the Pull Request (either via email or FTP site) within three (3) workdays of the initial request. If an email or digital copy cannot be furnished, the contractor must furnish the original furnished hard copy file to the ordering agency within three (3) workdays of the initial request.
- Furnished material must be picked up from and returned to (when applicable): U.S. Army Corps of Engineers, 69A Hagood Avenue, Charleston, SC 29403. (NOTE: Furnished materials must be picked up and returned directly by the contractor.)
- Contractor must complete production and delivery of final output media (as specified herein) within 30 calendar days of notification of the availability of print order and furnished material.
- 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.

ELECTRONIC IMAGING: The contractor shall scan all documents on a scanner with calibration capabilities. For each furnished shipment, the contractor must provide, at a minimum, the following –

- Date scanned.
- Make, model, and serial number of scanner.
- Manufacturer name and version number of scanner software.
- Scanning dpi.

The technical target shall contain ANSI scan resolution test charts with an A-1 Scanner Test Chart #2 as prescribed by the scanning specification and ANSI TR39-1996.

PACKING: Pack the output media, CDs or DVDs in plastic jewel cases, suitable so as to ensure safe delivery without data loss.

When required, the contractor must re-pack furnished materials according to the ordering agency's labeling system (for tracking purposes).

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

ACCEPTANCE TESTING: All files scanned will be subject to acceptance testing by the ordering agency for identification accuracy, completeness, and legibility. The contractor will support the acceptance testing process by retrieving and returning the paper files that are requested by the ordering agency for inspection and comparison to the scanned product delivered. (See Exhibit B for sample of acceptance testing sheet.)

The process of acceptance testing is as follows –

- After the contractor delivers the scanned files for each 12-box lot, the ordering agency will provide a list, identified by folder name (ORM ID) of up to six (6) files needed for inspection.

NOTE: If the order size is less than 12 boxes, the ordering agency may request approximately two (2) folders per box per lot per inspection. If the order size exceeds 12 boxes, a proportional increase in folders requested may be ordered for acceptance testing.

- Files must be complete, the index record must match the files, and each of the six (6) files selected for detailed inspection must have legible copying adequate to serve as the legal record.

- If all files in the batch match the index record and the six (6) files pulled for inspection are legible and complete, the order will be accepted. If one (1) or more files have inspection errors, the ordering agency will request up to six (6) new files for a second round inspection. If there are any errors in the index file, the ordering agency will require corrections to be made by the contractor.
- If all six (6) files are accepted and the index file matches the files in each batch, the contractor is to deliver the output media for the entire order in accordance with the schedule specified herein.
- If one (1) or more files are not accepted, the contractor must submit six (6) additional (new) files from that shipment.

The ordering agency will re-test for up to three (3) consecutive rounds of testing for each 12-box shipment furnished. If, after the three rounds, the files are still not acceptable, then the contractor shall be deemed to have failed for that 12-box shipment, and must not deliver the final version on output media for files in those 12 boxes. The files must be re-scanned and converted at no additional cost to the Government.

NOTE: Acceptance testing will be at no charge to the Government. Cost of initial scanning/conversion must be charged in accordance with the "SCHEDULE OF PRICES."

QUALITY MANAGEMENT REPORTS: The contractor shall be expected to perform quality management on the work they perform. A weekly report must be sent to the USACE. Contractor must address the following in the reports –

- The contractor shall identify any cases where the box transmittal does not match the received files in the box. Outside those document sets identified in the Quality Management Report, the contractor should ensure that <0.5% of document sets are missing pages, or have excessive pages.
- Correct naming protocol is used as specified herein.
- Files are indexed as specified herein.
- Image Quality: The contractor shall ensure that scanned images contain less than 0.5% error rate for image quality issues. Images must be at least as legible as the initial document (within the restrictions of the resolution requested). Scanned images must not contain partial or multiple page images, as would occur if images were not fed through a feeder correctly.

DISTRIBUTION: Deliver f.o.b. destination the output media and all deliverables to: U.S. Army Corps of Engineers, Regulatory Division, 69A Hagood Avenue, Charleston, SC 29403.

NOTE: All pickups and deliveries (for both furnished materials and the output media) must be picked up/delivered by an employee of the contractor. Contractor must be able to provide company identification at time of pickup/delivery. Small package carriers and USPS will not be allowed.

Receipt for Delivery – Contractor must furnish his own receipts for delivery. These receipts must include the GPO Purchase Order, Jacket, Program, and Print Order Numbers, date of delivery, and signature of Government agency accepting delivery. NOTE: The original copy of this receipt must accompany the contractor's billing invoice for payment. The contractor must be able to produce a signed receipt for these materials at any time during the contract.

Upon completion of each order, the contractor must notify the ordering agency on the same day that the product delivers via email to the address specified on the print order. The subject line of the email shall be "Distribution Notice for Program 2369-S, P.O. XXXXX, Jacket XXX-XXX, Print Order XXXXX." The notice must provide all applicable tracking numbers, delivery method, and title. Contractor must be able to provide copies of all delivery/shipping receipts upon agency request. Pickup and delivery costs 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).

Furnished material must be picked up from and returned to (when applicable): U.S. Army Corps of Engineers, 69A Hagood Avenue., Charleston, SC 29403. (NOTE: Furnished materials must be picked up and returned directly by the contractor.)

When required, contractor must pick up furnished materials from the field offices (Conway, SC, and Columbia, SC). When required, the contractor will be allowed a pickup charge in accordance with the "SCHEDULE OF PRICES."

No definite schedule for pickup of material can be predetermined. However, the following schedule is anticipated:

Pickup schedule:

1. Charleston Office: Weeks 1, 7, 13, 19, 25, 31, 37, 43, 49
2. Columbia Field Office: Weeks 3, 9, 15, 21, 27, 33, 39, 45, 51
3. Conway Field Office: Weeks 4, 11, 17, 23, 29, 35, 41, 47, 52

Any changes to the schedule will be communicated to the contractor at least one week prior to the pickup. All work will be completed off-site.

Workday - The term "workday" is defined as Monday through Friday each week, exclusive of the days on which Federal Government holidays are observed.

The following schedule begins the SAME workday as notification of the availability of print order and furnished material when notification is give before 12:00 noon. When notification is given after 12:00 noon, the following schedule begins the workday AFTER notification of the availability of print order and furnished materials.

- Contractor must complete production and delivery of final output media (as specified herein) within 30 calendar days of notification of the availability of print order and furnished material.

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.

SECTION 3. - DETERMINATION OF AWARD

The Government will determine the lowest bid by applying the prices offered in the "SCHEDULE OF PRICES" to the following units of production which are the estimated requirements to produce one (1) year's production requirements 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 a like period of time.

The following item designations correspond to those listed in the "SCHEDULE OF PRICES."

I.	(a)	607,500
	(b)	121,500
	(c)	81,000

II.	(a)	1.	607,500
		2.	113,906
		3.	75,937
	(b)	1.	189,844
		2.	37,969
		3.	25,312
	(c)		759,275

III.		324
------	--	-----

IV.	(a)	24	
	(b)	324	
	(c)	162	
	(d)	1.	9
		2.	9
		3.	9

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, for which bids are submitted. Bids submitted with any obliteration, revision, or alteration of the order and manner of submitting bids may be declared non-responsive.

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

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 (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 invoices submitted to the GPO shall be based on the most economical method of production.

I. DOCUMENT PREPARATION: Prices offered shall be all-inclusive to prepare documents for scanner processing in accordance with these specifications and must include the cost of all required operations including, but not limited to, removing documents from binders; staple removal; insertion of separator sheets and/or paper clips to separate documents for repacking after conversion; and handling of sticky notes or other non-standard size paper.

- (a) Document Preparation (8-1/2 x 11") per page/trim-size unit\$ _____
- (b) Document Preparation (over 8-1/2 x 11 up to
and including 17 x 11") per page/trim-size unit\$ _____
- (c) Document Preparation (over 17 x 11" up to
and including 30 x 48") per page/trim-size unit\$ _____

(Initials)

II. SCANNING DOCUMENTS AND CONVERSION TO PDF: Prices must include the cost of all required materials and operations to scan pages with 99.9% of the images quality assured. Blank backsides must be removed.

(a) Scanning Black only to PDF:

- 1. 8-1/2 x 11" per page/trim-size unit\$ _____
- 2. Over 8-1/2 x 11" up to and including 17 x 11" per page/trim-size unit\$ _____
- 3. Over 17 x 11" up to and including 30 x 48" per page/trim-size unit\$ _____

(b) Scanning Color to PDF:

- 1. 8-1/2 x 11" per page/trim-size unit\$ _____
- 2. Over 8-1/2 x 11" up to and including 17 x 11" per page/trim-size unit\$ _____
- 3. Over 17 x 11" up to and including 30 x 48" per page/trim-size unit\$ _____

(c) OCR processing.....per scanned page\$ _____

III. SAVE PDF FILES TO DISC: Prices offered must be all-inclusive, as applicable, and must include the cost of the disc, printing label on disc, plastic jewel case, and the cost of packing; all necessary wrapping and packing materials; labeling and marking; and, distribution in accordance with these specifications.

Saving PDF files to disc.....per disc\$ _____

IV. ADDITIONAL OPERATIONS:

NOTE: A storage charge under line item IV.(b) will not be allowed for the first 90 calendar days of storage.

(a) Pull Request.....per file\$ _____

(b) Storage.....per box/per month\$ _____

(c) Destruction of furnished materials per box\$ _____

(d) Pickup charge:

- 1. Charleston, SCper order\$ _____
- 2. Conway, SCper order\$ _____
- 3. Columbia, SC.....per order\$ _____

(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)

(Fax Number)

(Email Address)

**EMPLOYEE RIGHTS
ON GOVERNMENT CONTRACTS**

THE UNITED STATES DEPARTMENT OF LABOR WAGE AND HOUR DIVISION

This establishment is performing Government contract work subject to (check one)

**SERVICE CONTRACT ACT (SCA) or
PUBLIC CONTRACTS ACT (PCA)**

MINIMUM WAGES: Your rate must be no less than the Federal minimum wage established by the Fair Labor Standards Act (FLSA).

A higher rate may be required for SCA contracts if a wage determination applies. Such wage determination will be posted as an attachment to this Notice.

FRINGE BENEFITS: SCA wage determinations may require fringe benefit payments (or a cash equivalent). PCA contracts do not require fringe benefits.

OVERTIME PAY: You must be paid 1.5 times your basic rate of pay for all hours worked over 40 in a week. There are some exceptions.

CHILD LABOR: No person under 16 years of age may be employed on a PCA contract.

SAFETY & HEALTH: Work must be performed under conditions that are sanitary, and not hazardous or dangerous to employees' health and safety.

UNION DUES: Executive Order (E.O.) 13201 requires certain Government contractors to notify employee of rights related to union dues.

COMPLAINTS: Specific DOL agencies are responsible for the administration of these laws. To file a complaint or obtain information for:

SCA or PCA Contact the Wage and Hour Division by calling its toll-free help line at 1-866-4-USWAGE (1-866-487-9243), or visit its Web site at www.wagehour.dol.gov.

SAFETY & HEALTH Contact the Occupational Safety and Health Administration (OSHA) by calling 1-800-321-OSHA (1-800-321-6742), or visit its Web site at www.osha.gov.

UNION DUES Contact either the Office of Labor-Management Standards (OLMS) or Office of Federal Contract Compliance Programs (OFCCP), by calling 1-866-4-USA-DOL or OLMS' Website at www.olms.dol.gov.

For additional information:

1-866-4-USWAGE

(1-866-487-9243) TTY: 1-877-889-5627

WWW.WAGEHOUR.DOL.GOV

U.S. Department of Labor Employment Standards Administration Wage and Hour Division

WHD Publication 1313 (Revised April 2009)

U.S. Department of Labor

The purpose of the discussion below is to advise contractors which are subject to the Walsh-Healey Public Contracts Act or the Service Contract Act of the principal provisions of these acts.

Walsh-Healey Public Contracts Act

General Provisions — This act applies to contracts which exceed or may exceed \$10,000 entered into by any agency or instrumentality of the United States for the manufacture or furnishing of materials, supplies, articles, or equipment. The act establishes minimum wage, maximum hours, and safety and health standards for work on such contracts, and prohibits the employment on contract work of convict labor (unless certain conditions are met) and children under 16 years of age. The employment of homeworkers (except homeworkers with disabilities employed under the provisions of Regulations, 29 CFR Part 525) on a covered contract is not permitted.

In addition to its coverage of prime contractors, the act under certain circumstances applies to secondary contractors performing work under contracts awarded by the Government prime contractor.

All provisions of the act except the safety and health requirements are administered by the Wage and Hour Division.

Minimum Wage — Covered employees must currently be paid not less than the Federal minimum wage established in section 6(a)(1) of the Fair Labor Standards Act.

Overtime — Covered workers must be paid at least one and one-half times their basic rate of pay for all hours worked in excess of 40 a week. Overtime is due on the basis of the total hours spent in all work, Government and non-Government, performed by the employee in any week in which covered work is performed.

Child Labor — Employers may protect themselves against unintentional child labor violations by obtaining certificates of age. State employment or age certificates are acceptable.

Safety and Health — No covered work may be performed in plants, factories, buildings, or surroundings or under work conditions that are unsanitary or hazardous or dangerous to the health and safety of the employees engaged in the performance of the contract. The safety and health provisions of the Walsh-Healey Public Contracts Act are administered by the Occupational Safety and Health Administration.

Posting — During the period that covered work is being performed on a contract subject to the act, the contractor must post copies of Notice to Employees Working on Government Contracts in a sufficient number of places to permit employees to observe a copy on the way to or from their place of employment.

Responsibility for Secondary Contractors — Prime contractors are liable for violations of the act committed by their covered secondary contractors.

Service Contract Act

General Provisions — The Service Contract Act applies to every contract entered into by the United States or the District of Columbia, the principal purpose of which is to furnish services in the United States through the use of service employees. Contractors and subcontractors performing on such Federal contracts must observe minimum wage and safety and health standards, and must maintain certain records, unless a specific exemption applies.

Wages and Fringe Benefits — Every service employee performing any of the Government contract work under a service contract in excess of \$2,500 must be paid not less than the monetary wages, and must be furnished the fringe benefits, which the Secretary of Labor has determined to be prevailing in the locality for the classification in which the employee is working or the wage rates and fringe benefits (including any accrued or prospective wage rates and fringe benefits) contained in a predecessor contractor's collective bargaining agreement. The wage rates and fringe benefits required are usually specified in the contract but in no case may employees doing work necessary for the performance of the contract be paid less than the minimum wage established in section 6(a)(1) of the Fair Labor Standards Act.

Service contracts which do not exceed \$2,500 are not subject to prevailing rate determinations or to the safety and health requirements of the act. However, the act does require that employees performing work on such contracts be paid not less than the minimum wage rate established in section 6(a)(1) of the Fair Labor Standards Act.

Overtime — The Fair Labor Standards Act and the Contract Work Hours Safety Standards Act may require the payment of overtime at time and one-half the regular rate of pay for all hours work on the contract in excess of 40 a week. The Contract Work Hours Safety Standards Act is more limited in scope than the Fair Labor Standards Act and generally applies to Government contracts in excess of \$100,000 that require or involve the employment of laborers, mechanics, guards, watchmen.

Safety and Health — The act provides that no part of the services in contracts in excess of \$2,500 may be performed in buildings or surroundings or under working conditions, provided by or under the control or supervision of the contractor or subcontractor, which are unsanitary or hazardous or dangerous to the health or safety of service employees engaged to furnish the services. The safety and health provisions of the Service Contract Act are administered by the Occupational Safety and Health Administration.

Notice to Employees — On the date a service employee commences work on a contract in excess of \$2,500, the contractor (or sub-contractor) must provide the employee with a notice of the compensation required by the act. The posting of the notice (including any applicable wage determination) contained on the reverse in a location where it may be seen by all employees performing on the contract will satisfy this requirement.

Notice in Subcontracts — The contractor is required to insert in all subcontracts the labor standards clauses specified by the regulations in 29 CFR Part 4 for Federal service contracts exceeding \$2,500.

Responsibility for Secondary Contractors — Prime contractors are liable for violations of the act committed by their covered secondary contractors.

Other Obligations — Observance of the labor standards of these acts does not relieve the employer of any obligation he may have under any other laws or agreements providing for higher labor standards.

Additional Information — Additional Information and copies of the acts and applicable regulations and interpretations may be obtained from the nearest office of the Wage and Hour Division or the National Office in Washington D.C. Information pertaining to safety and health standards may be obtained from the nearest office of the Occupational Safety and Health Administration or the National Office in Washington, D.C.]

EXHIBIT B**Acceptance Test Sheet – SAW Regulatory Files**

File (DA Number) ID:						Compared against paper?	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
File name(s):										
File Type: (check)		NWP	GP	IP	JD only	Other action type (specify):				
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
Lot (shipment) Number:		CD #:	CORW	CORW00	Batch #		Total pages PDF			
Item No.	Question	Yes	No	N/A	Comments					
1.	LEGIBILITY TESTS									
1.1	Is the text legible? Scan all pages of file and flag if legibility is lost on a page.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
1.2	Are photos legible?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
1.3	Are maps & graphics legible?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
1.4	Are signatures legible?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
2.	IDENTIFICATION TESTS									
2.1	Are the PDF files correctly associated with the DA Number?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	test of index data base					
2.2	Does the Permit ID (DA number) match what is in the national regulatory data base (ORM)? If, no, test in RAMS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	test of ORM – RAMS cross check					
2.3	Does the bar code correctly ID the file type?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
3.	COMPLETENESS TESTS									
3.1	Are all pages are present and no page parts are truncated as compared to the paper file?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						

Examiner Name: _____

Date of Inspection: _____

Time required to inspect: _____

Comments:

Final Review by: _____

Date: _____

Disposition:

U.S. GOVERNMENT PRINTING OFFICE
Printing Procurement Department

BID

All bids are subject to GPO Publication 310.2, Contract Terms (Rev. 6-01) which is incorporated by reference, and the representations and certifications on the reverse of part one of this GPO Form 910.

Shipment(s) will be made from: City _____, State _____

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

PROGRAM NO. _____ (BIDDER TO ATTACH SCHEDULE OF PRICES TO THIS BID FORM)

or

JACKET NO. _____

BID _____

Additional _____ Rate _____

Discounts are offered for prompt payment as follows: _____ percent, _____ calendar days.
See Provision 12 "Discounts" in GPO Contract Terms (Pub. 310.2).

Bidder hereby acknowledges amendment(s) number(ed) _____

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

Notice: Failure to provide a 60 day bid acceptance period may result in expiration of your bid prior to award.

COMPANY SUBMITTING BID

PERSON AUTHORIZED TO BID

Company _____

Name _____

Address _____

Title _____

City _____ State _____ Zip _____

Signature _____

GPO Contractor Code (if known) _____

Date _____

Telephone Number _____

Facsimile Number _____

Contracting Officer Review _____ Date _____ Certifier _____ Date _____
(Initials) (Initials)

(b)	Document Preparation (over 8-1/2 x 11 up to and including 17 x 11") ...per page/trim-size unit	121,500	0.0084	1,020.60	0.01	1,215.00	0.13	15,795.00	0.05	6,075.00	0.02	2,430.00		
(c)	Document Preparation (over 17 x 11" up to and including 30 x 48") ...per page/trim-size unit	81,000	0.0056	453.60	0.02	1,620.00	0.15	12,150.00	0.50	40,500.00	0.05	4,050.00		
II.														
(a)	Scanning Black only to PDF													
(1)	8-1/2 x 11" ...per page/trim-size unit	607,500	0.002	1,215.00	0.045	27,337.50	0.13	78,975.00	0.04	24,300.00	0.055	33,412.50		
(2)	Over 8-1/2 x 11" up to and including 17 x 11" ...per page/trim-size unit	113,906	0.005	569.53	0.055	6,264.83	0.15	17,085.90	0.06	6,834.36	0.075	8,542.95		
(3)	Over 17 x 11" up to and including 30 x 48" ...per page/trim-size unit	75,937	0.014	1,063.12	1.25	94,921.25	0.18	13,668.66	1.25	94,921.25	0.25	18,984.25		
(b)	Scanning Color to PDF													
(1)	8-1/2 x 11" ...per page/trim-size unit	189,844	0.007	1,328.91	0.045	8,542.98	0.18	34,171.92	0.05	9,492.20	0.10	18,984.40		
(2)	Over 8-1/2 x 11" up to and including 17 x 11" ...per page/trim-size unit	37,969	0.009	341.72	0.055	2,088.30	0.21	7,973.49	0.07	2,657.83	0.15	5,695.35		
(3)	Over 17 x 11" up to and including 30 x 48" ...per page/trim-size unit	25,312	0.019	480.93	1.35	34,171.20	0.26	6,581.12	2.00	50,624.00	0.40	10,124.80		
(c)	OCR processing ...per scanned page	759,275	NC		0.005	3,796.38	0.50	379,637.50	0.01	7,592.75	0.02	15,185.50		
III.														
	SAVE PDF FILES TO DISC: Prices offered must be all-inclusive, as applicable, and must include the cost of the disc, printing label on disc, plastic jewel case, and the cost of packing: all necessary wrapping and packing materials: labeling and marking; and, distribution in accordance with these specifications.													
	Saving PDF files to disc... per disc	324	0.50	162.00	5.00	1,620.00	50.00	16,200.00	25.00	8,100.00	20.00	6,480.00		
IV. ADDITIONAL OPERATIONS:														
Note	A storage charge under line item IV.(b) will not be allowed for the first 90 calendar days of storage.													
(a)	Pull request ...per file	24	5.70	136.80	35.00	840.00	5.00	120.00	10.00	240.00	5.00	120.00		
(b)	Storage ...per box/per month	324	2.00	648.00	1.00	324.00	4.00	1,296.00	0.40	129.60	0.30	97.20		
(c)	Destruction of furnished materials ...per box	162	5.00	810.00	5.00	810.00	40.00	6,480.00	6.00	972.00	6.00	972.00		
(d)	Pickup charge													
(1)	Charleston, SC ...per order	9	843.69	7,593.21	250.00	2,250.00	50.00	450.00	375.00	3,375.00	75.00	675.00		
(2)	Conway, SC ...per order	9	823.20	7,408.80	250.00	2,250.00	50.00	450.00	375.00	3,375.00	75.00	675.00		
(3)	Columbia, SC ...per order	9	450.60	4,055.40	NC		50.00	450.00	375.00	3,375.00	75.00	675.00		
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CONTRACTOR TOTALS				\$52,802.62		\$194,126.43		\$652,234.59		\$286,863.99		\$136,216.45		
DISCOUNT				0%		0%		0%		0%		0%		
DISCOUNTED TOTALS				\$52,802.62		\$194,126.43		\$652,234.59		\$286,863.99		\$136,216.45		
				AWARD										
ABSTRACTED BY: Ledo Ulerio														
REVIEWED BY: Richard Gilbert														