

Program No 1968-S Term 10/01/22 To 09/30/23													
TITLE: SCANNING													
		(Contr #1 - E4)			(Contr #2 - G4)			(Contr #3 - I4)			(Contr #4 - K4)		
		TERIS-Phoenix Scottsdale, AZ			Veterans Therapeutic Support Services Phoenix, AZ			JE Marketing Group LLC Phoenix, AZ			Doculynx/DRS Integra Info Scottsdale, AZ		
ITEM NO	DESCRIPTION	BASIS OF AWARD	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST			
I.	<b>SCANNING:</b> Prices quoted shall include all costs related to preparing (including folding and unfolding), imaging, saving to PDF, file naming, OCR processing & returning documents to original location. Converting the photographs into two different formats will be required, the original photograph will need to be first scanned in TIFF format and then converted to JPEG format. Each TIFF and JPEG file should have meta-data embedded into the file.												
(a)	Scanning of 8-1/2 x 11" documents on standard paper. NOTE: This amount should include all costs related to preparing (including folding and unfolding), imaging, saving to PDF, file naming, OCR processing and returning documents to original location.....per page.....	237,000	0.14	33,180.00	0.79	187,230.00	0.124	29,388.00	0.1771	41,972.70			
(b)	Scanning of 8-1/2 x 11" documents on tissue type carbon paper. NOTE: This amount should include all costs related to preparing (including folding and unfolding), imaging, saving to PDF, file naming, OCR processing and returning documents to original location.....per page.....	69,000	0.22	15,180.00	0.79	54,510.00	0.427	29,463.00	0.2328	16,063.20			
(c)	Scanning of color photograph. NOTE: This amount should include all costs related to preparing, imaging, saving to TIFF, JPEG and PDF, file naming, OCR processing and returning photographs to original location...per photograph..	25,000	0.25	6,250.00	0.79	19,750.00	0.427	10,675.00	0.290	7,250.00			
(d)	Scanning of black and white photograph. NOTE: This amount should include all cost related to preparing, imaging, saving to TIFF, JPEG and PDF, file naming, OCR processing and returning photographs to original location...per photograph..	35,000	0.16	5,600.00	0.79	27,650.00	0.427	14,945.00	0.2328	8,148.00			
II.	<b>ADDITIONAL OPERATIONS:</b>												
(a)	Copy onto Agency provided external hard drive. NOTE: Agency will provide ONE (1) external hard drive to copy data. This amount will be used if additional external hard drives are provided and require copying of data.....per additional external hard drive.....	3	25.00	75.00	165.00	495.00	50.00	150.00	250.65	751.95			
(b)	Pickup and delivery of products to be scanned.....per pickup and delivery.....	16	150.00	2,400.00	345.43	5,526.88	142.00	2,272.00	1.10	17.60			
<b>CONTRACTOR TOTALS</b>				<b>\$62,685.00</b>		<b>\$295,161.88</b>		<b>\$86,893.00</b>		<b>\$74,203.45</b>			
<b>DISCOUNT</b>													
<b>DISCOUNTED TOTALS</b>				<b>\$62,685.00</b>		<b>\$295,161.88</b>		<b>\$86,893.00</b>		<b>\$74,203.45</b>			
<b>AWARD</b>													

U.S. GOVERNMENT PUBLISHING OFFICE  
San Francisco, California

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS  
For the Procurement of

**Scanning**

as requisitioned from the U.S. Government Publishing Office (GPO) by  
Department of the Interior REGION 6,7,8  
National Park Service, Western Archeological and Conservation Center

Single Award

**CONTRACT TERM:** The term of this contract is for the period beginning **OCTOBER 1, 2022** and ending **SEPTEMBER 30, 2023**, plus as many as four optional 12-month extension period(s) that may be added in accordance with the "Option to Extend the Contract Term" clause in this contract.

**SPECIAL ATTENTION IS DIRECTED TO THE FOLLOWING ITEMS:**

For information of a technical nature call Alan Zada at (707) 748-1970 ext. 6. (No collect calls.)  
To submit a quote, contractors must execute and submit the 'Schedule of Prices' pages xx through xx.

**SUBMISSION OF QUOTES:** The physical GPO office will NOT be open. Based on this, bidders MUST submit email bids to [bidssanfran@gpo.gov](mailto:bidssanfran@gpo.gov) for this solicitation. No other method of bid submission will be accepted at this time.

The jacket number and bid opening date must be specified in the subject line of the emailed bid submission. Bids received after 11:00 a.m. Pacific Time on the bid opening date specified above will not be considered for award.

To submit a quote, contractors must execute and submit the 'Schedule of Prices' pages 14 through 16, herein.

**PRODUCTION AREA:** It is assumed that all production facilities used in the manufacture of the product(s) ordered under this contract will be located within a 120 miles radius of the NPS office at 255 N. Commerce Park Loop, Tucson, AZ 85745.

**BIDDER'S NAME AND SIGNATURE:** Unless specific written exception is taken, the bidder, by signing and submitting a bid, agrees with and accepts responsibility for all certifications and representations as required by the solicitation and GPO Contract Terms –Publication 310.2. When responding by email, fill out and return one copy of all pages in “SECTION 4. –SCHEDULE OF PRICES,” including initialing/signing where indicated. Valid electronic signatures will be accepted in accordance with the Uniform Electronic Transactions Act, § 2. Electronic signatures must be verifiable of the person authorized by the company to sign bids.

**QUOTE DUE DATE: 11:00 AM Pacific Time on MONDAY, SEPTEMBER 19, 2022** at the U.S. Government Publishing Office, San Francisco Regional Office.

**\*\*\*R-1: SUBMISSION OF QUOTES HAS BEEN CHANGED TO EMAIL. THE QUANTITY OF SCANNED COLOR PHOTOGRAPHS (PAGE 11 OF 16) HAS BEEN UPDATED. QUOTE DUE DATE HAS BEEN EXTENDED.**

## SECTION 1. - GENERAL TERMS AND CONDITIONS

**GPO CONTRACT TERMS:** Any contract which results from this Invitation for Bid will be subject to the applicable provisions, clauses, and supplemental specifications of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 01-18)) and GPO Contract Terms, Quality Assurance Through Attributes Program for Printing and Binding (GPO Publication 310.1, effective May 1979 (revised 9-19)).

GPO Contract Terms (*GPO Pub 310.2, Effective December 1987, (Rev. 1-18)* – the light blue cover)  
<https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/contractterms2018.pdf>

GPO QATAP (*GPO Pub. 310.1, Effective May 1979 (Rev. 09-19)* – the dark blue cover) –  
<https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/qatap-rev-09-19.pdf>.

**DISPUTES:** GPO Publication 310.2, GPO Contract Terms, Contract Clause 5. Disputes, is hereby replaced with the June 2008 clause found at <https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/contractdisputes.pdf>.

**DOING BUSINESS WITH THE GPO:** Contractors wishing to do business with the GPO are referred to the GPO web site <http://www.gpo.gov/business/index.html>, where one can register as a GPO contractor using the ‘GPO Contractor Connection’ link in accordance with the furnished instructions on that page.

**NOTE:** Prospective as well as existing GPO contractors are to note that, as of 1/1/08, all contractor’s seeking to do business with the GPO must first complete and thereafter maintain the accuracy of its GPO Contractor Connection registration with the following mandatory taxpayer information boxes: “EIN/TIN #” (Employer Identification Number or Taxpayer Identification Number); “Subject to Backup Withholding” (See Form W-9, Request for Taxpayer Identification Number and Certification); and, “Current W-9 Request” (See Form W-9). The GPO will withhold payment of any invoices for work completed by any contractor who fails to provide these tax data in GPO Contractor Connection. Such invoices will be declared ineligible for payment until all requirements for payment, including providing these tax data in GPO Contractor Connection, have been satisfied.

**CONTRACTING METHOD:** This contract is being advertised as, and shall be awarded as, a Small Purchase contract, in accordance with the U. S. Government Publishing Office Printing Procurement Regulation (PPR: GPO Publication 305.3), Chapter VII, Section 4.

**ADDITIONAL EMAILED BID SUBMISSION PROVISIONS:** The Government will not be responsible for any failure attributable to the transmission or receipt of the emailed bid including, but not limited to, the following –

1. Illegibility of bid.
2. Emails over 75 MB may not be received by GPO due to size limitations for receiving emails.
3. The bidder’s email provider may have different size limitations for sending email; however, bidders are advised not to exceed GPO’s stated limit.
4. When the email bid is received by GPO, it will remain unopened until the specified bid opening time. Government personnel will not validate receipt of the emailed bid prior to bid opening. GPO will use the prevailing time (specified as the local time zone) and the exact time that the email is received by GPO’s email server as the official time stamp for bid receipt at the specified location.

For information regarding the solicitation requirements *prior to* award, email Alan Zada at:  
[azada@gpo.gov](mailto:azada@gpo.gov).

For contract administration *after* award, contact the San Francisco Regional Office Ph. (707) 748-1970 or email: [infosanfran@gpo.gov](mailto:infosanfran@gpo.gov).

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

- 1) Most recent profit and loss statement
- 2) Most recent balance sheets
- 3) Statement of cash flows
- 4) Current official bank statement
- 5) Current lines of credit (with amounts available)
- 6) Letter of commitment from paper supplier(s)
- 7) Letter of commitment from any subcontractor

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

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

Product Quality Levels:

- (a) Printing Attributes — Level III

Inspection Levels from ANSI/ASQC Z1.4:

- (a) Non-destructive Tests — General Inspection Level I.
- (b) Destructive Tests — Special Inspection Level S-2.

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

<u>Attribute</u>	<u>Specified Standard</u>
P-7. Type Quality and Uniformity	Reproducibles
P-10. Process Color Match	Reproducibles

**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 expiration of the current contract term. If the Government exercises this option, the extended contract shall be considered to include this clause, except, the total duration of the contract may not exceed five years as a result of, and including, any extension(s) added under this clause. Further extension may be negotiated under the "Extension of Contract Term" clause. See also "Economic Price Adjustment" for periodic pricing revision.

**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.

**SUBCONTRACTING:** Subcontracting is not permitted in part or in whole in any aspect of the production of products ordered. Third party couriers are not permitted. The contractor must pick up and deliver the finished product without the aid of outside courier services.

**SECURITY REQUIREMENTS:** The contractor must have a security-controlled storage area to store all Government furnished legal documents and copies. Proper control and handling must be maintained at all times to prevent any information or materials required to produce the product ordered under these specifications from falling into unauthorized hands. Unless otherwise indicated herein, all extra copies, materials, and waste, digital artifacts and/or digital processing remnants must be destroyed.

This contract shall require the contractor to abide by the following operating standards and conditions, as follows:

1. Documents and/or items received by the vendor are sensitive and must be properly safeguarded from unauthorized disclosure. When documents and/or items are not being scanned, they will be securely stored in a location, which will prevent unauthorized access. Contractor shall not release or otherwise expose the digital data to any party other than contract principals without expressed written permission of the ordering agency.
2. Individuals having access to documents and/or items during pick-up, scanning/duplication, counting, assembly, delivery, etc., are to be properly notified by the vendor of the sensitivity of the information and cautioned to preclude loss, theft, destruction or unauthorized disclosure.
3. All documents and/or items received by the vendor must be returned to ordering agency, or other locations as specified at time of service request, in the same condition as when received. This includes reassembly in stacks, binders, paper-clipped sets, folders, etc., if disassembly was required during scanning.
4. Chain of Custody: The contractor has the responsibility to ensure that all materials constantly remain in safe custody from the time they are picked-up until the time they are returned. Safe custody ensures the documents remain in the sealed cartons until they arrive at the contractor's secure area within contractor's plant. The document cartons must always remain in view of authorized personnel. No unauthorized personnel are to handle the cartons. The contractor must provide a procedure for safeguarding documents and chain of custody. The procedure should set forth all precautions that will be taken to insure integrity of documents. A chain of custody form is required to be signed by contractor upon receipt of materials to be scanned. Contractor must have a dedicated, secure and lockable area for storing and scanning the documents. Contract cannot use third-party couriers; the contractor must pick up and deliver all Agency material without the aid of outside courier service(s). The vehicle that the contractor uses to transport the furnished job materials must be locked at all times unless loading and unloading cartons. If authorized personnel must make more than one trip to load or unload cartons, the contractor must have another authorized person guarding the cartons in the vehicle. Cartons in a locked

vehicle left unattended by an authorized person are in direct violation of the contract. The only time the cartons can be left unattended is in the secure area of the plant.

5. All digital data generated by the contractor during processing of contract work must be kept accountable and under reasonable security to prevent their unauthorized release or physical compromise. Optical disks are not to be duplicated in whole or part for any other purpose than to satisfy the performance requirements of this contract. After successful completion, delivery and acceptance of a contract project all digital data sets processed during the performance of this contract shall be degaussed or securely overwritten or purged, and any printouts and/or non-erasable media shall be destroyed by the contractor.
6. All waste paper created during duplication of the documents and/or items must be surrendered to the ordering agency for destruction at the time the originals are returned, when requested.
7. The facility receiving documents and/or items must be designated by the vendor as a drug-free workplace.
8. Third-party couriers will not be permitted. The contractors must pick-up and deliver the Government-finished materials without the aid of outside courier service(s).
9. Ordering agencies shall have the right to send its officers and employees into the office(s) and plant(s) of the contractor for inspection of the facilities and operations used for the contract performance at any time during the contract. On the basis of such inspection, the Government may require specific remedy(ies) in cases where the contractor is found to be noncompliance with contract security requirements.
10. The Government retains the right to conduct on-site security reviews at any time during the term of the contract.
11. A Security Control Plan must be submitted by contractor prior to award and approved by agency. The plan shall contain at a minimum:
  - (1) How Government files (data) will be secured to prevent disclosure to a third party prior to and after termination of contract;
  - (2) Explain how all accountable materials will be handled throughout all phases of production
  - (3) How the disposal of waste materials will be handled;
  - (4) How all applicable Government-mandated security/privacy/rules and regulations as cited in this contract shall be adhered to by the contractor and/or subcontractor(s).

**NON-DISCLOSURE AGREEMENT:** A non-disclosure agreement provided by the Agency must be signed by the contractor before any documents and/or items will be released by the Agency to the contractor.

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

order, when issued, will indicate the quantity to be produced and any other information pertinent to the particular order.

**PAYMENT:** Submitting invoices for payment via the GPO fax gateway (if no samples are required) utilizing the GPO barcode coversheet program application is the most efficient method of invoicing. Instruction for using this method can be found at the following web address:

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

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

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

**EXAMINATION, CERTIFICATION OF CONTRACTOR'S VOUCHER:** Vouchers/invoices for the work performed will be sent to the ordering agency for customer's confirmation and certification of the submitted charges. This billing certification by the ordering agency will suffice in lieu of submitting a completed sample with the contractor's voucher/invoice.

After certification by the ordering agency, a copy of the approved voucher/invoice and the National Park Service, Western Archeological and Conservation Center are to be submitted to the San Francisco RPPO immediately via e-mail to: **ATTN: Michelle Morgan-Buckley, M/F Program 1968-S**, E-mail: [mmorgan-buckley@gpo.gov](mailto:mmorgan-buckley@gpo.gov). Failure by the contractor to email a certified voucher/invoice to the San Francisco RPPO may result in the contractor not being paid in a timely fashion.

**ORDERING:** Items to be furnished under this contract may be ordered by the issuance of print orders (GPO Form 2511); or by individual order forms, to be designed and/or approved by the ordering agency and furnished by the contractor.

If individual order forms are used, then, at time intervals mutually convenient to the contractor and the Government, print orders (GPO Form 2511) will be subsequently issued by the Government to summarize the work authorized by issuance of the order forms. The print order (GPO Form 2511) will authorize payment for the summary of the confirmed work performance.

Orders may be issued under the contract from **OCTOBER 1, 2022 to SEPTEMBER 30, 2023** plus for such additional period(s) as the contract is extended. All print orders issued hereunder are subject to the terms and conditions of the contract. The contract shall control in the event of conflict with any print order. A print order shall be "issued" for purposes of the contract, when it is either deposited in the U.S. Postal Service mail or otherwise furnished to the contractor in conformance with the schedule.

**REQUIREMENTS:** This is a requirement contract for the items and for the period specified herein. 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 delivery of any quantity of an item covered by the contract is required by reason of urgency prior to the earliest date that delivery may be specified under this contract, and if the contractor will not accept an order providing for the accelerated 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

**ECONOMIC PRICE ADJUSTMENT:** The prices set forth in this contract shall be adjusted in accordance with the provisions of this clause, provided that in no event will 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 below. Pricing will thereafter be eligible for adjustment during the second and any succeeding 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 herein.

For the purpose of this clause, the contract shall be divided into successive periods. The first period shall extend from **OCTOBER 1, 2022 to SEPTEMBER 30, 2023**. 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.

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

The Economic price adjustment will be the percentage difference between the 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 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 **JUNE 30, 2022** 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.

**NOTIFICATION:** The contractor will be notified a minimum of 30 days before the end of the current contract annual period of availability or non-availability of funds for subsequent periods. Cancellation is affected if (i) the Contracting Officer notifies the contractor that funds are not available for the next year, or (ii) the Contracting Officer fails to notify the contractor that funds are available for the next year.

## SECTION 2. - SPECIFICATIONS

**SCOPE:** The requirement of this contract is for documents, and black/white and color photograph imaging services including: scanning, OCR Character Recognition, meta-data embedded, document/file naming convention specified by the Agency, and saving to electronic media as individual searchable PDF files or JPEG files. Scanned pages and may include black and white and color images glued to the pages. All originals are to be imaged in their entirety unless otherwise indicated. Frequent machine adjustments may be required. Records and files will contain sensitive archeological site location data.

**TITLE:** Scanning

**DESCRIPTION:**

8-1/2 x 11" sheets to be scanned at 400 dpi (line art mode), black and white, minimum 16-bit grey scale at 100%. All scanned documents shall be scanned to a resolution high enough to achieve good readable and printable files. For text only (no attached images) documents scanning at 400 dpi grey scale. There may be color copies interspersed throughout, scan in color, 400 dpi, minimum 24 bit. In addition, some 8-1/2 X 11" sheets are on tissue type carbon paper. These pages are too fragile to scan through a drum scanner and must be scanned on a flatbed scanner one at a time.

In addition, photographic images (black and white images and color images) originals. Photographs will range from 4 x 5" up to 8 x 10" in size, and be scanned at 600 dpi TIFF format minimum 16-bit grey scale and 24-bit color. Save each photograph file as a TIFF file and then convert to a JPEG, both TIFF and JPEG images must be provided to the Agency. Each TIFF and JPEG file should have meta-data embedded into the file. Agency will advise vendor if the reverse side of photographs are to be scanned.

The contractor is to prep all documents for scanning (documents DO NOT contain staples, paper clips, rubber bands or other binding methods, all documents are single pages in folders). Smallest physical boundaries will be used to determine a document unless instructions are indicated in a particular document boundary. Contractor must reassemble original documents in the same sequence and same condition as originally provided by the Department and reinsert the documents in the appropriate folder.

NOTE: The total aggregate amount of print orders (2511) placed on this contract, shall not exceed \$45,000.00 without prior written approval from GPO San Francisco. Contractor shall notify Alan Zada, Contract Administrator at email: [azada@gpo.gov](mailto:azada@gpo.gov) when the total aggregate amount approaches the not to exceed threshold.

### **SCANNING REQUIREMENTS**

**For 8-1/2 x 11 pages:**

The documents will be 8-1/2 x 11". - Scan documents at 400 dpi (line art mode), black and white, at 100%. All scanned documents shall be scanned to a resolution high enough to achieve good readable and printable files. - For text only (no attached images) documents scanning at 400 dpi grey scale. - There may be color copies interspersed throughout, scan in color at 400 dpi. - Scan file folders with corresponding documents into separate electronic folders. - Save each file as a multi-page PDF file. Each application is a PDF file. - A separate PDF file is required for each stapled or bound document and for each single sheet is required. - Do not scan blank pages, such as the back of single-sided documents. - Document boundaries will be based on physical barriers. - All documents shall be rotated as required for reading of materials from left to right, in page sequence, as found in original folder. - All documents

with printing on both sides shall have both sides scanned. - Tab dividers may be contained within folders. Scan as applicable. - Remove post-it notes, if any, so they can be scanned separately preceding the actual page. - Multi-copy forms are not to be separated, only one copy needs to be scanned. - PDF files should have meta-data embedded in file. This meta-data is a catalog number will have no more than 12 characters with defined format. - Textual scan will be run through Optical Character Recognition (OCR).

**For pages with photographs:**

Scan photographs at original size at 600 dpi on a flatbed scanner, 16-bit minimum for black and white or 24-bit for color. Agency will advise vendor if the reverse side of photographs are to be scanned.

**For Photographs:**

Photographs will be 4 x 5" up to 8 x 10" black and white and color. Scan photographs at original size at 600 dpi on a flatbed scanner, 16-bit minimum for black and white or 24-bit for color. Save each photograph file as a TIFF and then convert to a JPEG, both TIFF and JPEG images must be provided to the Agency. Agency will advise vendor if the reverse side of photographs are to be scanned.

**For all pages and photographs:**

Contractor must have a dedicated, secure and lockable scanning room. - Files must be made keyword searchable by performing Optical Character Recognition (OCR) scan. Agency understands that OCR may not be effective on all documents due to poor quality of some of the original documents. - File naming instructions will be confirmed by agency personnel at time of award. An Excel spread sheet will be provided with descriptive information. Data fields include: Title, author and date. - TIFF, JPEG AND PDF files will be copied onto an external hard drive provided by the Agency. - Textual scan will be run through Optical Character Recognition (OCR)

**FREQUENCY OF ORDERS:** Single-sheet forms and photos: Approximately 1-2 orders per month, average of 16 orders per year.

**QUANTITY:**

Approximately 10,000 to 19,600 pages scanned of 8-1/2 x 11" documents on standard paper per order, average 14,800 per order.

Approximately 3,000 to 5,600 pages scanned of 8-1/2 x 11" documents on tissue type carbon paper per order, average 4,300 per order.

Approximately 1,500 to 2,900 photos scanned of black and white photograph per order, average 2,200 per order.

Approximately 1,200 to 1,800 photos scanned of color photograph per order, average 1,500 per order.

**NUMBER OF PAGES:** Single pages and photos.

**TRIM SIZE:** Pages are typically 8-1/2 x 11", photos will range from 4 x 5" up to 8 x 10".

**GOVERNMENT TO FURNISH:** Reproducible copy. Orders may be placed requiring furnished copy to be scanned at various trim sizes. Furnished material, including black and white and color copies, color and black and white photos.

**CONTRACTOR TO FURNISH:** All materials and operations, other than those listed under "Government to Furnish," necessary to produce the product(s) in accordance with these specifications.  
**PACKING:** Pack in shipping containers or in shipping media to ensure safe transport to the delivery address. Scanned documents must be returned in same condition as when picked up by vendor.

**DISTRIBUTION:** Orders will require the contractor to deliver f.o.b. destination to: National Park Service Western Archaeological & Conservation Center; ATTN: Khaleel Saba, 520-791-6440 255 N. Commerce Park Loop; Tucson, AZ 85745.

All expenses incidental to returning materials 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).

Vendor will pick up material for scanning and hard drive within 48 hours of notifications by the Agency. Scanned documents and hard drive containing scanned material to be delivered within 15 work days after pick up of material and hard drive from Agency. The Agency will review scanned documents and notify vendor within 5 business days after receipt of files and hard drive if the scanned files require any modifications for rescanning.

Definite schedule for pickup of material cannot be predetermined. Orders will be scheduled according to the work involved and the time that can be allowed.

Note: Government furnished material available for pickup may not be packaged suitably for shipment. Preparation necessary to insure safe transport of these materials will be the responsibility of the contractor.

Furnished job materials must be picked up by the contractor at the aforementioned address listed under "DISTRIBUTION."

### **SECTION 3. - DETERMINATION OF AWARD**

The Government will determine the lowest bid by applying the prices quoted in the "Schedule of Prices" to the following units of production which are the estimated requirements to produce one year's orders 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 under this contract.

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

#### **I.**

- 1. (a) 237,000
- (b) 69,000
- (c) 25,000
- (d) 35,000

#### **II.**

- (a) 3
- (b) 16

**SECTION 4. - SCHEDULE OF PRICES**

GPO Facsimile Number: **1-800-859-2835**

**Quotes due: 11:00 AM / Date: SEPTEMBER 19, 2022**

Quotes 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.

Contractor must make an entry in each of the spaces provided.

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

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

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

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

**I. SCANNING:** Prices quoted shall include all costs related to preparing (including folding and unfolding), imaging, saving to PDF, file naming, OCR processing and returning documents to original location. Converting the photographs into two different formats will be required, the original photograph will need to be first scanned in TIFF format and then converted to JPEG format. Each TIFF and JPEG file should have meta-data embedded into the file.

(a) Scanning of 8-1/2 x 11" documents on standard paper. NOTE: This amount should include all costs related to preparing (including folding and unfolding), imaging, saving to PDF, file naming, OCR processing and returning documents to original location .....per page.....\$ \_\_\_\_\_

(b) Scanning of 8-1/2 x 11" documents on tissue type carbon paper. NOTE: This amount should include all costs related to preparing (including folding and unfolding), imaging, saving to PDF, file naming, OCR processing and returning documents to original location.....per page.....\$ \_\_\_\_\_

(c) Scanning of color photograph. NOTE: This amount should include all costs related to preparing, imaging, saving to TIFF, JPEG and PDF, file naming, OCR processing and returning photographs to original location. ....per photograph....\$ \_\_\_\_\_

(d) Scanning of black and white photograph. NOTE: This amount should include all costs related to preparing, imaging, saving to TIFF, JPEG and PDF, file naming, OCR processing and returning photographs to original location. ....per photograph....\$ \_\_\_\_\_

**II. ADDITIONAL OPERATIONS:**

(a) Copy onto Agency provided external hard drive. NOTE: Agency will provide ONE (1) external hard drive to copy data. This amount will be used if additional external hard drives are provided and require copying of data .....per additional external hard.....\$ \_\_\_\_\_

(b) Pickup and delivery of products to be scanned.... per pickup and delivery.....\$ \_\_\_\_\_

\_\_\_\_\_  
Initials



Discounts are offered for payment as follows: \_\_ percent, \_\_\_\_\_ calendar days. See Article 9 "Discounts" of Solicitation Provisions in GPO Contract Terms (Pub. 310.2).

**QUOTE ACCEPTANCE PERIOD:** In compliance with the above, the undersigned agree, if this Quote is accepted within \_\_\_\_\_ calendar days (60 calendar days unless a different period is inserted by the Firm) from the date for receipt of Quotes, to furnish the specified items at the price set opposite each item, delivered at the designated points(s), in exact accordance with specifications.

NOTE: Failure to provide a 60-day Quote acceptance period may result in expiration of the Quote prior to award.

**CONTRACTOR'S NAME AND SIGNATURE:** Fill out and submit all pages in "Section 4. - Schedule of Prices", initialing or signing each in the space provided.

Contractor \_\_\_\_\_ GPO Contractor Code No. \_\_\_\_\_

\_\_\_\_\_  
(City - State)

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

\_\_\_\_\_  
(Person to be contacted) (Telephone Number)

**COMPLETE AND SUBMIT THIS PAGE WITH YOUR BID**

\*\*\*\*\*

***THIS SECTION FOR GPO USE ONLY***

Certified by: \_\_\_\_\_ Date: \_\_\_\_\_ Contracting Officer: \_\_\_\_\_ Date: \_\_\_\_\_  
(Initials) (Initials)

\_\_\_\_\_  
Initials